YMI
YOUNG MINDS INSPIRED

B4U
COPY

Middle School
Teacher's Guide

BSA®
BUSINESS SOFTWARE ALLIANCE

Dear Educator:

You already know that computer technology enhances the way students learn and lays a foundation for future success both in school and in the workplace. As they become more skilled with computers, however, students also need more guidance in using this technology responsibly. They need to understand the risks they can face online and learn to respect the rules for sharing computer resources so they can make smart choices today and in years to come.

That's why the Business Software Alliance (BSA), the foremost organization dedicated to promoting a safe and legal digital world, has teamed with the curriculum specialists at Young Minds Inspired (YMI) to produce **B4UCopy**, a free educational program designed to raise student awareness of copyright and reinforce responsible behavior online.

B4UCopy is a comprehensive program with lesson sets for students in elementary school, middle school, and high school. This lesson set has been developed for middle school students in grades 6-8. Should you wish to substitute or add lessons from other grade levels to meet the interests and abilities of your students, go to **www.B4UCopy.com/kids** and **www.B4UCopy.com/teens** to view the lessons for all grades.

We encourage you to share this educational program with other teachers. Although these teaching materials are copyrighted, you have permission to make as many copies as needed for educational purposes.

Please let us know your opinion of **B4UCopy** by completing our online feedback form at **www.B4UCopy.com/feedback.** We value your comments and rely on your suggestions to provide learning materials that meet your students' needs.

Sincerely,

Diane Smiroldo
Vice President, Public Affairs
Business Software Alliance

Introduction

B4UCopy is a free educational program for grades 3-12 that is designed to raise awareness of copyright laws and reinforce responsible behavior online. The program is made possible by the Business Software Alliance (BSA), the foremost organization dedicated to promoting a safe and legal digital world.

Target Audience

These **B4UCopy** program materials have been developed for middle school students in grades 6-8, ages 12-14. Materials for elementary school students are available at **www.B4UCopy.com/kids** and at **www.B4UCopy.com/teens** for high school students.

Program Objectives

- To introduce students to the concepts of copyright and intellectual property.
- To help students recognize that duplicating software and other copyrighted material is illegal and unfair to others.
- To help students, teachers, and parents set guidelines for using computer technology responsibly.

Program Components

- This teacher's guide, which provides background information, suggestions for classroom presentation, answer keys, and activity extensions
- Three reproducible activity sheets
- A reproducible student checklist to reinforce the classroom lessons
- A classroom poster
- A take-home brochure for parents

How to Use the Program Components

- Download, print, and display the B4UCopy classroom poster to introduce the program and generate student interest.
- Download, print, and photocopy the reproducible activity sheets and certificate appropriate for your grade level to provide a complete set for every student. At the same time, make a master copy of the complete program to share with other teachers in your school.
- The classroom activities have been designed for use in the order presented, but you may adjust the order to fit your teaching style and your students' needs.
- Download and print enough copies of the parent brochure for every student in your class. Have students take the brochure home at the start of the program to involve parents in the learning process.

Glossary of Terms

Computer Virus

A type of malicious software that destroys information, compromises computer performance, and can even crash an entire system. Computer viruses are often unknowingly spread through email, downloads, and counterfeit software.

License

A software license is a legal agreement between the user and the software manufacturer that stipulates terms of usage for the software, including restrictions on making copies. The software license usually displays when a piece of software is installed and requires the user to click "Accept" before the installation is completed. Also called an End User License Agreement or EULA.

Peer-to-Peer File Sharing

The most common peer-to-peer (P2P) file sharing involves the use of special software that makes files stored on a personal computer available to others through the Internet. P2P software creates a network of individuals who all have direct access to one another's computers and is typically used to copy software, songs, and other copyrighted computer files illegally.

Piracy

The process of making copies of copyrighted materials without the copyright owner's permission. Piracy is illegal whether or not the pirated copies are made for monetary gain.

Software

Also referred to as a program or application, software consists of coded commands that tell a computer how to perform specific tasks and enable the computer to process, transmit, and store information.

Spyware

Another type of malicious software, spyware allows strangers to find out information about you without you knowing it or giving permission. It keeps track of what you do online, collecting information about everything from your email address to your credit card numbers.

U.S. Copyright Law

This federal law protects copyright owners from unauthorized reproduction, adaptation, performance, display, or distribution of original creative works.

