

# **Technology and Livelihood Education**

**Quarter 1 – Module 4  
Information and  
Communications Technology/  
Entrepreneurship**



## *What I Need to Know*

This module was designed and written with you in mind. It is here to help you master the Produces simple products!

The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

After going through this module, you are expected to:

✓ **Posts and shares materials on wikis in a safe and responsible manner (TLE6IE-0c-5)**

- ☐ Define Information and Communications Technology (ICT)
- ☐ Define Wiki
- ☐ Locate and site the types of wiki websites
- ☐ Enumerate the steps in using a wiki
- ☐ Enumerate the procedure for safe and responsible use of wiki

✓ **Posts and shares materials on blogs in a safe and responsible manner. (TLEIE6-0c-6)**

- ☐ Define what a blog is
- ☐ Identify different blog sites
- ☐ Enumerate some internet safety tips on blogs
- ☐ Shows steps in making a blog account and creating a blog



## *What I Know*

Let us determine how much you already know about technology. Before you proceed, how much do you know about wiki? Can you identify different wiki sites? Enumerate some internet safety tips on using wiki. How do you post and share wiki?

**Directions:** Choose the letter of the correct answer.

1. What does ICT stand for?
  - A. Information and Computer Technology
  - B. Information and Community Technology
  - C. Information Communication and Technology
  - D. Information and Communications Technology
  
2. What is the meaning of Wiki?
  - A. Wiki helps to communicate effectively
  - B. Wiki can bring nations together through the sharing of ideas and resources.
  - C. Wiki is a piece of server software that allows users to create an information database and edit freely.
  - D. All of the above
  
3. What is the meaning of a blog?
  - A. It is a simple diary where people post daily events of their lives.
  - B. It is a highly social tool designed to build relationship and network.
  - C. It is a piece of server software that allows students to create an information database and edit.
  - D. All of the above
  
4. This feature includes a file of all published on that blog since the beginning, making it very easy to find older posts.
  - A. link
  - B. post
  - C. archives
  - D. commenting feature

5. What is the meaning of the Hawaiian word "wiki"
  - A. Fly
  - B. Fast
  - C. Slow
  - D. Server
6. A Wiki is a piece of server that allows users to \_\_\_\_\_ web page content using any Web browser.
  - A. Link
  - B. Post
  - C. Archives
  - D. Commenting feature
7. Things you must avoid in using wiki to avoid Internet predators.
  - A. Avoid sharing your identity
  - B. Avoid deleting useful content
  - C. Avoid deleting without justifying
  - D. All of the above
8. All are examples of Wiki sites EXCEPT one.
  - A. Wikipedia
  - B. Wikitravels
  - C. Wikispecies
  - D. Wikianimals
9. What is a blogger?
  - A. one who creates a blog
  - B. also called a wiki application
  - C. a tool used to search website
  - D. a website where writers share their personal experience
10. It is something that enables one to pass or gain admission such as a sequence to access to a computer system.
  - A. login
  - B. search
  - C. password
  - D. username

## Lesson

# 1

## Posting and sharing materials on wiki and blogs in a safe and responsible manner

Information and Communications Technology (ICT) is the mode used to communicate, create, design, store, and manage information. It had been an integral tool in the teaching learning process but ICT does not only stop inside the four corners of the classroom because in today's era, access to the internet is already available to individuals, companies, schools, and other organization in gathering and sharing information.

As technology spread around the globe, it is also important for a person to use these ways with great safety, responsibility, and appropriateness. So you should know how to distinguish what is acceptable and safe, and what is not. Learning the basics about wiki and blog could not only help you tremendously in doing your research and ensuring help in the community of getting reliable information but it will also help others in the same manner.

together, let us be excited to learn a new lesson that would broaden our knowledge about ICT.



### *What's In*

Have you ever tried to read a story about a person who tells his/her experiences? What technology did he/she use to share his/her experiences?

Here are some communication technologies that you can use to share about yourself and experiences. Can you identify some of them that you can use in your studies and in your daily living? How can you effectively use them in a safe and responsible manner?





**Directions:** Read the items below and write **LIKE** on your paper if it shows a safe and responsible way of using the internet, leave it blank if it does not show a safe and responsible way of using the internet.

