TEENS AND NEW MEDIA

Safety, Privacy and Online Etiquette

Website Script

Website Prototype, Script, and Flowchart
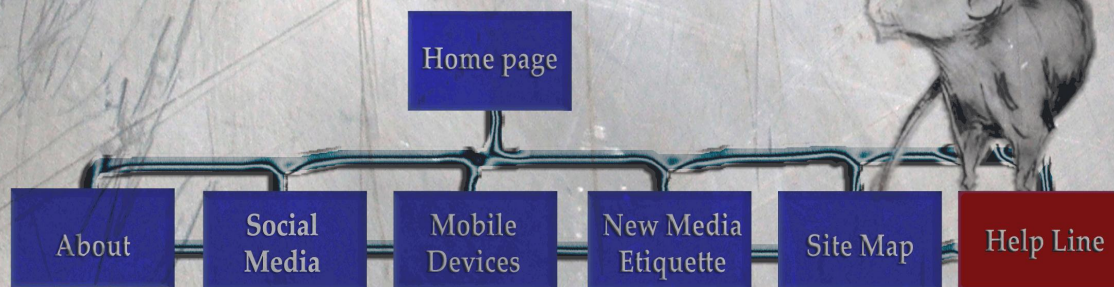
September 19th, 2011

Sarah Paulus

WEBSITE

TEENS AND NEW MEDIA

Safety, Privacy and
Online Etiquette

Home page

About | Social Media | Mobile Devices | New Media Etiquette | Site Map | Help Line

Website Flow Chart

Website Navigational Map –

Navigation will be a hierarchical structure hybrid with also a cross navigational option, this is also called a supplementary navigation system

Title: An informational website designed to educate Teens about safe Practices using today's new media. | ISK foundation copyright 2011

Keywords: Safety Online, Kida and Internet, Teens online, new media, Cyber bullying, cyber bully, social media and teens, kids online, teens online, online etiquette, new media etiquette

MAIN PAGE

Topic:

An informative website designed to educate Teens about safe practices using today's new media.

LOGO:

The logo will be a rat that is texting and using ear buds, the colors for the logo are blue, black and grey. This color scheme will be present throughout the website. The mix of sketch art and images will be consistent for the website.

GRAPHICS

Three main images on the main page will be links to the other webpages: social media page, new media etiquette and mobile devices page. A rat looking up at a computer screen that holds the FACEBOOK icon will represent social media. A rat standing next to a smart phone will represent mobile devices. Online etiquette will be a rat clinging to a thin line surrounded by text shorthand and scissors. These graphics will be links to the other pages that focus on each topic.

Help Icon Graphic

This is the button for the helpline found on every page of the website. It goes to the webpage that has to do with cyber bullying and threats on the internet. It has great resources and number to call counselors that specialize in internet crimes.

Background graphic

The scratched metal will be the background graphic for the website. The color scheme of different greys used throughout the website came from this image. It is a heavy sheet of industrial metal.

Graphics for Social Media

Icons link to a Facebook page and Twitter account created for this website.

Seal for Department of Education

Website is funded by the Department of Education there logo will be present in the footer of the website's webpages. Internet Safety for Kids, foundation non-profit logo will be present in the footer of the webpages.

The Social Media Button is a large pictured button that you click on it and it takes you to the social media information page.

The mobile devices button you click on it and it takes you to the mobile devices page.

The new media etiquette button you click on it and it takes you to the new media etiquette page.

These buttons are set up linear on the main page. They will not be under the fold but visible below the navigation.

Logo placed on the left side, title of website set in the middle of the website header. The help icon will also be positioned to the right with in the header. The header will span the top of the website home page and be on every page of the website. The header will be the same on all webpages.

TEXT:

HEADINGS WILL BE IN CARBON BLOCK FONT

Normal font will be Century

The website is about teen safety using online media. The website text will be very brief in the explanation of the website. Other text in the footer will be about the companies that made the site possible and have embedded links to contact information.

CONTENT

An informative website designed to educate teens about safe practices using today's new media.