Activity One
Internet Know-How

Objectives

- **To assess students' existing knowledge of Internet safety.**
  - **To make students aware of online risks associated with software piracy.**
  - **To provide students with the information they need to make smart choices when they are online.**
  - **To empower students to think for themselves when making decisions.**

Begin the activity with a class discussion about when, where, and how students use computers and Internet technology. Use the chalkboard to make three columns for students to list their responses (When, Where, How). Ask students to list the dangers associated with using the Internet. Have them share their personal experiences and/or stories they have heard.

Tell students that they are going to have the chance to test their Internet know-how. Explain that students should imagine themselves in the situations and use what they already know to make smart choices. Have students complete this activity individually and then review and discuss their answers as a class.

Answers

1-c While the website might seem harmless, it might really be a fake designed to steal your personal information. If you think the website is legitimate, your parents probably will too, so ask for permission, just to be safe.

2-a It is illegal to copy someone else's software under any circumstances. It doesn't matter if you download a copy from the Internet or install a copy using a friend's computer discs. The only legal way to use someone else's software is to use it on their computer.

3-b Internet thieves/pirates sometimes use alarming emails to get your password or other personal information. The email might even look authentic, but don't be fooled. Show the email to a parent, who can contact the company that supposedly sent it through their website, and report the email if it's a fake. If you just delete it, you're likely to keep getting these bogus threats.

4-b Although students already know that there is a great deal of inappropriate content on the Internet, they need to be encouraged to tell a parent when they accidentally find something that makes them feel uncomfortable. They should recognize that objectionable content is not something they have to keep secret, and talking about it can help that uncomfortable feeling go away. Explain that such sites are probably not a good source of information, so it's not smart to click a link on them to find out more.

5-c   Super bargain software is often a counterfeit or an illegal copy. Either way, it can be defective or out-of-date, and will usually not come with technical support. Worse yet, you're committing a crime when you use it. Kids should always check with a parent before using a credit card online.

6-b   The right thing to do in this situation is to tell your friend that he or she is stealing. The smart way to sample songs is to visit the recording company's website to find free, legal sample tracks. The friend mentioned in this example has become involved in peer-to-peer (P2P) file sharing. P2P allows members of an online network to make files stored on their computers available to other members of the network. Students should realize that taking a copy of software they haven't purchased is stealing, even if the copy comes from someone else. In addition, P2P file sharing can give strangers access to private information on a family computer and make it vulnerable to spyware and computer viruses.

7-c   Remember that people you meet online aren't always who they say they are. A chat room friend who talks like someone your age could really be an adult who might want to hurt you. Always tell a parent when an online friend wants to meet for real. You might think you have the situation under control, but it's smart to get a parent involved, just in case.

8-b   While the contest might seem for real, it could also be a trick to gather personal information. By filling out the entry form, you could be opening your computer up to everything from annoying ads and junk email to spyware and viruses. Even when you know that it's perfectly safe, it never hurts to get a parent involved when giving out personal information over the Internet.

Extensions

1. Have students take the quiz home in order to test their parents' Internet know-how. Compare student and parent responses in a class discussion.
2. Have students use their Internet know-how to create a handbook on Internet safety.
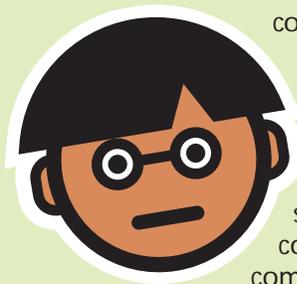
Copy Smarts Activity Two

Objectives

- **To inform students about copyright laws and how they protect intellectual property.**
- **To make students aware of the copyright symbol (©) and what it means.**
- **To strengthen critical thinking skills.**

Begin by asking students how they feel when they work hard to create something—a picture, a story, a school report—and then are rewarded in some way such as having their work displayed or receiving a high grade. How would they feel if someone made a copy of their work and got the reward instead? Authors, photographers, computer programmers, and other creative people feel the same way when people copy their work.

Ask students if they have ever heard the term "copyright." What do they think it means? Explain that copyright laws make it illegal for anyone to make copies of a creative work unless they have permission from the copyright owner. This allows the owner to receive credit and even earn money for his or her work.

