

## Understanding Wikis and Ethics/Responsibility of Internet Postings

<b>Objective</b>	The employee will be able to enter information about businesses or local attractions and to understand the importance of ethics and personal responsibility when posting information on the Internet
<b>Materials</b>	<ul style="list-style-type: none"><li>• Computers</li><li>• Wiki Pages</li></ul>
<b>Overview</b>	Wiki's are web sites that allow anyone to collectively contribute content to a web site. Web sites like <b>www.wiki.zoho.com</b> allow users to enter info related to various topics by creating an article or adding to a previously created article. Pages can be enhanced by uploading pictures of the attraction or business.
<b>Procedure</b>	<ol style="list-style-type: none"><li>1. Log into <a href="http://www.wiki.zoho.com">www.wiki.zoho.com</a></li><li>2. Show employees the www.wiki.zoho.com home page and explain the purpose of this web site, whose goal is to build an informational database on every community in the world, including information about local attractions and local businesses.</li><li>3. Also show employees how to create a page on a topic by simply replacing the text on the home page, "Main Page" with "Whatever the topic is"</li><li>4. Write a few sentences describing the topic you have chosen to create a page about.</li><li>5. Have everyone view your newly created page on their computers and ask if there are any questions as to how you created the page.</li><li>6. Have everyone create their own wiki page with information about an issue related to the business or something that could help the company.</li><li>7. Ask for volunteers to review several of the pages created and have everyone go to the same pages to review page setup. Explain the importance of being ethical and responsible when posting information on the Internet.</li></ol>

Adapted from: <http://www.lessonplanspage.com/CISSResponsiblyPostingWikisInfoOnInternet812.htm>