FOOTER

Links to about, site map and contact page on the footer of every webpage will be set in horizontal hierarchical structure navigation. The footer will also have copyright information and business name as well as date created. The footer will also hold the logos for businesses that contributed to the creation of the website, these icons will be image links to the websites of each company or email if no website exists. Social media links for the website, icons in footer.
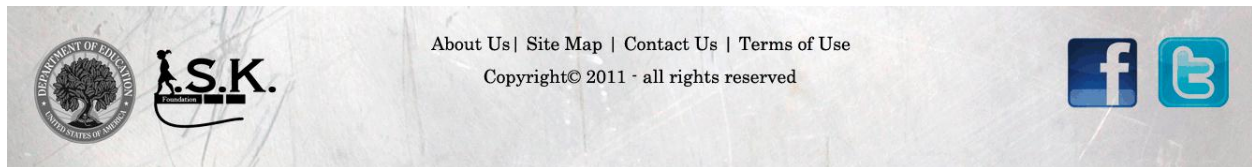
NAVIGATION:

| ABOUT US | SOCIAL MEDIA | MOBILE DEVICES | NEW MEDIA ETIQUETTE | SITE MAP |

Navigation will be a hierarchical structure hybrid with also a cross navigational option, this is also called a supplementary navigation system. The navigation buttons will be in a horizontal bar under the header. This navigation will be present on all webpages. To indicate which page the view is on through the navigation the web tab will be depressed for that particular page.

About Us| Site Map | Contact Us | Terms of Use
Copyright© 2011 - all rights reserved

The footer of each webpage will have a muted navigation going to the sitemap, about, contact page and terms of use of the website. The navigational button will be lighted up if the user is on that page.

- The terms of use link will go to a pop up of terms of use information.
- Site Map goes to the site map page in the navigation
- About us, goes to the about us page in the navigation, other contact information here.
- Contact Us goes to a email link

The logos for major funding and client will be in the footer.

HELP ICON PAGE

Topic:

An informative webpage designed to help teens dealing with threats online. Hotline numbers with trained counselors for resolution.

LOGO:

The logo will be a rat that is texting and using ear buds, the colors for the logo are blue, black and grey. This color scheme will be present throughout the website. The mix of sketch art and images will be the normal for the theme of the website.

GRAPHICS:

The page will have all graphics found on main page that are common throughout the website. The Help Icon page will have a large graphic similar to the small help icon found in the header right side. It will also have images of text that looks like bullying messages, with questions under it such as "what do you do if?" The Icon will be on each of the webpages; it will have a rollover text that will explain what the icon is when the mouse is over the icon. The words Internet Safety Help Line will be part of the graphic link; this is to insure that it is obvious what the link is too.

Help Icon Graphic

 Button not selected

Rollover state with mouse

This is the button for the helpline found on every page of the website. It goes to the webpage that has to do with cyber bullying and threats on the internet. It has great resources and number to call counselors that specialize in internet crimes.

Background graphic

The scratched metal will be the background graphic for the website. The color scheme of different greys used throughout the website came from this image. It is a heavy sheet of industrial metal.

Graphics for Social Media

Icons link to a Facebook page and Twitter account created for this website.

Seal for Department of Education

Website is funded by the Department of Education there logo will be present in the footer of the website's webpages. Internet Safety for Kids, foundation non-profit logo will be present in the footer of the webpages.

HEADER

Logo placed on the left side, title of website set in the middle of the website header. The help icon will also be positioned to the right with in the header. The header will span the top of the website home page and be on every page of the website. The header will be the same on all webpages.

TEXT:

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Normal font will be Century

CONTENT - (content for website is www.stopcyberbullying.org)

> **Stop, Block and Tell**

Left side

How can you stop it once it starts?

Because their motives differ, the solutions and responses to each type of cyberbullying incident has to differ too. Unfortunately, there is no "one size fits all" when cyberbullying is concerned.

www.stopbullying.gov

1-800-273-TALK (8255)

Right side

> If you are a target of cyber-bullying:

- **STOP!**
  Don't do anything. Take 5! to calm down.
- **Block!**
  Block the cyber bully or limit all communications to those on your buddy list.
- **and Tell!**
  Tell a trusted adult, you don't have to face this alone. [1]