Draw the copyright symbol (©) on the chalkboard. Point to the symbol and tell students that copyright is so important it has a special symbol. Tell them that next to the copyright symbol they'll find the name of the company or person who owns that creative work. That's the person or company whose permission they need before they can make a copy. Have students brainstorm places where they have seen the copyright symbol (books, posters, CDs, etc.).

Explain that copyright isn't only for businesses. Tell students that their creative work is protected by copyright, too. When they write a school report, draw a picture, or shoot a home video, they are creating intellectual property by putting their original ideas into a tangible form that others can see and hear. And intellectual property is protected by copyright, even if you don't see the copyright symbol (©).

Part 1 In Part 1 of this activity students will learn where and what to look for in order to find out whether or not they have permission to copy someone's work. Tell students to help the kids in the scenarios decide if it is OK to copy by circling the on-screen clue that will tell them whether or not they have permission. Have students complete this activity individually and then review and discuss their answers as a class.

Answers

1. **Yes:** Students circle the "Download Demo" button. Many companies offer demo or free trial versions of their software to give you the opportunity to "try before you buy." These versions of the software usually work only for a limited time. It is legal to download and use copies of demo and free trial software because the company that owns the copyright has given permission by providing a download link. Todd should check with a parent before he downloads, even though he knows it's safe.

2. **Yes:** Students circle the "Terms of Use" link. Online encyclopedias usually allow students to copy content for school projects. In addition, copyright laws actually permit students to copy individual items from the Web and from CD-ROMs for their school work—pictures, parts of a text, an audio or video clip. This is called "fair use." Sarah can copy the diagram for her report but should remember to credit her source in order to avoid plagiarism. On most websites, you can find guidelines about how you can or can't use specific content by clicking the "terms of use" or "terms of service" link, which is usually at the bottom of every webpage. To see an example, visit the Fact Monster website at www.factmonster.com. Scroll to the bottom of the homepage, and click on "Terms of Use."

3. **No:** There is nothing for students to circle. Maria is looking at software on a P2P or file sharing site. She's found a list of software that is actually on other people's computers. They can't give her permission to make a copy. Only the software company can do that. If she makes a copy, she is breaking the law. Her computer may also be exposed to viruses.
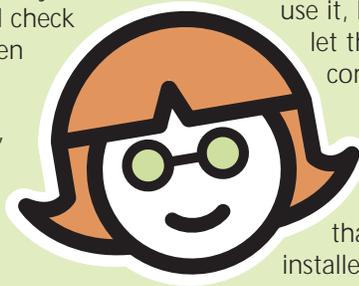
4. **No:** Students circle the "Terms of Service" link and can circle the "Email This Story" link as well. Many websites prohibit visitors from making their own copies of online content but permit them to share copies by providing a special email link. This allows the copyright owners to know where copies of their content are going. If Dan makes a copy on his own, he is breaking the law. Dan should check with a parent before using the "Email This Story" link, because he will probably be asked to give his own email address as well as the address of his friend.

Part 2 Hold up a book and ask students if they think it would be OK to make copies of the book to share with all their friends. Make sure that students understand that they can lend their copy of the book to others; however, if someone wants their own copy, they will have to buy one. The same rules apply to software: you can use it, but you can't make copies of the disc for friends or let them install a copy of the software on their computer.

For homework, have students find out more about intellectual property on computer discs by asking them to take a look at the "User's License" that they or their parents agreed to when they first installed a new computer program. Ask them to find out when they are permitted to make a copy of a computer disc. They can access the User's License by reloading a program disc, as if they were going to reinstall the software.

Answers

Students will find that they are permitted to make a personal back-up copy of the computer disc. This is because software companies realize that the original disc might become damaged, in which case one would need a back-up to re-install the software.

Extensions

1. Have kids read and report on the "Terms of Use" for their favorite websites.
2. Have students draw the copyright symbol on something they have created and write guidelines for how others are allowed to use their work.

Copy Consequences

Objectives

- **To make students aware of the consequences of software piracy.**
- **To strengthen critical thinking and writing skills.**

Begin this activity by asking students what can happen when someone steals from a store. Explain that there are also consequences when people steal copyrighted work by making copies without the copyright owner's permission. Emphasize that there are legal consequences for both situations.

Review the consequences explained on the activity sheet as a class. Have students share any experiences they have had with viruses or spyware.

