

Module 1.5 - Computer Communication

Introduction

In this module you will work collaboratively with two or three other members of your class to research and produce a topic on a particular topic. Working in a group allows all members of the group to participate to produce the best possible project.

The main difference in this module is that all communication between your group will be conducted electronically. You can send email messages, attachments allow you to share files and chat allows you to interact with other group members.



Project Topics

Each project should be all your own work. You may research using the Internet, CD-ROMs, books or any other appropriate source. You must record and display all sources in a bibliography including URLs of visited websites. When you are asked to prepare your project you should choose one of the topics below.

History

William Wallace
World War 1
World War 2

Geography

Volcanoes
The Himalayas
The Great Lakes
The Great Rift Valley

Science

The Solar System
Albert Einstein
Charles Darwin

Art

Picasso
Salvador Dali
Vincent Van Gogh
Andy Warhol

English

William Wordsworth
John Keats
Thomas Hardy

RE

Buddhism
Islam
Hinduism
Judaism

Modern Studies

The Scottish Nationalist Party
The Scottish Parliament

Music

Beethoven
Mozart

Modern Languages

Paris
Rome

Your group must submit the following documents. Whilst the majority will be completed using Microsoft Word, you will be required to use Microsoft Excel and, if you feel it is appropriate, you may wish to produce a KarZouche presentation as an alternative to a typed document.

Introduction – A document explaining why your group chose this topic and what your project will consist of.

History - A historical timeline of your topic, important dates and occasions.

Cultural Significance - Why is your topic important?

Key Facts - A selection of important points about your topic.

Statistics - A spreadsheet and chart containing some numerical information about your topic.

Picture Gallery - A document with a selection of pictures related to your topic with a description of each image used.

Summary - 100 words to summarise your project.

Bibliography - A list of all information sources used by your group, namely, the addresses, titles and descriptions of all websites used along with the titles of any books you may have referred to.

Evaluation – Write a document describing how well the group worked together and made use of the various communication technologies.

Task 1 – Internet Safety

There have been numerous news reports and television programs dealing with the problems of computer communication on the Internet, particularly the abuse of chat rooms by adults befriending children and young adults.

For this reason, at home and at school, treat a stranger on the internet as you would in real life. You would not give your email address, phone number or home address to someone you had never met before who you know nothing about so you must protect your private information when online too.

On the Internet many people pretend to be people they are not. Older people pretend to be teenagers in order to talk to other teenagers. Be wary about people asking for personal information. If you feel uncomfortable about something said in a chat room or email notify your teacher, parents, an elder brother or sister or, if you know how, then inform your Internet Service Provider.

Answer the following questions in your jotter.

1. Write the URLs of three web pages giving advice on internet safety.
2. What are the main rules for staying safe on the Internet?
3. What should any rules be in the ICT laboratories?

Task 2 - Send & Receive Emails

Your first task must be to find out who is in your group, communicate electronically with each member and start to decide which topic your group will choose to research. Information on groups and possible topics is also available in the Central Resource Library and on the Internet.

- Obtain a list of all members of your group.
- From the list of topics choose two or three that you are most interested in.
- Send an email to each member of your group, introducing yourself and the topics you prefer.
- Add each group member to your personal address book.

Answer the following questions in your jotter.

1. How can you send a single email to several people?
2. What is the meaning of cc: and bcc: ?
3. What are the advantages of storing addresses in the address book?
4. Name two sites offering free, web-based email.
5. How can these companies offer so many free services?
6. What advantage is there to web based email over school email using MS Outlook?
7. What advantage is there to the school email over web based email?

Task 3 - Online Chat

Your first and most important group decision must be to unanimously decide upon your topic. To do this you must use the ClassLink Chat facility. Your teacher will organise this within your class.

Having decided upon your topic your group must then divide up the tasks amongst yourselves.

Some tasks may be considered easier, more interesting or more attractive. You must ensure that each group member is satisfied with their allocated tasks and that no-one feels treated unfairly. Any disputes that you are unable to resolve within the group must be emailed to your teacher for a decision.