FOOTER

Links to about, site map and contact page on the footer of every webpage will be set in horizontal hierarchical structure navigation. The footer will also have copyright information and business name as well as date created. The footer will also hold the logos for businesses that contributed to the creation of the website, these icons will be image links to the websites of each company or email if no website exists. Social media links for the website, icons in footer.
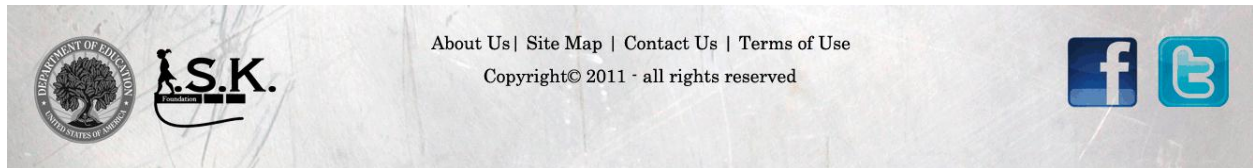
NAVIGATION:

| **ABOUT US** | **SOCIAL MEDIA** | **MOBILE DEVICES** | **NEW MEDIA ETIQUETTE** | **SITE MAP** |

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[1] "STOP cyberbullying: Preventing cyberbullying." *STOP cyberbullying: Cyberbullying - what it is, how it works and how to understand and deal with cyberbullies.* N.p., n.d. Web. 10 Sept. 2011. <http://www.stopcyberbullying.org/prevention/index.html>. (content for website is www.stopcyberbullying.org)

Navigation will be a hierarchical structure hybrid with also a cross navigational option, this is also called a supplementary navigation system. The navigation buttons will be in a horizontal bar under the header. This navigation will be present on all webpages. To indicate which page the view is on through the navigation the web tab will be depressed for that particular page.

The footer of each webpage will have a muted navigation going to the sitemap, about, contact page and terms of use of the website. The navigational button will be lighted up if the user is on that page.

- The terms of use link will go to a pop up of terms of use information.
- Site Map goes to the site map page in the navigation
- About Us, goes to the about us page in the navigation, other contact information here.
- Contact Us goes to a email link

The logos for major funding and client will be in the footer.

ABOUT PAGE

Topic:

An informative webpage designed to tell about the safety project and who created as well as why it was created.

LOGO:

The logo will be a rat that is texting and using ear buds, the colors for the logo are blue, black and grey. This color scheme will be present throughout the website. The mix of sketch art and images will be the normal for the theme of the website.

GRAPHICS:

The about page will look similar to the main page with a similar heading and footer navigation. The navigation tab for about will be highlighted to show this is the page which the user is on. The graphics will show the logos for the company's that created the website to include: Internet Safety for Kids the I.S.K. Foundation a Non-Profit Organization.

Help Icon Graphic

This is the button for the helpline found on every page of the website. It goes to the webpage that has to do with cyber bullying and threats on the internet. It has great resources and number to call counselors that specialize in internet crimes.

Background graphic

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Graphics for Social Media

Icons link to a Facebook page and Twitter account created for this website.

Seal for Department of Education

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TEXT:

HEADINGS WILL BE IN CARBON BLOCK FONT

Normal font will be Century

The about page mainly is about the goals of the website and who created it. This page will also have contact information about the companies that created the website. The information will be not more than three paragraphs; this will be one of the most text heavy pages on the website.

CONTENT

Internet Safety for Kids,
The I.S.K. Foundation a Non-Profit Organization

The internet explosion has left a huge gap in education involving the use of internet, mobile devices and social media. The surging advancements in technology have left lawmakers and educators struggling to keep pace. Teenagers today deal with social exposure through the internet, which their parents never experienced.

Founded in 2008, Internet Safety for Kids Foundation has received large grants from the department of education. The I.S.K. Foundation website will focus on educating teens and pre-teens about safety and etiquette using new media.
If you would like to contact the I.S.K. Foundation

ISK Foundation
2100 Crystal Drive
Arlington, VA 22202

1-354-555-5555
1-554-555-5556 – fax
iskfoundation@gmail.com

Links to about, site map and contact page on the footer of every webpage will be set in horizontal hierarchical structure navigation. The footer will also have copyright information and business name as well as date created. The footer will also hold the logos for businesses that contributed to the creation of the website, these icons will be image links to the websites of each company or email if no website exists. Social media links for the website, icons in footer.
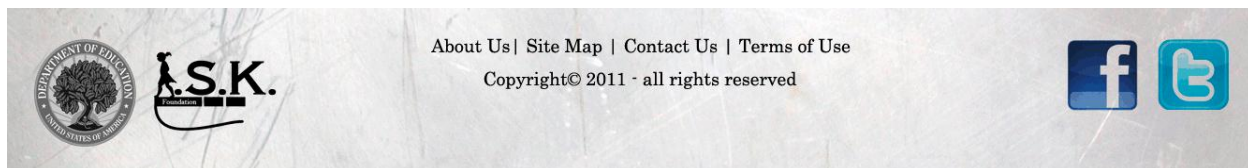
NAVIGATION:

Navigation will be a hierarchical structure hybrid with also a cross navigational option, this is also called a supplementary navigation system. The navigation buttons will be in a horizontal bar under the header. This navigation will be present on all webpages.