Part 1 Tell students that they are going to use their copy smarts to help other students avoid the risks of making illegal copies. Have students complete the activity individually or in small groups, then review the answers as a class.

Answers

1. Students should recognize that it is illegal to copy software, whether you take it from the Internet or from a computer disc that belongs to someone else. The family in this example made an illegal copy when they installed the borrowed software on their computer. Now they may be subject to potential legal liabilities. They should uninstall the software immediately and purchase it for themselves.

2. The problem here is spyware. The student in this example would have to uninstall the illegal computer graphics program and use anti-virus software to eliminate the spyware. The student should also install a firewall which will protect his or her computer from unauthorized access and use by hackers.

3. Students should reassure "Due Tomorrow" that he is permitted to use copies of creative works in his school report, but should warn him that even though a work might seem old, it may still be protected by copyright. For example, U.S. copyright law now prohibits unauthorized copying of works created after 1978 for the life of the work's creator plus an additional 70 years, or up to 120 years for works copyrighted by a corporation. After that, the work enters what is called the "public domain" and can be copied by anyone. For details on determining the term of copyright, visit the U.S. Copyright Office website at **www.copyright.gov**. To play it safe, students should assume that all creative work is protected by copyright.

4. Many schools and libraries use tracking software to keep a record of all activity on their systems. This kind of software can report what the student has been doing, even though he thinks he has erased all traces of his illegal activity. Once the school authorities are aware of the problem, it's only a matter of time before he gets caught. Depending on school policy, he might be prohibited from using the school's computers, or he might be suspended. At the college level, this kind of illegal behavior may lead to expulsion and even criminal charges.

Part 2 Explain that software piracy comes with serious consequences. Have students work individually or in small groups, using an Internet search engine and the search terms provided to find out more about software piracy. Then have them share their findings with the rest of the class.

Extensions

1. Have students work in small groups to come up with and role-play their own copyright scenarios.
2. Invite your school librarian or a local intellectual property lawyer to talk with students about copyright and the concept of intellectual property.

B4UCopy Student Checklist

Make enough copies of the **B4UCopy** student checklist for every member of the class. Tell students to bring the checklist home to show their parents. Encourage students to share the materials and the information they have learned with their parents and to post the checklist in a prominent place in the house—possibly next to the home computer.

Online Resources

- **Computer Crime and Intellectual Property Section of the U.S. Department of Justice Criminal Division**
  www.cybercrime.gov
- **Cyberethics for Kids**
  www.cybercrime.gov/rules/kidinternet.htm
- **Kidz Privacy (Federal Trade Commission site)**
  www.ftc.gov/bcp/conline/edcams/kidzprivacy
- **Business Software Alliance**
  www.bsa.org
- **United States Copyright Office**
  www.copyright.gov
- **Universal Copyright Convention**
  www.unesco.org/culture/laws/copyright/
    html_eng/page1.shtml
- **United Nations Education, Scientific, and Cultural Organization**
  www.unesco.org
- **Young Minds Inspired**
  www.ymiteacher.com

Internet Know-How

Activity One

If you're like most kids your age, you're probably on the Internet every day —chatting with friends, checking scores, updating your profile, looking at clips, maybe even doing homework. And by now you've probably learned that the Internet can be a risky place, especially for kids. You're on your own when you're online, even when you're networking with others, so you've got to think for yourself and make the smart choice when trouble comes your way.
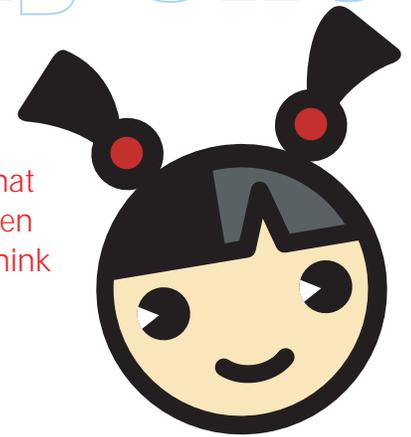
Here's a chance to test your Internet know-how. Imagine yourself in the situations described below. Mark the smart choice for each situation.

1 Your best friend just joined a website where you can try out new games and give the game designers ideas for making them better. You...
- ☐ a. immediately sign up and start playing.
- ☐ b. ask how much it costs.
- ☐ c. ask a parent if you can join.