- \_\_\_\_\_ 1. Avoid sharing your personal information especially to those whom you just met in the internet.
- \_\_\_\_\_ 2. Share your passwords to your friends.
- \_\_\_\_\_ 3. Follow the school's rules and regulation in using the computer and the internet.
- \_\_\_\_\_ 4. Always use emoji's in sending messages or emails online.
- \_\_\_\_\_ 5. Avoid using bad words in communicating online.



## ***What's New***

### ***Activity 1***

At this point, you are heading into meaningful activities and learning encounters. Read the paragraph below then answer the questions below.

### **How I Became a Ballet Dancer**

*(By Tinee)*

I was only six years old when my mom brought me to a ballet recital. At first, I had no idea what a ballet was. As the recital went on, I was amazed with the turns, jumps, grace, steps and the way the performers showed their theatrical entertainment.

Few weeks later, I enrolled in weekend classes of one of the best ballet studios in our city. At first, I felt shy because we were many in the class and I am the newest enrollee in the beginner class. As I kept on practicing to learn and do the best I could, it made me realize that ballet dancing developed my self-confidence and self-discipline. I felt like flying in the air like an angel every time I perform. I was determined and I never stopped learning and performing to the best I can which made me a ballet dancer.

1. Do you think this is a blog?
2. How did the writer relate her experience before she became a ballet dancer?
3. Are you inspired about her story?

This is an example of a blog that you can share later after learning about what a blog is

## **Activity 2**                      *Try this!*

**Directions:** Choose the letter of the correct answer.

1. It is a website consisting of entries (also called posts) appearing in reverse chronological order with the most recent entry appearing first (similar in format to a daily journal).

- A. blog
- B. blogger
- C. blogging
- D. blogosphere

2. The act of writing a post for a blog is called:

- A. blog
- B. blogger
- C. blogging
- D. blogosphere

3. The online community of blogs and bloggers

- A. blog
- B. blogger
- C. blogging
- D. blogosphere

4. A person who writes content for a blog

- A. blog
- B. blogger
- C. blogging
- D. blogosphere

5. When you login to your blogging account, it is the first screen with all controls, tools and functions.
- A. options
  - B. template
  - C. customize
  - D. dashboard
6. How frequently should you post messages?
- A. once a year.
  - B. once in five years.
  - C. more than 50 in a day
  - D. at least three to four times a week
7. What is an "archive" on a blog?
- A. links
  - B. feeds
  - C. all the stuff in a blog
  - D. a collection of all your past posts
8. What are you leaving when you read someone's post, then you submit your own opinion?
- A. a post
  - B. an opinion
  - C. a comment
  - D. a collaboration
9. What is the front page of a blog called?
- A. title
  - B. theme
  - C. header
  - D. index page
10. When you login to your blogging account, what is the first screen with all controls, tools and functions?
- A. plugin
  - B. archive
  - C. timeline
  - D. dashboard





## *What is It*

### *Definition of Terms*

- *Wiki*- a website that allows collaborative editing of its content and structure by its users.
- *Information and Communication Technology (ICT)* - refers to technologies that provide access to information through telecommunications.
- *Internet*- a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
- *Blog*- was derived from words “web” and “logs”

### **WHAT IS WIKI?**

Wiki is a web application that allows collaborative editing of its content and structure by its user. It supports hyperlinks and has simple text syntax that allows users to easily create new pages and crosslinks between internal pages. The term wiki is actually from a Hawaiian word that means “quick/fast”.

The most popular wiki is the Wikipedia. It is free, open content online encyclopedia where registered users can publish an article and anybody can edit its content.

“Open editing” has some advantages. It allows everyday users to create and edit any page in a Web site, encourages the democratic use of the Web, and promotes content composition by nontechnical users. However, it also has disadvantages example, it could allow the inclusion of unreliable or unverified web content.

Wiki is different from a blog because it allows us to add, edit or delete content that is posted on the website while blog does not allow others to modify the original material posted.

## PROPER AND SAFE USE OF WIKI

Safe use requires responsibility, appropriateness and common sense. As a learner, you should know what is acceptable and safe and what is not. Just like everything else, wiki and the web also have risks. Here are some of the things you need to avoid in using wiki.

Make sure all personal information and passwords are kept private. Never put any contact details online and ensure passwords are difficult to guess.