To indicate which page the view is on through the navigation the web tab will be depressed for that particular page.

The footer of each webpage will have a muted navigation going to the sitemap, about, contact page and terms of use of the website. The navigational button will be lighted up if the user is on that page.

- ➢ The terms of use link will go to a pop up of terms of use information.
- ➢ Site Map goes to the site map page in the navigation
- ➢ About Us, goes to the about us page in the navigation, other contact information here.
- ➢ Contact Us goes to a email link

The logos for major funding and client will be in the footer.

SITE MAP

Topic

*A map of the website, this page has links to
all of the webpages on this website.*

LOGO:

The logo will be a rat that is texting and using ear buds, the colors for the logo are blue, black and grey. This color scheme will be present throughout the website. The mix of sketch art and images will be the normal for the theme of the website.

GRAPHICS

The site map will have very few graphics; it will have the graphics found on all pages in the header and footer as well as logos. This will not be an image heavy webpage.

Help Icon Graphic

This is the button for the helpline found on every page of the website. It goes to the webpage that has to do with cyber bullying and threats on the internet. It has great resources and number to call counselors that specialize in internet crimes.

Background graphic

The scratched metal will be the background graphic for the website. The color scheme of different greys used throughout the website came from this image. It is a heavy sheet of industrial metal.

Graphics for Social Media

Icons link to a Facebook page and Twitter account created for this website.

Seal for Department of Education

Website is funded by the Department of Education there logo will be present in the footer of the website's webpages. Internet Safety for Kids, foundation non-profit logo will be present in the footer of the webpages.

Image of rat on site-map page most of the pages will have a rat on them. The rat is just a graphic on this page. Telling the user they are on the site-map page.

Logo placed on the left side, title of website set in the middle of the website header. The help icon will also be positioned to the right with in the header. The header will span the top of the website home page and be on every page of the website. The header will be the same on all webpages.

HEADINGS WILL BE IN CARBON BLOCK FONT

Normal font will be Century

CONTENT -links

Home Page

About Us

Contact Us

Social Media

Mobile Devices

New Media Etiquette

Help Line

Email

The sitemap's main goal is to be easy navigation through the website. The site map will show the webpages of the website and have links to each webpage seen in a structural hierarchy on the page. Contact information will be present on this page as well.

Links to about, site map and contact page on the footer of every webpage will be set in horizontal hierarchical structure navigation. The footer will also have copyright information and business name as well as date created. The footer will also hold the logos for businesses that contributed to the creation of the website, these icons will be image links to the websites of each company or email if no website exists. Social media links for the website, icons in footer.
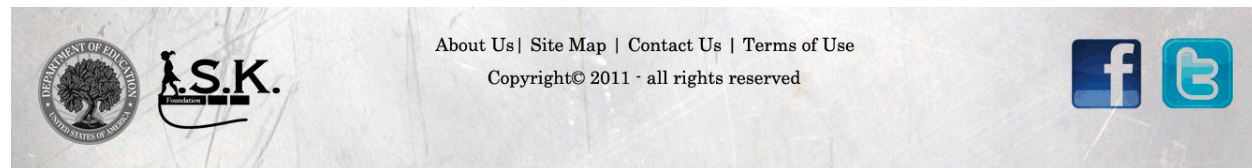
NAVIGATION:

| ABOUT US | SOCIAL MEDIA | MOBILE DEVICES | NEW MEDIA ETIQUETTE | SITE MAP |

Navigation will be a hierarchical structure hybrid with also a cross navigational option, this is also called a supplementary navigation system. The navigation buttons will be in a horizontal bar under the header. This navigation will be present on all webpages.

| ABOUT US | SOCIAL MEDIA | MOBILE DEVICES | NEW MEDIA ETIQUETTE | SITE MAP |

To indicate which page the view is on through the navigation the web tab will be depressed for that particular page.

About Us| Site Map | Contact Us | Terms of Use
Copyright© 2011 - all rights reserved

The footer of each webpage will have a muted navigation going to the sitemap, about, contact page and terms of use of the website. The navigational button will be lighted up if the user is on that page.

- ➢ The terms of use link will go to a pop up of terms of use information.
- ➢ Site Map goes to the site map page in the navigation
- ➢ About Us, goes to the about us page in the navigation, other contact information here.
- ➢ Contact Us goes to a email link

The logos for major funding and client will be in the footer.

