

Internet Competencies Checklist

1. When trying to determine the validity of a website, consider the following:
 - a. URL- is it a .com, .org, .gov ? (.org and .gov and educational institutions are the more reliable sources.)
 - b. Read the entire site carefully. How does the information compare to related books and articles you may have read?
 - c. Check out references listed on the site.
 - d. Check out links on the site.
 - e. Watch for misspelled words and fictional names of people.

2. What is the proper way (MLA rules) to document a website used in a presentation or research document. See:
<http://www.liunet.edu/cwis/cwp/library/workshop/citmla.htm>

3. Search for a topic or specific information on a website. Hint: Some websites have their own search link for that site. Go to <http://www.tea.state.tx.us> and click on “Education Law and Rules”. Scroll down to “Texas Education Code”. Search for chapter 33, subchapter 3 (33.003). Copy the URL for this site and paste into a Word document. Copy the paragraph in this chapter section 003 and paste into the same Word document.

4. Know how to send a Carbon Copy email, a Blind Carbon Copy email, Reply to an email, Reply to All, and send an Attachment.

5. Know the ways you could get a virus from an email.

6. Know how to empty your email Trash folder.

7. Reacquaint yourself with the Guidelines for Acceptable Use of LISD Technology Resources at <http://www.lisd.net/webpolicy/aupstaff.pdf>