RESPONSIBLE BEHAVIOR GUIDELINES FOR THE INTERNET

Netiquette

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Tennessee 4-H Youth Development

Skill Level
Beginner

Learner Outcomes
The learner will be able to:
- List different ways to communicate digitally
- Identify appropriate etiquette while communicating on the Internet
- Assess digital communication to determine if proper netiquette is used

Educational Standard(s) Supported
6.S.1	*6.SL.CC.1*
7.S.1	*7.SL.CC.1*
8.S.1	*8.SL.CC.1*

Success Indicator
Learners will be successful if they:
- Participate in group discussions and activities
- Compare and contrast different internet behaviors to determine what is safe

Time Needed: 40 minutes

Materials List:
Flip Chart & Markers
Netiquette Go and No Cards
Online Communication Example Cards
Netiquette Activity Review Worksheet

Introduction to Content

This lesson provides guidance on etiquette while sharing information on the Internet. The term 'netiquette' was created (combining the words Internet and etiquette) to mean the acceptable way of communicating on the Internet. Knowing the best practices to effectively communicate via email, social media posts, blogs, and forums is important.

Introduction to Methodology

Students will first receive an introduction to the terms and concepts of the lesson and Netiquette. The group will then go through the components of netiquette behavior. Students will have the opportunity to work in groups to process what they have learned and apply it to real-life scenarios in the planned activities.

Authors:

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Terms and Concepts Introduction

The following terms will be discussed during the lesson:

- **Netiquette**: the acceptable way of communicating on the Internet
- **Blog**: a discussion website published online that is typically informal, diary-style text entries. Posts are typically displayed in reverse chronological order, so that the most recent post appears first at the top of the webpage.
- **Social media**: interactive computer-mediated technologies that facilitate the creation and sharing of information, ideas, career interests, and other forms of expression via virtual communities and networks**.**
- **E-mail**: an electronic mail method of exchanging messages between people using electronic devices.
- **Website**: a collection of related network web resources, such as webpages, multimedia content, etc. posted online

Setting the Stage and Opening Questions

With the increasing dependence of individuals on e-mails, blogs, forums and social media to communicate with wider audience, it is important for individuals to know the acceptable ways to communicate in these digital settings. People inexperienced in the cyberspace culture are susceptible to a few etiquette mistakes. Sometimes the lack of face-to-face interaction can make it easy for people to misunderstand or misinterpret the meaning behind the content shared. Knowing some of the basic netiquette skills can benefit anyone interacting in a digital forum.

Ask students the following questions to start a discussion about online communication:

- Why do people use the internet to communicate?
- What are some ways that you, your friends or your family use the internet?
- Why is it important to use proper etiquette when communicating online?

Experience

Facilitators should draw a bubble map on large chart paper. Using the bubble map, the facilitator should lead a discussion about different online communication mediums. Ask students, "**What are all the different ways that people communicate online**?" Examples include e-mail, social media, blogs, websites, etc. This exercise is designed to brainstorm all the different ways online communication occurs.

Facilitators should share the following online communication strategies and tips. Print the Netiquette Go and No cards and distribute to the participants. Each participant can read the card aloud for the entire group.

Bubble Chart:

Online Communication
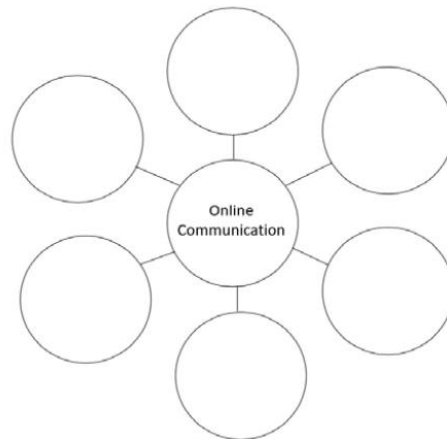
Online Strategies and Tips:

Netiquette "Go and No" Cards:

• Be Brief: Keep the message to the point, provide context and don't skimp on details. An ideal length would be between a short single paragraph and two paragraphs at the most. A lengthy message will lose its audience.

• Have a Subject: Including a concise and clear subject line will get the attention and elicit an appropriate response.