SOCIAL MEDIA PAGE

Topic

*This webpage is about information on what
Social Media is and how to use it safely.*

LOGO

The logo will be a rat that is texting and using ear buds, the colors for the logo are blue, black and grey. This color scheme will be present throughout the website. The mix of sketch art and images will be the normal for the theme of the website.

GRAPHICS

This webpage will have the social media icons going across it for large well-known social media sites such as Facebook. The webpage will have a graphic image that is the same as the one on the main page of the website and it will navigate to the Social Media Information Page.

Help Icon Graphic

This is the button for the helpline found on every page of the website. It goes to the webpage that has to do with cyber bullying and threats on the internet. It has great resources and number to call counselors that specialize in internet crimes.
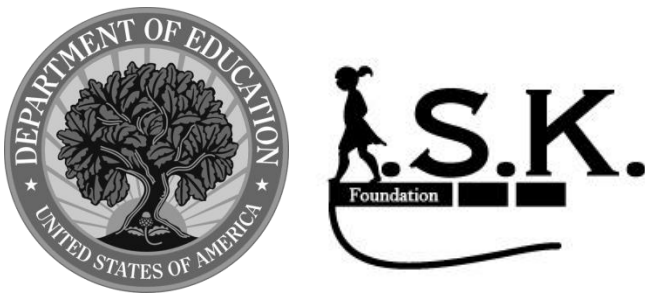
Background graphic

The scratched metal will be the background graphic for the website. The color scheme of different greys used throughout the website came from this image. It is a heavy sheet of industrial metal.

Graphics for Social Media

Icons link to a Facebook page and Twitter account created for this website.

Seal for Department of Education

Website is funded by the Department of Education there logo will be present in the footer of the website's webpages. Internet Safety for Kids, foundation non-profit logo will be present in the footer of the webpages.

Same button on it that got the person to the social media page to help the viewer know that they have found the correct page in the website.

Logo placed on the left side, title of website set in the middle of the website header. The help icon will also be positioned to the right with in the header. The header will span the top of the website home page and be on every page of the website. The header will be the same on all webpages.

TEXT

HEADINGS WILL BE IN CARBON BLOCK FONT

Normal font will be Century

CONTENT – left side (content comes from www.connectsafely.org [2])

Be your own person. *Don't let friends or strangers pressure you to be someone you aren't. And know your limits. You may be Net-savvy, but people and relationships change, and unexpected stuff can happen on the Internet.*

Be nice online*. At least treat people the way you'd want to be treated. People who are nasty and aggressive online are at greater risk of being bullied or harassed themselves. If someone's mean to you, try not to react, definitely don't retaliate, and talk to a trusted adult or a friend who can help. Use privacy tools to block the meanies.*

Think about what you post. *Sharing provocative photos or intimate details online, even in private emails, can cause you problems later on. Even people you consider friends can use this info against you, especially if they become ex-friends.* **Read between the "lines."** *It may be fun to check out new people for friendship or romance, but be aware that, while some people are nice, others act nice because they're trying to get something. Flattering or supportive messages may be more about manipulation than friendship or romance.*

CONTENT – right side *(content comes from www.connectsafely.org [3])*

Avoid in-person meetings*. The only way someone can physically harm you is if you're both in the same location, so – to be 100% safe – don't meet them in person. If you really have to get together with someone you "met" online, don't go alone. Have the meeting in a public place, tell a parent or some other solid backup, and bring some friends along.*

Be smart when using a cellphone*. All the same, tips apply with phones as with computers. Be careful whom you give your number to and how you use GPS and other technologies that can pinpoint your physical location. Passwords are private. Don't share your password even with friends. Pick a password you can remember but no one else can guess. One trick: Create a sentence like "I graduated from King School in 05" for the password "IgfKSi05."*

Read between the "lines". *It may be fun to check out new people for friendship or romance, but be aware that, while some people are nice, others act nice because they are trying to get something. Flattering or supportive messages may be more about manipulation than friendship or romance.*

Avoid in-person meetings*. The only way someone can physically harm you is if you're both in the same location, so – to be 100% safe – don't meet them in person. If you really have to get together with someone you "met" online, don't go alone. Have the meeting in a public place, tell a parent or some other solid backup, and bring some friends along.*

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[2] "Connect Safely |Social Web Tips for Teens | Safety Tips." *Connect Safely |Connect Safely | Online Safety 3.0 - on and off the fixed and mobile Internet.* N.p., n.d. Web. 10 Sept. 2011. <http://www.connectsafely.org/Safety-Tips/social-web-tips-for-teens.html>.
[3] "Connect Safely |Social Web Tips for Teens | Safety Tips." *Connect Safely |Connect Safely | Online Safety 3.0 - on and off the fixed and mobile Internet.* N.p., n.d. Web. 10 Sept. 2011. <http://www.connectsafely.org/Safety-Tips/social-web-tips-for-teens.html>.

