



Setting Up for JOTI

This document provides important information to help you set up and operate a JOTI activity. To run a successful JOTI activity for a group, you will need several computers networked, and an internet connection.

There is no assumption made that you, the Scout/Guide Leader, will know anything about using or setting up any of the equipment mentioned. The assumption is that you, the Scout/Guide Leader will be able to utilise the skills and resources of people around you.

Internet Connection

The "I" in "JOTI" stands for "Internet", so the first basic requirement is an internet connection. If you are only using IRC chat, a dialup connection will run a reasonable network; however broadband is becoming easier to obtain for use during JOTI.

Do make sure that you have access to a viable Internet connection WELL BEFORE the JOTI weekend. It's too late to try to get it working while the youth members are waiting to get online.

Some suggestions on how to put an Internet connection into your JOTI venue:

- Use a dialup account on an existing phone line
- Borrow a neighbour's broadband connection. Run a network cable from their house, or connect via a wireless router connected to their service. This, of course, assumes that you have successfully negotiated this with a neighbour.
- Use a longer-distance wireless connection to a "donor". It probably goes without saying that anyone who is considering this already has the equipment and knowledge to accomplish it.
- Borrow someone's wireless broadband modem, or purchase a prepaid unit.
- Use satellite broadband (borrowed, donated, rented, etc)
- Use an existing computer network (schools etc). It's vital that you liaise with the school's I.T. person well beforehand to discuss software and bandwidth requirements (school systems have a few restrictions to overcome), and TEST the software and access to websites etc AT LEAST a WEEK before JOTI.

Note: If using wireless broadband, it's essential that you test the signal reception INSIDE the venue before deciding to use wireless. If necessary, use a USB extension cable to get the wireless device closer to, or outside a window. Alternatively your device may have provision for an external antenna.



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Computer Network

In order to share the Internet connection among all the computers at your venue, you need to set up a network. If there will be more than 20 computers on your network, please refer to the note under “IRC Chat Network” below.

Components

You will need the following essential components to build a computer network for JOTI:

- Someone who knows how to set it up (try Venturers or Rovers)
- Two or more computers with network cards installed
- An Internet Connection (see above)
- A switch or hub, with enough ports for all computers
- A router, or a computer acting as a server
- Cables to connect all the above together
- Optional: a wireless access point – for BYO laptops

Hardware Issues:

- It’s a good idea to ensure that all computers that have auto-update software/operating systems are left running, online, for a week before JOTI, then turn off auto-updates for the weekend. This saves your network from get bogged with updates consuming the bandwidth.
- If using a Wireless LAN, ask everyone to turn off bluetooth devices.

Software

Live CD (Bootable)

You may wish to use the JOTI live CD. Simply insert the CD into the drive and boot from it. A Linux operating system loads up, and all software required is available. This is a safe, secure system and your computer’s files are not accessible. Users will not be able to install any other software.

IRC Chat software

Software is available free from the internet, or on the CD.

Windows: MIRC.

Linux: Xchat

Mac: Xchat

More information re JOTI software, how to chat etc can be found at www.scoutlink.net, and at www.joti.org .



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IRC Chat Network

The only WOSM & WAGGGS approved chat network for JOTI is ScoutLink. Do not use any other IRC networks, as the content is unregulated and often not appropriate for children.

NOTE: ScoutLink normally allows no more than 20 connections from a single IP address (internet connection) to prevent clone attacks. If your network has more than 20 computers, you can request that this be changed for your network. Follow this link to learn more.

<http://www.scoutlink.net/node/19>

JOTA-JOTI Badges

Obtain these BEFORE the JOTA weekend so you can give them out on the weekend. Contact your local Guide or Scout Shop.

Registration

Registration at www.jotajoti.org has many benefits for you. Registrations open in September, and the database is closed off a month or two after JOTA-JOTI.

What registration can do for your group:

- Groups can create their own online WEBLOG to show the world what you did for JOTA-JOTI.
- Groups and individuals are given a free, temporary email address for JOTA-JOTI so that you can make contact with other Scouts and Guides without revealing your permanent email address to the world. The address will be yournickname@jotajoti.org. You will need to supply a valid email address when registering. Your JOTA-JOTI email address will forward your email to your personal email address. Each person or group registering must have a unique email address. You may have to set some up with Hotmail etc. eg HighgateGuides@hotmail.com or Fullarton.Scouts@yahoo.com.au
- The nickname you register at jotajoti.org will also become your registered nickname for chatting on ScoutLink.
- You can search the database for someone to link up to during JOTA-JOTI
- You can send someone a contact validation card electronically

It's best to set up the registration for your Group before JOTA-JOTI, and write a bit about your group in the BLOG, including some photos. You can fill in the rest after JOTA-JOTI.



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Internet Safety & Conduct

Young people are often naïve about the dangers of revealing too much about themselves on the internet. With some preparation and good supervision on the day, youth members will be able to engage in JOTI productively and safely.