- ☐ Be truthful in your content. Write only what is based on facts and real-life and not on opinions.
- ☐ Avoid using foul words to people in general.
- ☐ Plan your wiki content carefully. Make sure your sources are reliable.
- ☐ Give credit where credit is due.
- ☐ Never met up with people you only knew online. Meeting someone from chat rooms and social networking sites could be dangerous.
- ☐ Do not open emails from strangers and unknown sources. Email and attachments may contain viruses or threats that can harm your computer.
- ☐ Not all information online is reliable. There are lots of information on the internet that are not true.
- ☐ Tell a trusted adult if anything online makes you feel uncomfortable or threatened.

### List of Wiki Sites

Wiki Site	Description
Wikipedia	This is free, open, and multilingual online encyclopedia where any user can collaboratively contribute and edit the article.
WikiWikiWeb	This is the oldest, open, easiest, and fastest web-based collaborative tool in the world.
Wiktionary	This is an online multilingual dictionary that contains the meaning, origin, and pronunciations of words.

Wiki Site	Description
Wikiquote	This is a collection of reference or quotations from well- known people, books, movies, etc.
Wikiversity	This site supports free learning communication, projects, materials, and other learning resources that may be used in all levels, types and styles of education.
Wikitravel	This is a travel guide that uses a Wikimedia's software. It provides information about the history, people, culture, and background of different countries.
Wikispecies	This is a directory of species of all forms of life ranging from animalia, plantae, fungi, bacteria, etc.
Wikinews	This is a compilation of news story made possible through collaborative journalism.
Wikibooks	This is a free library of educational books and manuals that maybe edited, changed, and improved by anyone.

## WHAT IS BLOG?

Blog was derived from the words *web logs*. Business dictionary.com defines blog as “a website, similar to an online journal that incudes chronological entries made by individuals. It provides users with forums (or a comment area) to talk about each posting.”

Please take note of the following:

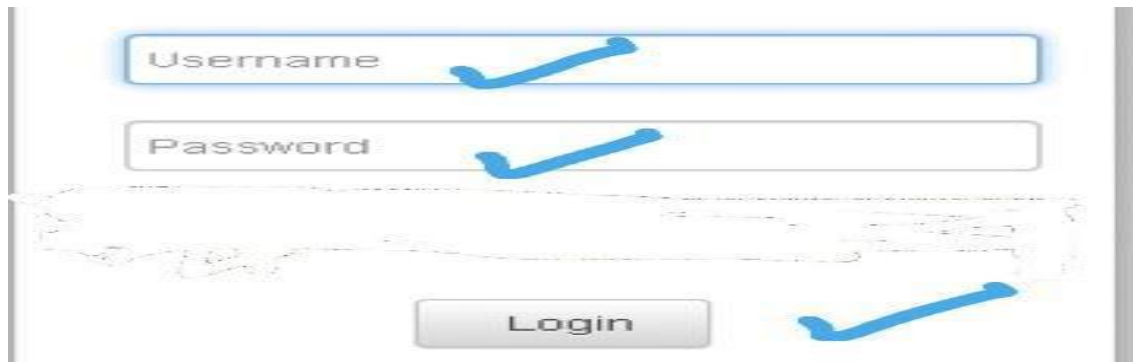
Blogging can be useful for you as it:

- ♥ Helps improve reading and writing skills
- ♥ Makes them more creative
- ♥ Provides a tool for collaboration
- ♥ Fuels their desire for learning

While blogging is useful, you must be aware of the following internet safety tips:

- ♥ Do not use any personal information such as last name, contact numbers and others.
- ♥ Do not post offensive photos.
- ♥ Do not compete with other bloggers.

♥ Do not use your blogs to harm other people.  
Look at this image. Are you familiar with this login environment?