The social media information page will have a list of the top things not to do on social media sites. It will have explanations of why to not post your phone number or address on your Facebook. The webpage will also highlight warning signs that someone you are talking to on the internet might be an internet predator.

FOOTER

Links to about, site map and contact page on the footer of every webpage will be set in horizontal hierarchical structure navigation. The footer will also have copyright information and business name as well as date created. The footer will also hold the logos for businesses that contributed to the creation of the website, these icons will be image links to the websites of each company or email if no website exists. Social media links for the website, icons in footer.
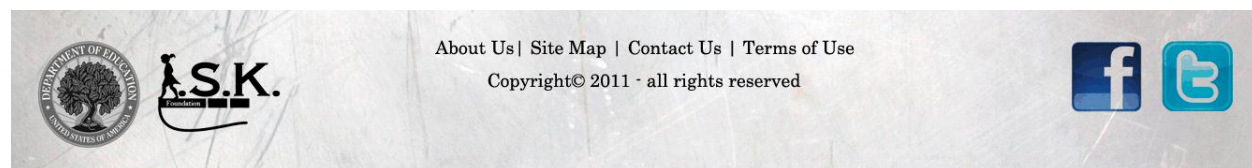
NAVIGATION

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The footer of each webpage will have a muted navigation going to the sitemap, about, contact page and terms of use of the website. The navigational button will be lighted up if the user is on that page.

- The terms of use link will go to a pop up of terms of use information.
- Site Map goes to the site map page in the navigation
- About Us goes to the about us page in the navigation, other contact information here.
- Contact Us goes to a email link

The logos for major funding and client will be in the footer.

MOBILE DEVICES PAGE

Topic

This webpage is about information on safe practices using a mobile device.

LOGO:

The logo will be a rat that is texting and using ear buds, the colors for the logo are blue, black and grey. This color scheme will be present throughout the website. The mix of sketch art and images will be the normal for the theme of the website.

GRAPHICS

This webpage will have the same graphic for mobile devices as found on the main page. Other graphics will be the same as the main page universal graphics found throughout the website.

Help Icon Graphic

This is the button for the helpline found on every page of the website. It goes to the webpage that has to do with cyber bullying and threats on the internet. It has great resources and number to call counselors that specialize in internet crimes.

Background graphic

The scratched metal will be the background graphic for the website. The color scheme of different greys used throughout the website came from this image. It is a heavy sheet of industrial metal.

Graphics for Social Media

Icons link to a Facebook page and Twitter account created for this website.

Seal for Department of Education

Website is funded by the Department of Education there logo will be present in the footer of the website's webpages. Internet Safety for Kids, foundation non-profit logo will be present in the footer of the webpages.

Same button on main page this will show the user that they are on the mobile devices page.
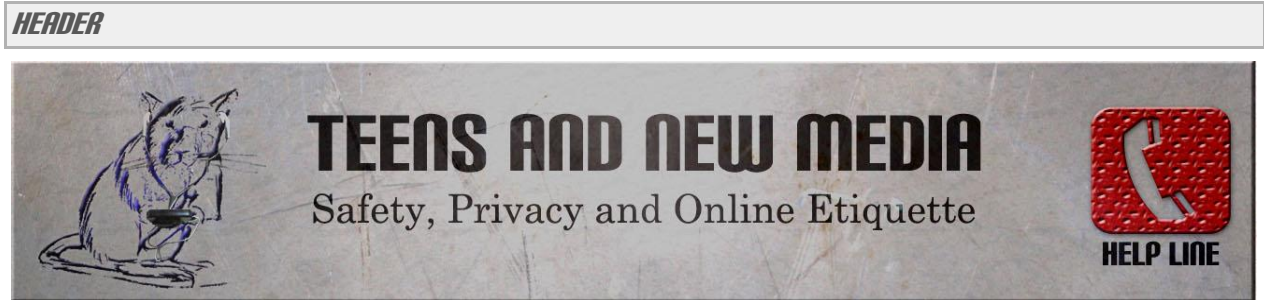
HEADER

Logo placed on the left side, title of website set in the middle of the website header. The help icon will also be positioned to the right with in the header. The header will span the top of the website home page and be on every page of the website. The header will be the same on all webpages.