2 Your study group is putting together a computer report on the Civil War. Everyone else has regular photo-editing software, but you're stuck with a picture-making program you've had since second grade. It's embarrassing. You...
- ☐ a. go to a classmate's house and use the software there.
- ☐ b. borrow the software from a classmate and put it on your computer.
- ☐ c. get the software from a website that lets you take free copies of programs on other people's computers.

3 You get an email from your Internet provider warning you that someone has been fooling around with your account. The email has a link to a webpage where you are supposed to type in your old password and pick a new one. You...
- ☐ a. delete the email.
- ☐ b. show the email to a parent.
- ☐ c. click the link and change your password.

4 You're online doing research for a current events project when you accidentally come to a gruesome website about terrorists and torture. The pictures are horrible. You...
- ☐ a. leave the site and keep it a secret.
- ☐ b. leave the site and talk about it with a parent.
- ☐ c. click a link on the site to look for better information.

5 You're shopping for new video-editing software and find a website selling the top-rated product for hundreds of dollars less than anyone else. You...
- ☐ a. purchase the software using a parent's credit card.
- ☐ b. ask a parent to purchase the software.
- ☐ c. keep shopping for a more believable bargain.

6 A friend sends you the link to a website where other people let you copy songs and movies on their computers. All you have to do is download some free software. You...
- ☐ a. sign up and start making copies of your favorite songs.
- ☐ b. tell your friend that it's stealing to get free songs this way.
- ☐ c. ask your friend to send you copies of the songs you want.

7 You and your friends are hanging out in a chat room and meet another kid from your town who wants to get together at the mall. One of your friends agrees to meet. You...
- ☐ a. ask your friend to take you along.
- ☐ b. warn your friend that it's not smart to meet online strangers face to face.
- ☐ c. tell a parent what's going on.

8 The official website for your favorite team is running a contest to win free tickets to the home opener. You...
- ☐ a. click the link and fill out the form to enter.
- ☐ b. ask a parent if you can enter and have your parent enter too.
- ☐ c. talk your friends into entering with you so you can increase your chances of winning.

B4U COPY

B4UCopy, think for yourself and do what you know is right.

Copy Smarts Activity Two

Computers make it easy to make copies of pictures, words, movies, songs, and even software. But copyright laws make it illegal to copy a creative work without the owner's permission. In fact, making copies of a work protected by copyright is just like stealing.

So how can you obey the law and still get the most out of your computer? To start with, you should understand that copyright is important. Without it, the companies who create books and movies and software would go out of business, because everyone would just copy their work instead of paying for it.

But copyright isn't only for big business. Your creative work is protected by copyright, too. When you write a school report, draw a picture, or shoot a home video, you are creating intellectual property by putting your original ideas into a tangible form that others can see and hear. And intellectual property is protected by copyright, even if it's not marked with a copyright symbol (©).

That's why you have to be smart about making copies when you're using a computer. It doesn't matter whether you see a copyright symbol or not. If it's intellectual property, it probably can't be copied without permission from the copyright owner.

Part 1 Luckily, most people who create intellectual property for the Internet tell you whether or not you have permission to copy their work. You just have to know where to look for it. Sometimes it's obvious, like a button that says "Free Download." But often you have to look for a "Terms of Use" or "Terms of Service" link at the bottom of the webpage to find out if you have permission to copy.
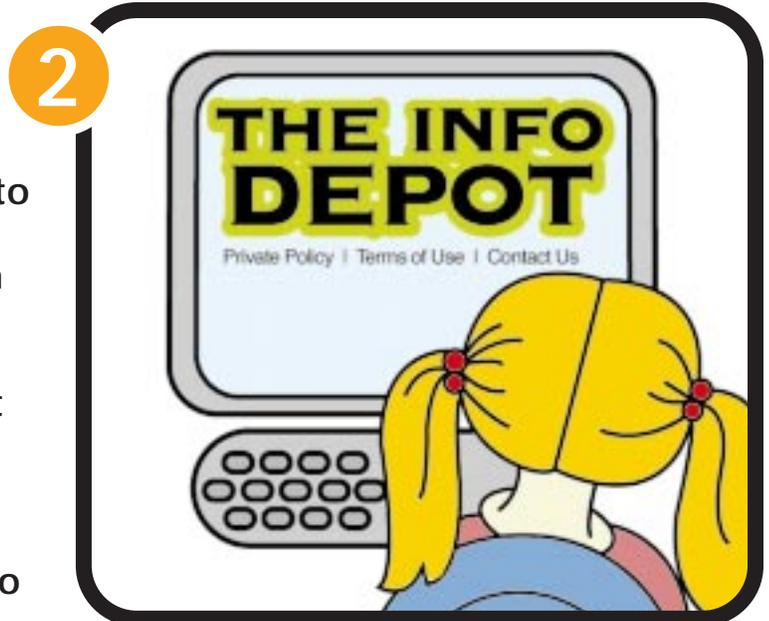
Sharpen up your copy smarts with the situations pictured below. Help these kids decide if it is OK to copy by circling the on-screen clue that will tell them whether or not they have permission.