• Be Yourself: Write your messages in your own unique style, and don't pretend to be someone else.

• Be Professional: Be careful with the choice of words. Review the message to avoid the possibility of being misinterpreted.

• Read It Twice: Check the message for misspellings and errors in punctuation and grammar. Many operating systems have these features built into word processing programs.

• Emoticons & Emojis: Use emoticons sparingly to enhance the message and don't overuse them.

• Embrace Diversity and Be Inclusive: Be polite and respectful of other's rights and privacy in your message. Practice empathy and ensure the message is inclusive of people from diverse backgrounds.

• Follow your IT policy: Strictly follow your organization's Information Technology policy on responsible use of Internet to communicate effectively.

Facilitators should also share behaviors that should be avoided in online settings. Again, it is recommended to print the strategy cards and distribute to the participants. Each participant can read the card aloud for the entire group.

• Do Not Reply All: Use the reply all feature with good judgment. Do not include recipients who are not concerned with the message.

• Don't use CAPITALS: Do not capitalize words as this is considered shouting at someone. If your intention is to emphasize, state it clearly.

• Don't Send Large Attachments: Check with the recipients before sending any attachments larger than 5MB. Use alternative storage options like cloud systems. OneDrive, Google Drive and Dropbox are all examples of cloud-based storage options.

• Don't be a Flame: Do not create controversies, spread rumors or slander individuals. Refrain from excessive complaining and annoying others.

• Forwarding Messages: Do not forward messages unless you thoroughly read the message and deem it necessary to share.

• Don't Abuse the Hashtag: Use a maximum of two hashtags for social media posts. Make sure that the hashtag is short and has a meaning. #etiquette

• Respect the Law: Do not commit any unlawful or illegal activities while online.

• Rule of Thumb: Do not include any information in a message that a close family member (e.g. parent) would not like to see, hear or read.

Process

Facilitators should distribute the Online Communication Cards. Each of the cards has a different example of online communication. Participants should review the examples and determine which netiquette behaviors were not followed in the communication. Ask students, "**On your card, which netiquette behavior or behaviors were not followed**?"

Share

After reviewing the examples, facilitators should lead a group discussion about some of the mistakes made – typing in all capital letters, harsh tones, complaining, referencing illegal activities, etc. Ask students, "**What are some of the mistakes that people made**?"

Generalize

Facilitators should divide participants in small groups and have them answer the questions on the Netiquette Activity Review worksheet. Facilitators could choose to lead a large group discussion with these questions and record the responses on the flip chart.

Apply

While the intent is for the activity to build proper etiquette related to technology and digital communication, it is important for the facilitator to lead a debrief discussion at the end of the lesson. Potential debrief questions could include:

- What are the different ways to communicate digitally?
- What are some things you should do while communicating online?
- What are some things you should avoid while communicating online?

Life Skill(s) From TIPPs

Solve real-life problems using learned methods. (Head Thinking)

Cooperate with group members to accomplish given task. (Heart Relating)

Use critical thinking skills to practice personal safety. (Head Thinking, Health Living)

6.SP.7 Describe how to report bullying, threatening situations, or inappropriate content related to social media.

7.SP.7 Research the safe uses of social media, and identify possible negative consequences of improper uses.

8.SP.7 Analyze the possible legal consequences of improper social media usage.

6.SL.CC.1 Prepare for collaborative discussions on 6th grade level topics and texts; engage effectively with varied partners, building on others' ideas and expressing one's own ideas clearly

7.SL.CC.1 Prepare for collaborative discussions on 7th grade level topics and texts; engage effectively with varied partners, building on others' ideas and expressing one's own ideas clearly.

8.SL.CC.1 Prepare for collaborative discussions on 8th grade level topics and texts; engage effectively with varied partners, building on others' ideas and expressing one's own ideas clearly.