TEXT:

HEADINGS WILL BE IN CARBON BLOCK FONT

Normal font will be Century

CONTENT

Phones should only be used to communicate with people they know in the real world.

Bullying by phone Since young people's social lives increasingly fold in cell phones as well as the Web, cyberbullying and harassment have gone mobile too. Talk with your kids about how the same manners and ethics you have always taught them apply on phones and the Web as in "real life."

Mobile social networking many social sites have a feature that allows users to check their profiles and post comments from their phones. That means some teens can do social networking literally anywhere, in which case any filter you may have installed on a home computer does nothing to block social networking. Talk with your teens about where they're accessing their profiles or blogs from and whether they're using the same good sense about how they're social networking on their phones.

Social mapping More and more cell phones have GPS technology installed, which means teens who have these phones can pinpoint their friends' physical location – or be pinpointed by their friends. Talk with your kids about using such technology and advise them to use it only with friends they know in person.

Media-sharing by phone Most mobile phones we use today have cameras, some videocams – and teens love to share media with friends on all types of mobile devices. There is both a personal-reputation and -safety aspect to this. Talk with your teens about never letting other people photograph or film them in embarrassing or inappropriate situations (and vice versa). They need to understand their own and others' privacy rights in sharing photos and videos via cell phones.

'Smart phones' we've already been over many smart- or 3G-phone features above, but remember they usually include the Web. That means more and more people can access all that the Web offers, appropriate or not, on their phones as well as computers. Mobile carriers are beginning to offer filtering for the content available on their services, but they have no control over what is on the Web. Parents of younger kids might want to consider turning off Web access and turning on filtering if, they are concerned about access to adult content.

© 2009 ConnectSafely.org [5]

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[4] " Cell phone safety tips from ConnectSafely.org | SafeKids.com ." *Online safety & civility | SafeKids.com* . N.p., n.d. Web. 10 Sept. 2011. <http://www.safekids.com/cell-phone-safety-tips/>.
[5] " Cell phone safety tips from ConnectSafely.org | SafeKids.com ." *Online safety & civility | SafeKids.com* . N.p., n.d. Web. 10 Sept. 2011. <http://www.safekids.com/cell-phone-safety-tips/>.

The information on mobile devices will have to do with texting, twitter, and texting well driving. The webpage will cover the dangers of texting well driving. The dangers of saying where you are at, and who can see this information, and why not to broadcast everything you do. Information on what is a Flash mob and what to do if you feel someone is organizing a random mob to carry out a crime.

FOOTER

Links to about, site map and contact page on the footer of every webpage will be set in horizontal hierarchical structure navigation. The footer will also have copyright information and business name as well as date created. The footer will also hold the logos for businesses that contributed to the creation of the website, these icons will be image links to the websites of each company or email if no website exists. Social media links for the website, icons in footer.
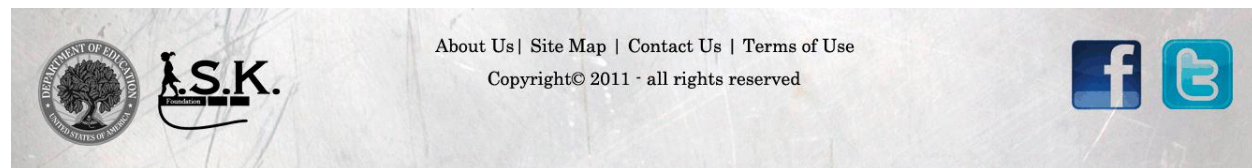
NAVIGATION:

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The footer of each webpage will have a muted navigation going to the sitemap, about, contact page and terms of use of the website. The navigational button will be lighted up if the user is on that page.

- The terms of use link will go to a pop up of terms of use information.
- Site Map goes to the site map page in the navigation
- About Us, goes to the about us page in the navigation, other contact information here.
- Contact Us goes to a email link

The logos for major funding and client will be in the footer.

Title

NEW MEDIA ETIQUETTE

Topic

This webpage is about the dos and don'ts of
social media and online profiles.

LOGO:

The logo will be a rat that is texting and using ear buds, the colors for the logo are blue, black and grey. This color scheme will be present throughout the website. The mix of sketch art and images will be the normal for the theme of the website.