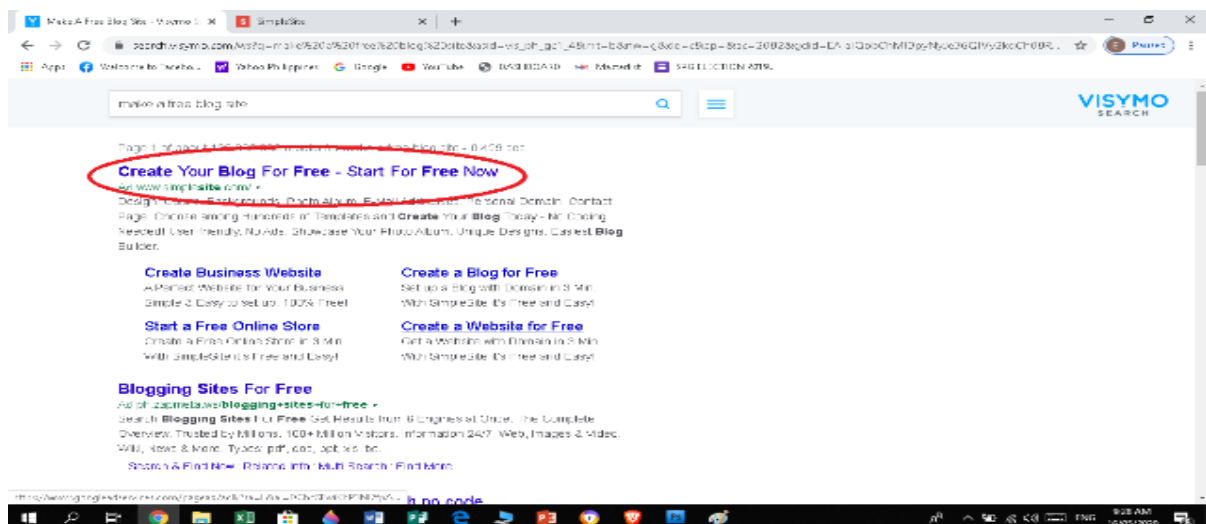


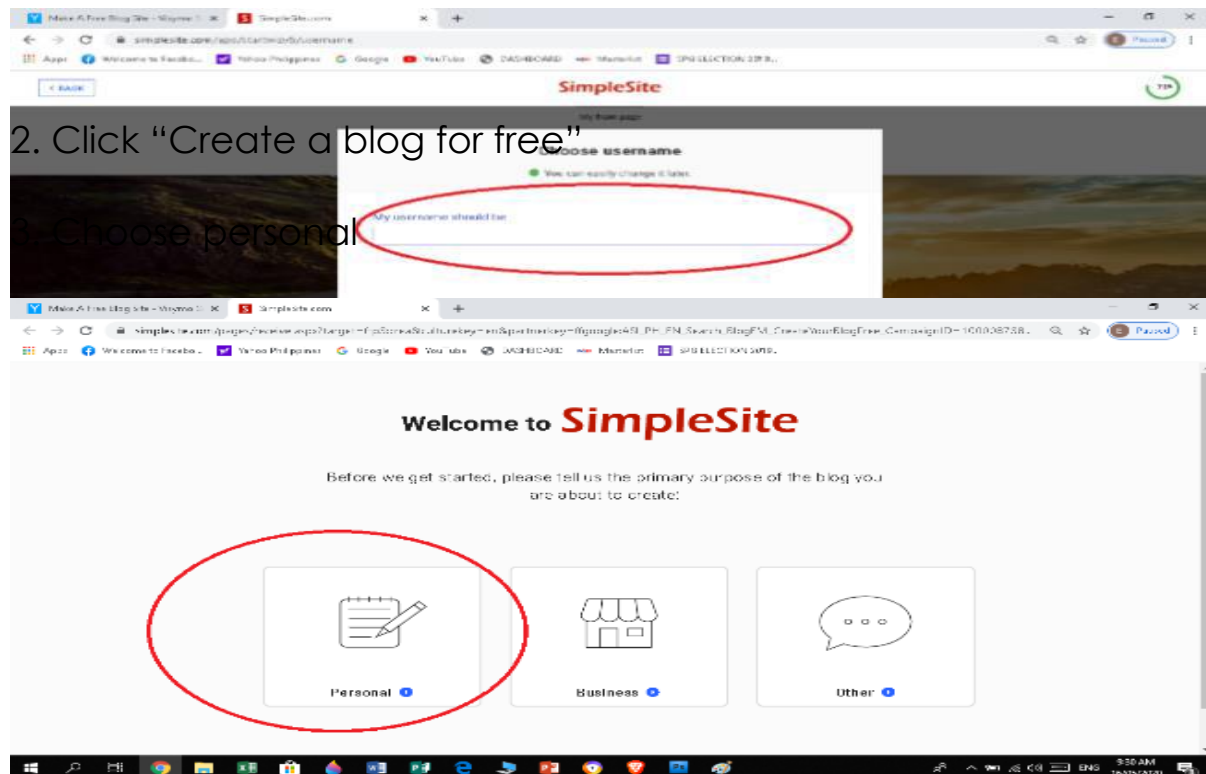
The site will require you to enter your username and password before you can login. Why do you think websites require you to login?

