

DIGITAL CITIZENSHIP SERIES

DIGITAL ETIQUETTE



DIGITAL ETIQUETTE is using your manners online. It is also called “netiquette.” Why is it important? Good manners and respect are always important, whether you are in person or online. The Golden Rule still

applies: Treat others the way you want to be treated.

It is increasingly common to see people use technology in public — cell phones, iPads, tablets, MP3 players, laptops — technology is everywhere. In a recent survey, 75 percent of

Americans said they have their cell phone with them and turned on at all times, and 87 percent said they have been annoyed by a loud cell phone conversation in a public place. A lesson in netiquette is very necessary!

CELL PHONE ETIQUETTE

The first things to consider is when to use your device:

- > It is rude to use your device when it distracts you from having a face-to-face conversation with your friends and family.
- > Cell phones and other devices should not be used at the dinner table, in the movie theater, while shopping, or in a restaurant.

It's also important to consider your audience:

- > You will communicate differently when you text your friends than you would while sending an email to your teacher requesting help for an assignment.
- > Slang, emoticons and text abbreviations have no place in a school assignment or formal/business letter. However, they are perfect for communicating socially with friends and family.

DIGITAL ETIQUETTE GUIDELINES

BE CALM: Avoid getting caught up in digital drama. Typing in all capitals is seen as shouting. Using excessive punctuation marks and emoticons should also be avoided.

BE COOL: You should not send a message when you are angry. You may say something you'll regret. Once you send your message, it is permanent. Think carefully.

BE KIND: Remember the person behind the screen has feelings, too. You should refrain from being rude or sarcastic. Think twice before you post a picture or tag a friend. It is good manners to ask their permission first. If you are sending an email to several people, use the BCC to protect the privacy of others.

BE HONEST: It is too easy to copy and paste. Do not plagiarize or take credit for someone else's work. Do not use the internet to illegally download music or movies. Be sure information you share online is true and accurate.

BE CLEAR: Spelling, grammar, and punctuation are important to communicate effectively. Keep your messages short and to the point. Be sure to proofread before you hit send!

Take the online digital etiquette quiz: <https://www.brainpop.com/technology/computersandinternet/digitalnetiquette/quiz/>



Academic Standards: Reading nonfiction text for main idea and supporting details. Making text-to-self and text-to-world connections.

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Talk About It

What netiquette rules would you add to the list? Why is netiquette important? What digital etiquette rules do you have at home and at school? Which of these rules do you

see most often being broken? Interview your teacher and parents to ask them to share digital etiquette rules that they find important.



In the News

Find a news story about a person who is showing good etiquette. Summarize the story with the main idea and two supporting details.

Many newspapers use their website and social media to

share stories. When stories are online, people are allowed to comment on the stories. Explain why it is important to use netiquette when responding to the comments of others.



Try It

Create a slideshow that outlines the “dos” and “don'ts” of digital etiquette.

In this digital age, you will interact with many people online. Whether you are playing video games online, uploading pictures, or sending a text, you need to remember good netiquette. Consider this scenario:

You are taking a test online in your classroom. One of your classmates has opened a second tab and they are using it to research the answers. What should you do?

Now try writing a digital scenario of your own. It can include social media, cell phone use, cyber bullying, etc. Share your scenario with your classmates and discuss.