Some things to remember about on-line conduct:

- We are Scouts and Guides. We promised to behave in a manner fitting the Scout / Guide Law.
- You should not reveal too much about yourself online. Don't go to such ridiculous lengths that a conversation cannot occur, however keep the detail a little vague. "Hello, my name is Fred. I'm a Cub Scout in Perth, Western Australia." No surname, no home address, not even a suburb (unless they are talking to a person in the same city, there's little point in naming a suburb). Coach the young folk to talk about what they do, which activities they enjoy most, etc, rather than their personal details.
- Smutty remarks, sexual innuendo and swearing are not to be tolerated, and any Scout/Guide doing these should be taken offline for a time-out, and told the reasons why. ScoutLink operators, present in all channels, will warn chatters, remove them from the channel, or ban them from the network, depending on their assessment of the situation.
- Inappropriate nicknames won't be tolerated. If one of your group decides to call themselves "SexyChick" or something similar, deal with it before they get banned from the network.
- Teach your youth members to be aware of unwelcome language and suggestions made online to them. Teach them to advise you before they close off the conversation so the "offending" party at the other end can be dealt with.
- ScoutLink operators are present in all ScoutLink chat channels. They will have a "@" or a "." In front of their nickname. They can help deal with inappropriate chat.
- Inexcusable behaviour will result in a network ban. A network ban excludes any computer on that I.P. address, so all computers on your network will be banned as well. You will have to contact ScoutLink to assure them that the offending person has been dealt with, in order to get your network back on line.
- If your network is rather large, dedicate one computer to be used only by Leaders/Adults who are rostered to ensure coverage all the time. They should identify themselves to the channel operators as the leader in charge of a certain group. This helps avoid the whole group being banned if a child does something inexcusable.



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Internet Content Filtering

There are a few reasons why you might want to consider internet content filtering for JOTI. First, there is the issue of duty of care where you need to prevent access to inappropriate content. You may also want to prevent users playing games or downloading videos, partly because this can eat up your internet bandwidth and partly because you want your participants to focus on the core idea of JOTI (i.e. making scouting/guiding contacts worldwide).

One free tool which allows you to filter content with relative ease is OpenDNS. To use OpenDNS it helps if you understand how a computer network uses DNS lookups to find addresses on the internet. OpenDNS works by putting all the web address requests from your network through the OpenDNS lookup servers. It compares a requested address with a list of allowed/disallowed addresses. If an address is allowed then it will be retrieved whereas if an address is disallowed then the user will get a message that the page has been blocked.

Using the OpenDNS settings there are more than 50 categories of sites which can be blocked plus you can allow or disallow specific domains.

You get an OpenDNS account by going to <https://www.opendns.com/> and clicking on the "Create account" link at the top right hand corner. The OpenDNS Basic is the free account which should suffice, so choose the "Sign Up" button on that panel. Once you fill out your details on the online form you will be taken to some links which will help you change your DNS settings on a single computer, a router (recommended method) or an existing server. Once you have changed your DNS settings you can customize your account settings to manage which sites will be blocked.

Note that it is important you test the OpenDNS content filtering is working from the network that is actually going to be used during JOTI well in advance. It is also a good idea to make a note of any DNS settings you change so that you can change them back later if required.

Safety and Risk Management

You must consider the risks involved when setting up a JOTI activity. These are outlined briefly here, and a sample Risk Assessment is appended at the end of this document.

- Electrical safety. There will be extension cables, extension plugboxes etc. Consider RCD protection and reducing trip hazards, and circuit load capacity.
- Cables everywhere. Give thought to how tables are located so that cables are out of the way and not causing trip hazards.
- Lighting should be adequate.



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- Try to avoid reflections on screens by placing computers to avoid reflections from windows or lights.
- Tables must be stable and strong enough to support the computers safely.
- Chairs must be high enough for comfortable, safe use of computers.
- Rotate young people between on-computer activity and other activities.



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Sample Risk Assessment

ISSUE	LIKE-LIHOOD	CONSEQUENCE	RISK	CONTROL ACTIONS	RESPONSIBILITY
Electrical supply Electrocution	Unlikely	Injury, Burns or Death	L	<ul style="list-style-type: none"> ▪ Use portable RCD devices if not fitted to the circuits in the buildings ▪ Ensure all cables are sound and kept safe from mechanical damage ▪ Keep junction boxes etc out of the way to avoid kicking etc 	Leader in charge
Tripping	Possible	Physical injuries requiring 1 st aid and/or medical treatment	M	<ul style="list-style-type: none"> ▪ All cables to be kept neat and out of walkways ▪ Divert through traffic away from the computer area 	Leader in charge
Fire Burns etc.	Possible	Physical injuries requiring 1 st aid and/or medical treatment	L	<ul style="list-style-type: none"> ▪ Adequate supply of fire extinguishers and blankets ▪ Maintain the room free of litter 	<ul style="list-style-type: none"> ▪ Leader in charge ▪ All adults to supervise litter control
Structures/Tents Falling or collapsing	Possible	Physical injuries requiring 1 st aid and/or medical treatment	L	<ul style="list-style-type: none"> ▪ Erection supervised by suitable adults ▪ Inspected daily for obvious faults 	<ul style="list-style-type: none"> ▪ All adults
Scouts/Guides Injuries-RSI	Unlikely	Medical treatment may be required	L	<ul style="list-style-type: none"> ▪ A maximum amount of time defined for participants. ▪ Desks and chairs to be at an appropriate height in accordance with OH&S policy. 	Adults to monitor usage by individuals.
Collapse of Furniture	Possible	Physical injuries requiring 1 st aid and/or medical treatment	M	<ul style="list-style-type: none"> ▪ Leaders to supervise activity. ▪ Sitting or leaning on tables is not to be permitted ▪ Regular inspection of tables 	All adults



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ISSUE	LIKE-LIHOOD	CONSEQUENCE	RISK	CONTROL ACTIONS	RESPONSIBILITY
Access to inappropriate Internet content	Possible	Participants are exposed to sexual or other inappropriate sites	M	<ul style="list-style-type: none">Use Open DNS to filter contentEducate users to only visit Scout/Guide sites and Scoutlink	Leaders to monitor usage by individuals
Inappropriate chatting	Possible	Network ban	L	<ul style="list-style-type: none">Educate users before the event	Leaders to monitor usage by individuals