1

30-DAY FREE TRIAL

ToonFactory

DOWNLOAD NOW

©2007 DigiSoft Inc. All rights reserved.
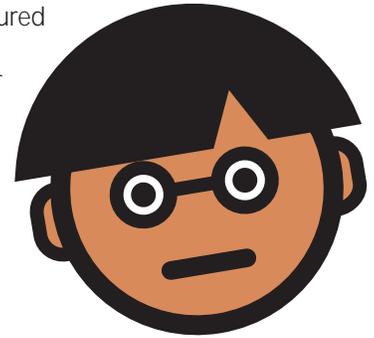
Todd wants to download a copy of a new computer animation program.

OK to Copy?

☐ Yes   ☐ No

2

THE INFO DEPOT

Private Policy | Terms of Use | Contact Us

Sarah wants to copy a diagram from an online encyclopedia for her report on DNA.

OK to Copy?

☐ Yes   ☐ No

B4U COPY

B4UCopy, look for the copyright symbol and get permission from the owner.

Copy Smarts Activity Two

3

FileTrader

Quantity	Licence	Name	Type	Size	Speed
Download		PowerTalk	Zip	940.0 KB	T3 or Higher
Download		PowerTalk	Zip	940 0 KB	T3 or Higher
Download		PowerTalk	Zip	540.0 KB	T3 or Higher
Download		PowerTalk	Zip	940.0 KB	T3 or Higher
Download		PowerTalk	Zip	940.0 KB	T3 or Higher
Download		PowerTalk	Zip	940 0 KB	T3 or Higher
Download		PowerTalk	Zip	540.0 KB	T3 or Higher

Maria needs a copy of a computer presentation program for her book report.

OK to Copy?

☐ Yes ☐ No

4

SportsFanatic

email this story

Private Policy   Terms of Service   Contact Us
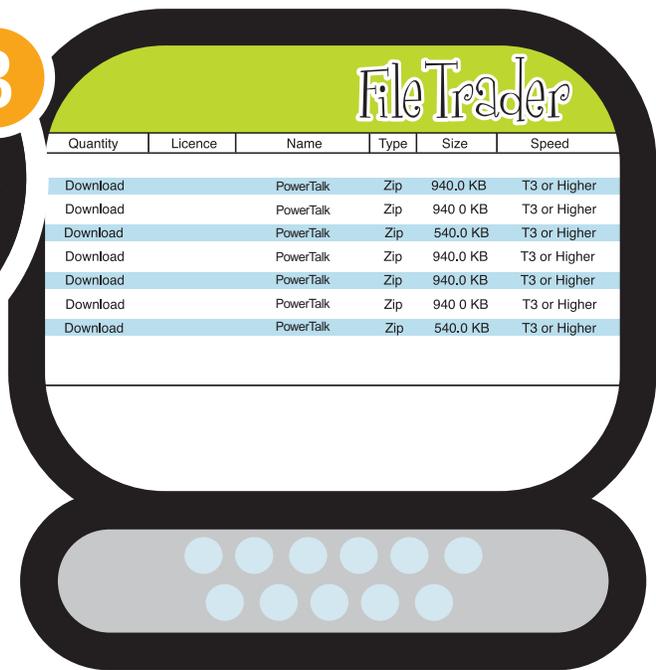
Dan wants to copy a sports story to send to a friend.

OK to Copy?