- When your group is ready to chat electronically about the project, notify your teacher and they will set up a private chat between you and your group members.
- By referring to the project description, divide the tasks fairly between group members.
- Copy and complete the following table in your jotter.

Task	Student
Introduction	
History	
Cultural Significance	
Key Facts	
Statistics	
Picture Gallery	
Summary	
Bibliography	
Evaluation	

Answer the following questions in your jotter.

1. How could chat rooms be used in other school subjects?
2. Why are private chats a useful facility?
3. How have chat room capabilities been improved upon?
4. What are two advantages of online chat over telephone calls?
5. Why is it sometimes necessary to compromise when working in a group?

Task 4 – Researching Your Project

Having chosen the topic and divided the tasks between group members it is now time for you to start researching your topic and begin to produce your individual documents.

Your primary source of information will be the Internet; you must use a search engine and perform specific searches to obtain the necessary information. For example there are many thousands of sites on the solar system so, if you are looking for a picture of Jupiter, do not search for 'Solar System' search for 'Jupiter AND Pictures'.

You may also use your own time to research in the school library, at home or any other source of information.

As you research, keep the rest of your group informed of any useful sites you find or if you are having any difficulties completing the tasks.


Answer the following questions in your jotter.

1. It is sometimes possible to tell which country a website is from by looking at its address. E.g. UK = United Kingdom and De = Germany. Find five or more examples of country codes.
2. How can you use Internet Explorer to store the addresses of all of your most useful web sites?
3. Copy and complete the following table with at least five websites you have visited:

Website Address	Description
www.paris.com	The official website for tourists visiting France's capital.

Task 5 - Emailing Attachments

It is important that all members of the group are kept up to date with the progress of the tasks. For this reason you must email your files to your user group. In this way other group members can view your work.

Attachments allow you to send any file along with an email message. Do this by clicking on the Attachment tool, , and selecting the file to send.

Your fellow group members will review your document and may have some constructive criticism to offer. You should be ready to listen to any suggestion they offer and change your document accordingly. Remember your group gets graded upon the quality of all parts of the project so it is in your own interest to make your documents as good as they can be and to help others in your group improve the quality of their work too.

- Whenever you have completed one of the project documents, email it as an attachment to each member of your group.
- Read other student's documents as they email them to you.
- Send an email to the other student with any comments on their work.

Answer the following questions in your jotter.

1. What is meant by "constructive criticism"?
2. Why is it important that any comments upon other pupils' work are polite, relevant and constructive?

Task 6 – Downloading Images

One group member will be preparing a Photo Gallery, a document with a series of images and descriptions related to your topic.

However, all members of the group may wish to obtain some images to brighten up their documents and to make a cover page for their project.

When the first group member has completed all their tasks they should prepare an attractive cover page with the names of all the group members and the project title.

Answer the following questions in your jotter.

1. Describe how to save images in a web page to your computer.
2. Why is copyright of images an issue on the Internet?

Task 7 - Submitting Your Task

Your group's project will be graded by your teacher. You should print out, assemble and submit the following documents:

Introduction

History

Cultural Significance

Key Facts

Statistics

Picture Gallery

Summary

Bibliography

In addition you will be graded on how well you worked together as a group and how well each individual contributed to the project.

Homework Exercise 1 - Email & Internet

Answer the following questions in sentences.

1. What is the name of the email program used in class? (1)

Internet Explorer Outlook Express
Microsoft Windows Microsoft Email

2. Which program do you use to access Myrtle, the school web site and Google? (1)

ClassLink Internet Explorer
Central Resource Library Microsoft Office

3. What does WWW stand for? (1)

Work World Wide Web World Wide
World Wide Web World Working Web

4. Files sent with email messages are called: (1)

Additions Attachments
Animations Addendums

5. Which of the following are valid email addresses? (1)

james@stalloysius stalloysius.co.uk james@stalloysius.org
james@stalloysius.uk.co james.stalloysius.co.uk

6. Which of the following are disadvantages of email? (2)

It can send messages worldwide.
It requires a computer.
It can carry attachments.
It can carry viruses.