Now let us learn the steps how to create your account first before you can create your own blog, then post and share in a safe and responsible manner.

## CREATING A BLOG

1. Open your browser to google.com

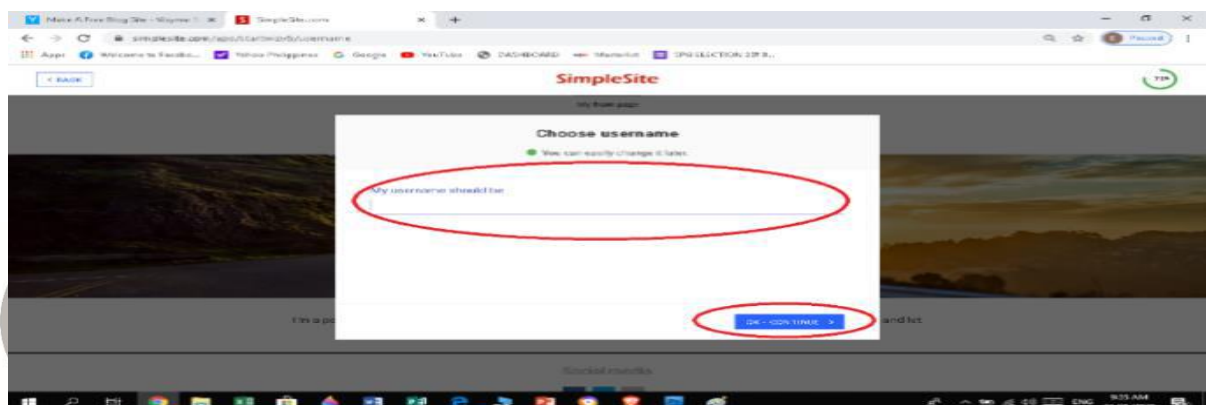




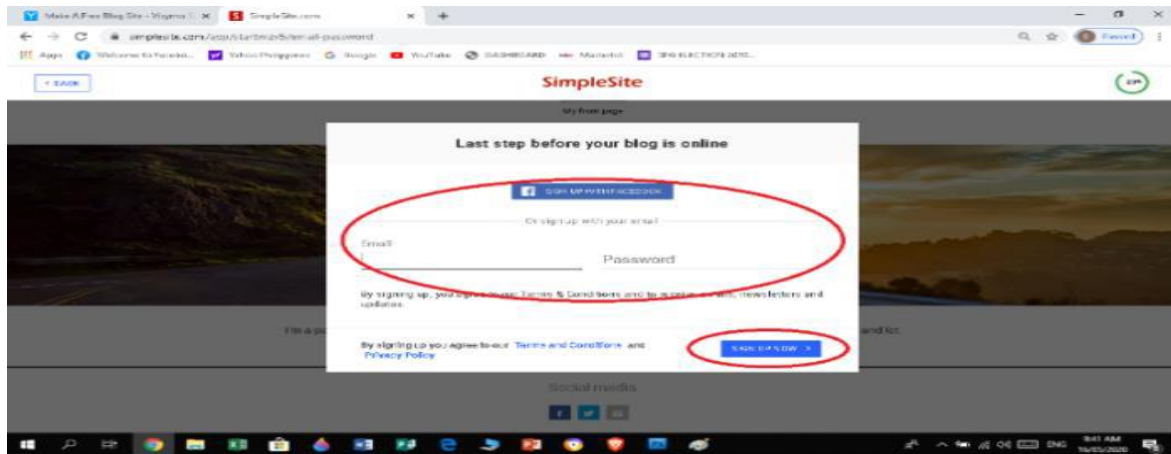
4. Click next



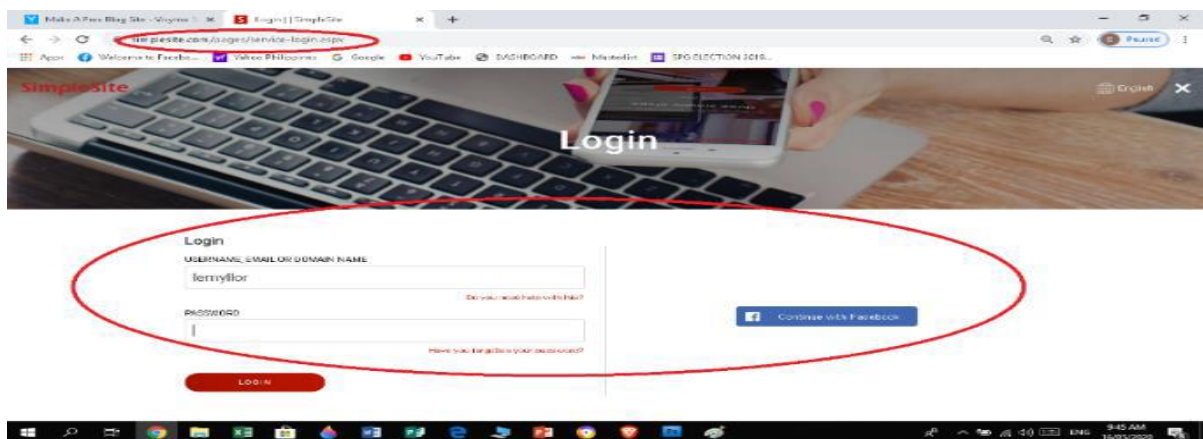
5. Enter your username of your choice and click continue.



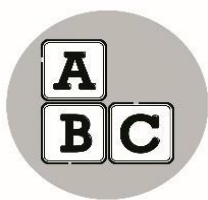
6. You can sign up with Facebook, enter your email address then your password



7. Now you have created an account for your blog. You can now create your own blog which you can post and share later.



Note: Make sure you comply with the Blogger Content Policy and Terms of Service.



## What's More

### Activity 3

**Directions:** Read the statements below and write **SAFE** if it shows safe way of using wiki and Write **NOT SAFE** if it is not. Do this in your TLE notebook.

- \_\_\_\_\_ 1. Trust all information taken from the internet.
- \_\_\_\_\_ 2. Do not open emails especially if you do not know where/whom it's from.
- \_\_\_\_\_ 3. Do not use offensive words to people in general.
- \_\_\_\_\_ 4. You may share your password to your trusted friend.
- \_\_\_\_\_ 5. You should only take information from reliable sources.

### Activity 4

**Directions:** Fill in the blanks with the correct answer. Choose your answer inside the parenthesis.

1. A \_\_\_\_\_ is a list of other blogs that a blogger might recommend by providing links to them. (blogger, blogroll)
2. \_\_\_\_\_ are opinions of your readers left in response to a blog post. It is a useful way for you to connect with your audience. (articles, comments)