☐ Yes ☐ No

Part 2 Copyright laws protect intellectual property that comes on computer discs, too. When you buy a computer game or software, you don't really own it. Instead, you get the copyright owner's permission to use it. It's really like when you own a book—you can let other people read it, but if they want their own copy, they'll have to buy one. Same with software: you can let friends use it on your computer, but you can't make copies of the disc or let friends install the software on their computers.
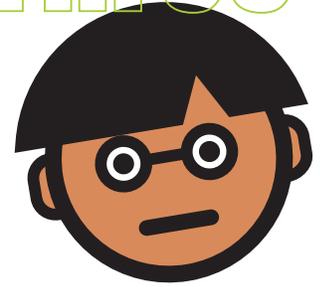
To find out more about intellectual property on computer discs, take a look at the "User's License" that you agree to when you first install a new computer program. Find out when you are permitted to make a copy of a computer disc.

B4U COPY

B4UCopy, look for the copyright symbol and get permission from the owner.

Copy Consequences

Activity Three

You already know that it's wrong to make illegal copies of software and other creative works protected by copyright. But did you know it can be dangerous too? Here's why:

- People who give away illegal copies on the Internet sometimes add a computer virus to the software. And a computer virus might erase everything you have stored on your computer—pictures, games, songs, even your homework! What's worse, the virus might automatically send itself to everyone in your email address book.

- Illegal copies can also come with spyware—a kind of software that lets strangers snoop around on your computer and steal your personal information, or spy on what you do when you're online. Spyware can even record and remember a secret password or a credit card number as you type it in.

- Taking illegal copies can also wreck your academic record. Most schools and libraries check for illegal copying on their computer systems, and ban kids who break the law. With that on your record, you'll have a harder time getting into college or getting a job.

- Worst of all, taking illegal copies is a crime that can lead to serious problems for you and your family. People who get caught with illegal copies may have to pay thousands of dollars in fines, and some may even go to jail.

Part 1 This is scary stuff, but you have the copy smarts to avoid these risks. Now use what you've learned to help these kids answer their copy questions. Imagine that you work on the **B4UCopy Helpline.** Write your advice in the spaces provided.

1 TO: B4UCopy Helpline
FROM: Worried
" Hi. I saw a story online about a college kid who got arrested for downloading illegal software. My family uses software that my dad borrowed from his office. I know they paid for it, so there's no reason to worry, right?"

Your advice: _____
_____
_____
_____

2 TO: B4UCopy Helpline
FROM: Panicked
" This is serious. I've been getting email receipts for all kinds of things I didn't buy. Jewelry, cameras, even a big-screen TV. It's thousands of dollars, and these things are being shipped to people I don't even know! I think it all started after I found a free copy of a computer graphics program I wanted to try. What should I do?"

Your advice: _____
_____
_____
_____

3 TO: B4UCopy Helpline
FROM: Due Tomorrow
" Please tell me this is OK. My history project is about President Reagan, and I've downloaded a ton of pictures and sound-clips and copied some old news stories for my PowerPoint presentation. Since all this stuff is really old, I can use it, right?"

Your advice: _____
_____
_____
_____

4 TO: B4UCopy Helpline
FROM: A Concerned Friend
" One of my friends is using the computers at school to take free copies of songs from a file sharing website. He downloads the songs onto his MP3 and then erases everything from the computer, even the file sharing program. I've told him he's going to get in trouble, but he says that since he erases everything, he won't get caught. Should I just mind my own business?"

Your advice: _____
_____
_____
_____

Part 2 In the real world, making illegal copies of computer software is called piracy. It's a huge problem, with serious consequences for everyone. Use an Internet search engine to find out more about software piracy. Check on the Web and in the News with these *search terms*: *software piracy, computer piracy, Internet piracy.* Then share what you learn in a class discussion.

B4U COPY

B4UCopy , think about the consequences.

B4U COPY

Take these tips home to help everyone in your family become copy smart.

Respect all forms of intellectual property that you find online— software, songs, stories, pictures, games, and movies.

Make sure you have permission from the copyright owner before you make a copy.

Never accept illegal copies of computer software online or on disc.

Never borrow or share computer software.

Beware of super discount computer software—you're probably buying an illegal copy.

And to stay safe online, remember:

Never give out personal information on the Internet without a parent's permission.

Never fill out an online membership or entry form without a parent's permission.

Talk with a parent if something or someone on the Internet makes you feel uncomfortable.

Tell a parent if you receive threatening or suspicious email.

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