7. Which of the following are advantages of email? (1)

You can send a single email to many people.
You can receive many advertisements.
You cannot tell if someone has read their email.
It costs the price of a local phone call.
If your computer breaks there is no way to access your messages.

8. What are the advantages of working in a group? (3)

You have less work to do.
You can 'brainstorm' ideas with other members of the group.
Group members learn to discuss, compromise and reach agreement.
You can just download information without typing it yourself.
When everyone contributes the group can produce an excellent project.

Total (10)

Homework Exercise 2 – Internet Connections

Internet connections from home will either be dial-up or broadband connections.

1. Which connection type is fastest? (1)
2. Which connection type is most expensive? (1)
3. Name three companies offering internet connections. (3)
4. How much might a typical dial-up service cost per month? (1)
5. How much might a typical broadband service cost per month? (1)
6. Which connection type requires you to use your normal telephone line? (1)
7. Why is this sometimes a problem? (1)
8. Which method allows you to connect almost instantaneously? (1)
9. Which connection type is most commonly used? (1)
10. Why is this connection type most common? (1)

Total (12)

Homework Exercise 3 – ICT in St Aloysius' College Part 1

St Aloysius' College uses computers, networks and the Internet for many different tasks.

1. All student grades are entered into a single, networked database.
 - (a) What is an advantage to teachers of storing grades in an electronic gradebook? (1)
 - (b) What is an advantage to pupils and parents of storing grades in an electronic gradebook? (1)
 - (c) What is one disadvantage of storing all grades in a single database file? (1)

2. All teachers have their own email address.
 - (a) Why is email a useful way of sending information to staff as opposed to putting notices in the staff common room? (1)
 - (b) How could pupils benefit from this facility? (1)

3. All teachers have a telephone in their class with an answering service.
 - (a) What is an advantage of having a telephone in every classroom? (1)
 - (b) What is a disadvantage of having a telephone in every classroom? (1)
 - (c) What is an advantage of having an answering service? (1)

4. Prefect lines, detentions etc. are entered and stored in an electronic database that all staff may access.
 - (a) Who would benefit from being able to view all pupil punishments? (1)
 - (b) Why might pupils dislike this application of ICT? (1)

Total (10)

Homework Exercise 4 - ICT in St Aloysius' College Part 2

St Aloysius' College uses computers, networks and the Internet for many different tasks.

1. Pupil reports are published on the World Wide Web.
 - (a) Why might some parents dislike this? (1)
 - (b) Why might some parents support the idea? (1)
 - (c) Why might the Housemasters still prefer a paper copy? (1)

2. The College website is a source of information for pupils, parents and prospective parents.
 - (a) How could the Director of Sport and the hockey and rugby teams use the College website to their advantage? (1)
 - (b) Why would prospective parents visit the College website? (1)
 - (c) What kind of information might prospective parents expect to find on the College website? (1)
 - (d) How could pupils showcase their best work through the website? (1)

3. Myrtle is a project to hold the College teaching materials on the Internet.
 - (a) Why would pupils who were absent from school benefit from Myrtle? (1)
 - (b) What extra facilities could be included in a modern languages page that could not be included in a text book or printed handout? (1)
 - (c) How could other departments take advantage of the opportunities offered by Myrtle? (1)

Total (10)

Homework Exercise 5 – Project Work

1. Use a dictionary to find the definition of the word 'plagiarism'. (1)
2. How can the Internet encourage plagiarism? (1)
3. Why is plagiarism unfair? (1)
4. How can you avoid plagiarising work when researching on the Internet? (1)
5. How can working in a group improve the quality of project work? (1)
6. What problems can occur when working in a group? (1)
7. How can such problems be overcome? (1)
8. Why is searching on the internet a useful skill? (1)
9. Why is learning to read and summarise important points on a website an important skill? (1)
10. What is the most valuable skill you have learned in this module? (1)

Total (10)