3. A person who blogs is called a \_\_\_\_\_. (hacker, blogger)
4. \_\_\_\_\_ are individual articles that make up a blog. (Post and entries, Article and post)
5. A blog is an online dated diary listing your periodic thoughts on a specific topic, often in \_\_\_\_\_ chronological order. (reverse, conference)

## ACTIVITY 5

**Directions:** Follow these steps in creating a blog which you can post and share later:

1. **Pick a blog name.** Choose something descriptive.
2. **Get your blog online.** Register your blog and get hosting.
3. **Customize your blog.** Choose a free template and upload it.
4. **Write & publish your first post.** The fun part!
5. **Promote your blog.** Get more people to read your blog.

Manage your blog

- ♥ You can manage, edit, and read your blog.
- ♥ Learn how to control access to your blog.
- ♥ You can choose how you want your blog to look.
- ♥ Learn how to change the design of your blog.



## *What I Have Learned*

Looking back to the above discussions, what is a Wiki?

Wiki is a web application that allows collaborative editing of its content and structure by its user. It supports hyperlinks and has simple text syntax that allows users to easily create new pages and crosslinks between internal pages.

Safety requires responsibility, appropriateness, and common sense. So, a student should know what is acceptable and safe and what isn't in using Information and Communications Technology (ICT)





## *What I Can Do*

This section of the module provides you an activity which will help you transfer your new knowledge or skill into real life situation or concerns. Do your best in relating your experience especially in answering the questions below in your own understanding. Good luck!

