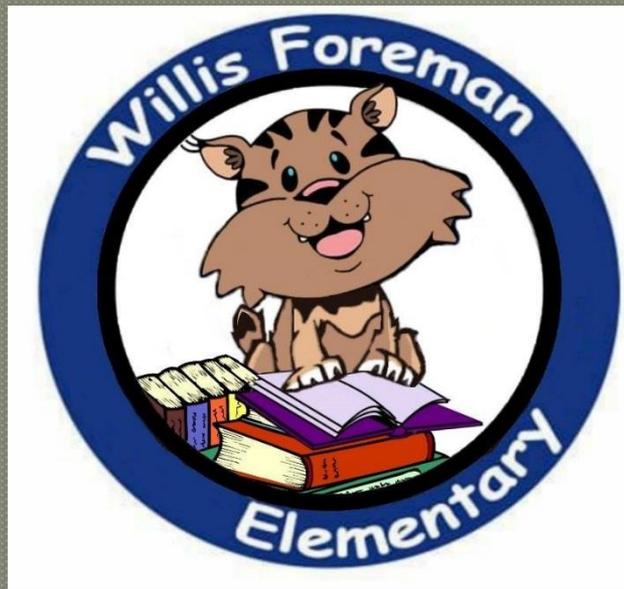


SECOND GRADE: INTERNET SAFETY

WILLIS FOREMAN ELEMENTARY SCHOOL
VALERIE NEW, LIBRARY MEDIA SPECIALIST



ESSENTIAL QUESTION:

How can I make sure my emails
are clear and respectful?

STUDENTS WILL:

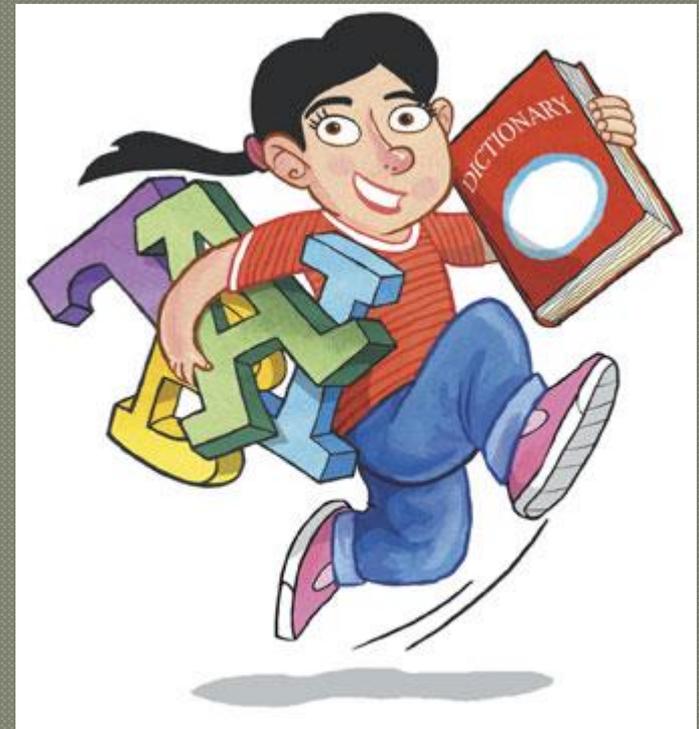
- ❑ **Understand how to show respect in social situations**
- ❑ **Recognize the importance of tone in both face-to-face and online communications**
- ❑ **Learn rules for writing clear and respectful emails by editing an email message**

KEY VOCABULARY

Respectful: In a way that shows you care about another person's feelings

Tone: The way something sounds and the feelings it expresses

Edit (verb): To change something that is written to make it better



RESPECTFUL

Being respectful means acting in a way that shows you care about another person's feelings.

What are some examples of how to be respectful of others when you are talking in school?

- *Try to talk clearly, and explain what you mean if someone doesn't understand*
- *Listen to what other people have to say*
- *Take turns talking*
- *Speak instead of shouting*
- *Don't make fun of people*
- *Say "please" and "thank you"*
- *Say nice things to people*

What Would Happen If....

- It Was Okay To Say Mean Things To Other People?
- We Didn't Take Turns Talking, Or If We Were Allowed To Shout In Class?



Mindful Messaging | Common Sense Media



TONE

The way something sounds and the feelings it expresses is called tone.

In the video, Alexa, David, and Evan sent the same text message. However, they wrote the message in different ways:

Whatever 😊 Whatever!!! WHATEVER

When something is typed, the tone isn't always obvious. People miss out on communication cues, like seeing facial expressions and body language, or hearing the way a voice sounds.

Brain POP | Digital Etiquette



EMAIL EDIT

When you edit an email, you change something that is written to make it better.

E-RATE TOOLKIT > SHOW RESPECT ONLINE STUDENT HANDOUT 

Email Edit

Name _____ Class _____ Date _____

Check Before You Send

Be sure to ask yourself the following questions before sending an email:

- 1. Would I say this message to someone's face?**
Never send a text, email, comment, or post that you wouldn't say to someone in person.
- 2. Did I check for spelling mistakes?**
Check your spelling to show that you care about your email, and that you are not in a rush.
- 3. Did I use capital letters correctly?**
Be careful when using UPPERCASE letters. It's like SHOUTING.



Directions

Help Max edit his message. Use the questions above to help you. Then add one sentence.

TO: joe@mainstreet.com
FROM: max@myschool.edu
SUBJECT: my birthday

Dear Uncle Joe,

HOW ARE YOU? why don't u rite to me?

Send me a video game for my birthday.

From,
Guess Who

 DIGITAL LITERACY AND CITIZENSHIP IN A CONNECTED CULTURE
© 2012 common.sense.education.org 1

LESSON ASSESSMENT



E-RATE TOOLKIT > SHOW RESPECT ONLINE

STUDENT VERSION 

Lesson Assessment

Name _____

Class _____

Date _____

1. Which is an example of being respectful?



a)



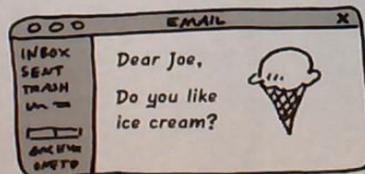
b)



c)

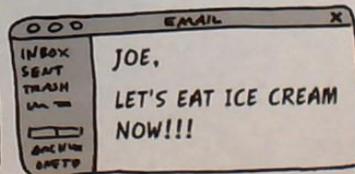
- a) Shouting if someone does not agree with what you are saying
- b) Taking turns talking
- c) Making sure your shoes are tied

2. Which message is polite? Circle your answer.



Message a)

A message that is written in lowercase and UPPERCASE letters



Message b)

A message with only UPPERCASE letters