References:

- https://georgia4h.org/wp-content/uploads/Grab-Go-Netiquette-ResponsibleBehaviorGuidelinesfortheInternet.pdf

- https://uncw.edu/oel/documents/pdfs/netiquette.pdf

- https://4-h.ca.uky.edu/files/3.0_netiquette-_combined_files_pdf_final_9-6-2016.pdf

- http://nwdistrict.ifas.ufl.edu/4H/Manners/manners.htm

- https://www.umc.edu/son/files/netiquette-guidelines1.pdf

- https://cals.arizona.edu/backyards/sites/cals.arizona.edu.backyards/files/b09spring_pp11-13.pdf

- https://www.stopbullying.gov/cyberbullying/how-to-report

Netiquette Go:

Be Brief!
Keep the message to the point, provide context and don't skimp on details. Messages should be between one and two paragraphs, at the most. A lengthy message will lose its audience.

Netiquette Go:

Have a Subject!
Including a concise and clear subject line will get the attention of the reader and elicit an appropriate response.

Netiquette Go:

Be Yourself!
Write your messages in your own unique style, and don't pretend to be someone else.

Netiquette Go:

Be Professional!
Be careful with the choice of words. Review the message to reduce the risk that it is misinterpreted.

Netiquette Go:

Read It Twice!
Check the message for misspellings, punctuation errors and grammatical errors. Many operating systems have these features built into word processing programs.

Netiquette Go:

Emoticons & Emojis!
Use emoticons sparingly to enhance the message and don't overuse them. ☺

Netiquette Go:

Embrace Diversity and Be Inclusive!
Be polite and respectful of the rights and privacy of others in your message. Practice empathy and ensure the message is inclusive of people from diverse backgrounds.
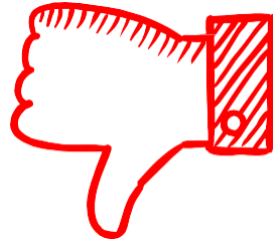
Netiquette Go:

Follow your IT policy!
Strictly follow your organization's Information Technology policy (if one exists) on responsible use of internet to communicate effectively.

to be used with Responsible Behavior Guidelines for the Internet Lesson, Activity 1
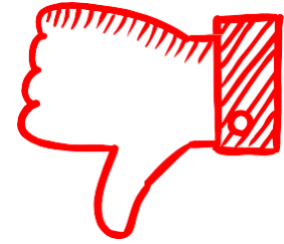
Netiquette No:

Do Not Reply All!
Use the Reply All feature with good judgment. Do not include recipients who are not concerned with the message.

Netiquette No:

Don't use CAPITALS!
Do not capitalize entire words; this is considered shouting at someone. If your intention is to emphasize, state it clearly.

Netiquette No:

Don't Send Large Attachments!
Check with the recipients before sending any attachments larger than 5MB. Use alternative storage options or cloud systems like OneDrive.
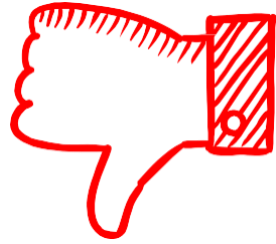
Netiquette No:

Don't be a Flame!
Do not create controversies, spread rumors or slander individuals. Refrain from excessive complaining and annoying others.
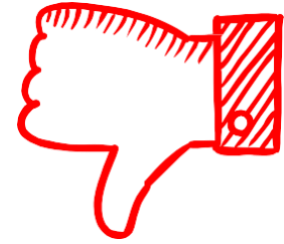
Netiquette No:

Forwarding Messages!
Do not forward messages unless you thoroughly read the message and deem it necessary to share.

Netiquette No:

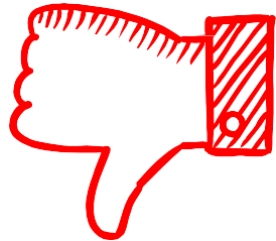Don't Abuse the Hashtag!
Use a maximum of two hashtags for social media posts. Make sure the hashtag is short and has a meaning. #HashtagEtiquette

Netiquette No:

Respect the Law!
Do not commit any unlawful or illegal activities while online.

Netiquette No:

Rule of Thumb!
Do not include any information in a message that a close family member (e.g. parent) would not like to see, hear or read.

From: Debra Smith <debrasmith123@uga.edu>
Sent: Wednesday, March 27, 2019 9:14 AM
To: Sarah James <sarahbethjames@uga.edu>
Subject: ?