### Activity 5

**Directions:** Write **SAFE** if the statement shows a safe and responsible way of using the Wiki/blog and write **NOT SAFE** if not.

- \_\_\_\_\_ 1. Delete reliable information on wiki.
- \_\_\_\_\_ 2. Trust all information taken from the internet.
- \_\_\_\_\_ 3. Avoid using words that are offensive to people.
- \_\_\_\_\_ 4. Post pictures with an unpleasant caption.
- \_\_\_\_\_ 5. Post information that are true and are based on facts.
- \_\_\_\_\_ 6. Carefully plan the content for your wiki.
- \_\_\_\_\_ 7. You may share your password to your trusted friend.
- \_\_\_\_\_ 8. Use another person's account without their permission.
- \_\_\_\_\_ 9. Attack personalities on Wiki
- \_\_\_\_\_ 10. Avoid leaving rude comments.



## *Assessment*

Yes! Very good! We are almost done in our lesson. Now let's see what you have learned from this module. Read each question carefully and choose the letter of the correct answer

**Directions:** Choose the letter of the correct answer.

1. What does ICT stand for?
  - A. Information and Computer Technology
  - B. Information and Community Technology
  - C. Information Communication and Technology
  - D. Information and Communications Technology

2. What is the meaning of a blog?
  - A. It is a simple diary where people post daily events of their lives.
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4. It is something that enables one to pass or gain admission such as a sequence to access to a computer system.
  - A. login
  - B. search
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5. All are examples of Wiki sites EXCEPT one.
  - A. Wikipedia
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  - C. Wikispecies
  - D. Wikianimals
6. What is the meaning of the Hawaiian word “wiki”
  - A. Fly
  - B. Fast
  - C. Slow
  - D. Server

7. Things you must avoid in using wiki to avoid Internet predators.
- A. Avoid sharing your identity
  - B. Avoid deleting useful content
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8. A Wiki is a piece of server that allows users to \_\_\_\_\_ web page content using any Web browser.
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  - D. Commenting feature
9. This feature includes a file of all published on that blog since the beginning, making it very easy to find older posts.
- A. link
  - B. post
  - C. archives
  - D. commenting feature
10. What is a blogger?
- A. one who creates a blog
  - B. also called a wiki application
  - C. a tool used to search website
  - D. a website where writers share their personal experience



## *Additional Activities*

### ACTIVITY 6

**Directions:** Follow these steps in creating a blog which you can post and share later:

1. **Pick a blog name.** Choose something descriptive.
2. **Get your blog online.** Register your blog and get hosting.
3. **Customize your blog.** Choose a free template and upload.
4. **Write & publish your first post.** The fun part!
5. **Promote your blog.** Get more people to read your blog.

### Manage your blog

- ♥ You can manage, edit, and read your blog.
- ♥ Learn how to control access to your blog.
- ♥ You can choose how you want your blog to look.
- ♥ Learn how to change the design of your blog.



## Answer Key

**WHAT I KNOW**

A. 1. D  
2. C  
3. D  
4. C  
5. B  
6. A  
7. D  
8. D  
9. A  
10. A

**WHAT I HAVE LEARNED**

1. Blogspot  
2. Blog  
3. username  
4. password  
5. login

**WHAT'S NEW**

A. 1. WIKISPACE  
2. VIRTUAL  
3. SOFTWARE  
4. INTERNET  
5. WIKIPEDIA

B. 1. A  
2. C  
3. D  
4. B  
5. D  
6. D  
7. D  
8. C  
9. A  
10.

**WHAT I CAN DO**

1. Not safe  
2. Not safe  
3. Safe  
4. Not safe  
5. Safe  
6. Safe  
7. Not safe  
8. Not safe  
9. not safe  
10. Safe

**ASSESSMENT**

1. D  
2. D  
3. C  
4. A  
5. D  
6. B  
7. D  
8. A  
9. C  
10. A

**WHAT'S MORE**

A. 1. Not Safe  
2. Safe  
3. Safe  
4. Not Safe  
5. Safe

B. 1. WIKIPEDIA  
2. WIKITRAVEL  
3. WIKINews  
4. WIKISPECIES  
4. WIKTIONARY

C. 1. blogroll  
2. comments  
3. blogger  
4. article and post  
5. reverse