



AACPS Digital Citizenship

Lesson Title: Good Manners Everywhere

Grade 3

Time: 30 minutes

Overview: Students discuss good manners in the real world and learn some do's and don'ts when using E-mail in cyberspace.

Objectives:

- Give examples of good manners in social situations
- Apply "netiquette" rules to edit an E-mail message

Materials:

- **Activity sheet:** *Good Manners Everywhere*
- **Activity sheet:** *Edit this Message*
- Computer access
- Printer access
- **Web Resources :**
Tech Connections:
Good Manners Everywhere Email word template

Maryland Technology Literacy Standards for Students (MTLSS)

Standard 2.0–Digital Citizenship:

Students will demonstrate an understanding of the history of technology, its implications on society and practice ethical, legal, and responsible use of technology to assure safety.

Activities:

Introduce

- **Ask** students to share examples of good manners when talking in school. (speak politely and kindly, use "please" and "thank you," do not shout, do not use slang or rude language, take turns talking, do not hurt others' feelings)
- Have students imagine what school would be like if they did not follow these rules for good manners, and how people might feel upset and angry.
- **Distribute** Activity Sheet: *Good Manners Everywhere*.
- Have students give examples of each rule on the sheet.
- **Distribute** Activity Sheet: *Edit this Message*. **HINT: To avoid confusion, It is recommended that students follow conventional rules for letter writing.**
- Have students complete the editing exercise. (Edits should include: Change the "Subject" so that Uncle Joe will know the message is from his nephew and not a stranger; change uppercase sentence to standard upper- and lowercase; correct spelling of "rite" and "birthdae"; rewrite last sentence to make it more polite; change ending "Guess Who" to a real

name.)

- Encourage students to add a sentence to the message that will make it more polite and to use smileys to clarify meaning.

Closure:

- **Ask:** *What are some ways you use good manners in school?*
- **Ask:** *What are some ways to use good manners when sending a message in cyberspace?*
(Write only what you would say to someone face-to-face; do not use rude words; do not hurt others' feelings; stay calm when you get a rude message; be clear in your subject and message; check your spelling; don't type in upper case letters; use smileys so people will understand you better.)

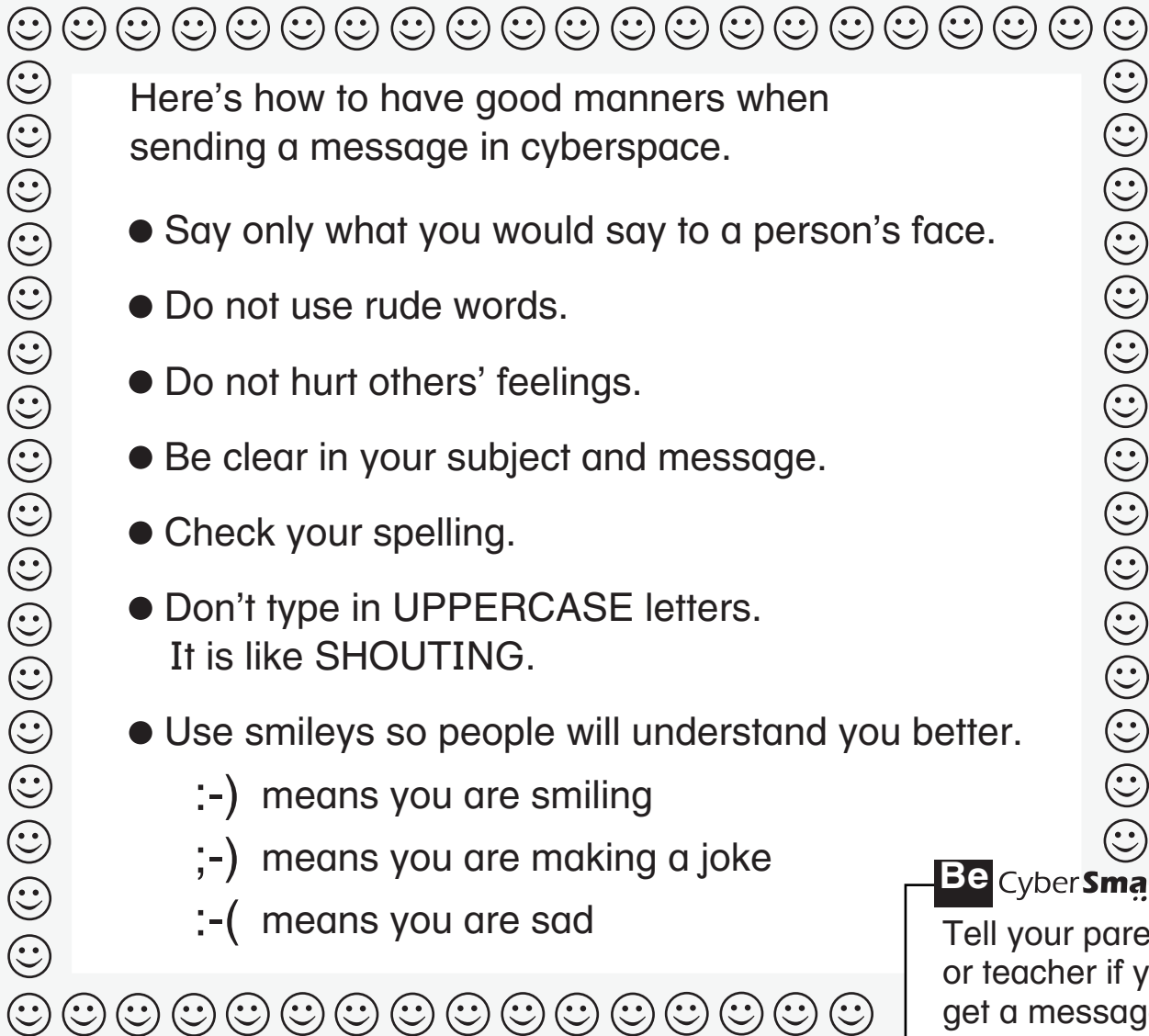
Extension:

- Allow students to use computers to type and print an offline E-mail message to a classmate. Encourage them to use smileys to make their message clearer. (see Good Manners Email Template in Tech Connections) (A printable activity sheet is also provided if computer access is limited)

Name _____ Date _____

Good Manners Everywhere

You know how to have good manners in school. You know how to have good manners when you talk on the telephone. Good manners make people feel good—especially in cyberspace.

**Be** Cyber**Smart!**[®]

Tell your parent or teacher if you get a message that upsets you.

Name _____ Date _____

Edit this message. Change it to a good manners message.
Then add one sentence.

To: joe@mainstreet.com**Subject:** Guess Who!**Message:**

Dear Uncle Joe,

WHY DON'T YOU RITE TO ME ANYMORE?

Send me a video game for my birthdae.

From,
Guess Who**Be** Cyber**Smart!**[®]

Not everyone knows how to have good manners in cyberspace. When you use the rules, you help others learn them.