HELLO SARAH,

HOW ARE YOU TODAY? I HAVE A QUESTION FOR YOU. CAN WE TALK?
PLEASE CALL ME NOW.

THANKS,
DEBRA

Debra Smith
Administrative Associate

March 24 at 8:08 PM ·

Honestly shout out to my fantastic coworkers who literally picked up my slack today because I felt so nauseous and awful. Literally they did all of the closing work and it is so great to have people whom you enjoy. Especially coworkers who stay just a bit longer so you can take your time.

Apparently I felt so good when I got home and Waffle needed to burn some energy that I trained him while on a walk. He never ceases to amaze me with how calm he has become. He was extremely non bitey and loving his new recall cue. Yep!

👍 1

to be used with Responsible Behavior Guidelines for the Internet Lesson, Activity 2
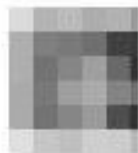
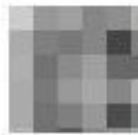Gabe ___ Attention san dimas california, tonight is my first night as a pizza delivery guy... so if you find yourself driving behind a dominos pizza guy, be aware i might be extremely blazed!
Yesterday at 5:35pm · Comment · Like

👍 2 people like this.

Gabe ___ This job ___... dude that ordered a pizza wasnt home, large peperoni for gabe's mouth coming right up!
📱 Yesterday at 8:42pm via Facebook for iPhone · Comment · Like
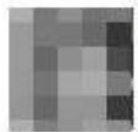
Gabe ___ some ___ is mad bc he pizza took too long... sorry dude i dont know where your ___ house it... ___ i peeled out in front of his house...
📱 Yesterday at 9:32pm via Facebook for iPhone · Comment · Like

Gabe ___ Call from my boss, apparently that ___
📱 Yesterday at 9:51pm via Facebook for iPhone · Comment · Like

Back   ___

Add as Friend

Write something...

gooooooooooooodnight :)
7 hours ago

___ actually excited for jury duty tomorrow. it's gonna be fun to tell the defendant they're GUILTY. :P
9 hours ago

to be used with Responsible Behavior Guidelines for the Internet Lesson, Activity 2

March 5 at 9:53 AM

I want it said that if this dog had been a pitbull. People would be screaming for it to die and the word bite would be replaced with maul. The media plays a huge role in media bias.

What a horrible situation. I never will leave Waffle alone in a backyard for this exact reason. The dog obviously was fearful and the child shouldn't have been doing this. Either way. Prayers for both the families!

PEOPLE.COM
Dog Bites Off and Possibly Eats Boy's Hand After 4-Year-Old Reached Under Fence to Play with Husky

From: Cary S. White <cswhite@uga.edu>
Sent: Thursday, March 28, 2019 4:20 PM
To: Melissa Jones <melissaj@uga.edu>
Subject: ASAP

Melissa,

We need to talk about your performance ASAP. I bet it is nice to take extra long lunches. Everyone knows your meetings do not last as long as you say they do.

See me NOW!

Cary
Professor

to be used with Responsible Behavior Guidelines for the Internet Lesson, Activity 2

❤️ ❤️ ❤️

Like · Reply · 6d

Love You Friend. We should make plans before I get back to school. What you doing Saturday? Wanna drive ▮▮▮▮ and I to dock diving competition?

Like · Reply · 6d

February 8 ·

These builders should be incurring a cost for their crappy pop-up neighborhoods. There is such a thing as irresponsible development & that is certainly happening in ▮▮▮▮▮▮▮. All these additional residents at a rapid rate are saturating the housing market, overcrowding the schools & placing a significant burden on the town's infrastructure. Great job ▮▮▮▮▮▮ government! Thank you for trying to protect our home.

to be used with Responsible Behavior Guidelines for the Internet Lesson, Activity 2

Netiquette Activity Review

What are some best practices you can adopt for online communication?

1. One-on-One:
    -
    -
    -

2. With a team of colleagues:
    -
    -
    -

3. With a wider audience:
    -
    -
    -

What are some things to avoid when communicating online?

1.

2.

3.

4.

5.

to be used with Strong Passwords Lesson, Activity 3