GRAPHICS

This webpage will have the same graphic for New Media Etiquette image link as found on the main page. Other graphics will be the same as the main page universal graphics found throughout the website.

Help Icon Graphic

This is the button for the helpline found on every page of the website. It goes to the webpage that has to do with cyber bullying and threats on the internet. It has great resources and number to call counselors that specialize in internet crimes.

Background graphic

The scratched metal will be the background graphic for the website. The color scheme of different greys used throughout the website came from this image. It is a heavy sheet of industrial metal.

Graphics for Social Media

Icons link to a Facebook page and Twitter account created for this website.

Seal for Department of Education

Website is funded by the Department of Education there logo will be present in the footer of the website's webpages. Internet Safety for Kids, foundation non-profit logo will be present in the footer of the webpages.

Same button on main page this one will show that the user is on the New Media Etiquette page of the website.

Logo placed on the left side, title of website set in the middle of the website header. The help icon will also be positioned to the right with in the header. The header will span the top of the website home page and be on every page of the website. The header will be the same on all webpages.

TEXT:

The information on how your online image can affect you. This webpage will cover how possible bosses look on social media websites to find out more about you. If your internet / social media persona is not professional, it could cost you a job. Webpage will cover why it is important to be polite in conversation and the use of icons to put emotion into what you write.

CONTENT (content from www.networketiquette.net [6])

Do unto others, as you would have others do to you.

- ➢ Spell Check & Proof Read
- ➢ Do not use all caps
- ➢ Tell the truth
- ➢ Be yourself
- ➢ Do not flame
- ➢ Stay away from spam
- ➢ Be conservative in email
- ➢ Do not send email at night
- ➢ Shop secure sites
- ➢ Use Discretion online

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[6] "Netiquette." *Netiquette*. N.p., n.d. Web. 10 Sept. 2011. <http://www.networketiquette.net

Internet Safety Etiquette Rules

> ➢ Shop secure websites
> ➢ Save electronic receipts.
> ➢ Use a strong password.
> ➢ Don't share personal info.
> ➢ Use antivirus software.
> ➢ Never share your password.
> ➢ Back up important files.
> ➢ Update software regularly.
> ➢ Read the privacy policy.
> ➢ Don't meet internet friends.

FOOTER

Links to about, site map and contact page on the footer of every webpage will be set in horizontal hierarchical structure navigation. The footer will also have copyright information and business name as well as date created. The footer will also hold the logos for businesses that contributed to the creation of the website, these icons will be image links to the websites of each company or email if no website exists. Social media links for the website, icons in footer.
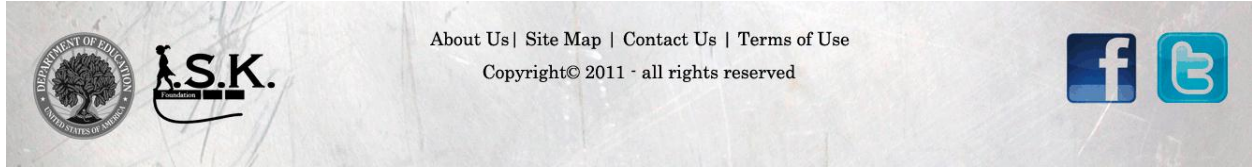
NAVIGATION:

| ABOUT US | SOCIAL MEDIA | MOBILE DEVICES | NEW MEDIA ETIQUETTE | SITE MAP |

Navigation will be a hierarchical structure hybrid with also a cross navigational option, this is also called a supplementary navigation system. The navigation buttons will be in a horizontal bar under the header. This navigation will be present on all webpages.

| ABOUT US | SOCIAL MEDIA | MOBILE DEVICES | NEW MEDIA ETIQUETTE | SITE MAP |

DO UNTO OTHERS, AS YOU WOULD HAVE OTHERS DO UNTO YOU.

To indicate which page the view is on through the navigation the web tab will be depressed for that particular page.

The footer of each webpage will have a muted navigation going to the sitemap, about, contact page and terms of use of the website. The navigational button will be lighted up if the user is on that page.

- The terms of use link will go to a pop up of terms of use information.
- Site Map goes to the site map page in the navigation
- About Us, goes to the about us page in the navigation, other contact information here.
- Contact Us goes to a email link

The logos for major funding and client will be in the footer.

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Image location for Department of Education Seal
http://www.wereyouwondering.com/what-does-the-executive-branch-do/