

LESSON PLANS FOR ADULT EDUCATORS/TEACHERS/TRAINERS

Module Name: Communication & Collaboration	
Topic 4 Title: Digital Citizenship	
Lesson Plan 35 – Netiquette	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information regarding digital rights & responsibilities, digital security & privacy and digital health & wellness.
Target Group	Adults (seniors)
Facility/ Equipment	<ul style="list-style-type: none"> ● Classroom ● Internet access ● Projector ● White board
Tools/ Materials	
Main Tasks	<p>1. Task 1: Introduction to netiquette</p> <p>1.1 Start the task with the video https://www.youtube.com/watch?v=FWMkZv7nB8&ab_channel=AngelRivera (3 mins)</p> <p>1.2 Discussion questions for the video (15 mins)</p> <ul style="list-style-type: none"> ● What 'netiquette is' ● Why netiquette is important? <p>2. Task 2: Basic Netiquette Rules – What you should do online!</p>



	<p>2.1 Adult trainers should explain to adult learners some basic netiquette rules and tips what they should do online (<u>see Handout 1</u>) (20 mins)</p> <p>3. Task 3: What you should <i>NOT</i> post online? Basic Tips!</p> <p>3.1 Start the task with the video https://www.youtube.com/watch?v=iup8_fLhCiQ&ab_channel=Vickpoint (3 mins)</p> <p>3.2 Adult trainers should explain to adult learners some basic netiquette rules and tips what they should <i>NOT</i> post online (<u>see Handout 2</u>) (20 mins)</p> <p>4. Task 4: Tips how to protect yourself!</p> <p>4.1 Adult trainers should explain to adult learners some basic netiquette rules and tips what they should <i>NOT</i> post online (<u>see Handout 3</u>) (20 mins)</p> <p>5. Task 5: Wrap-up (10 mins)</p>
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HANDOUT 1: Basic Netiquette rules and tips

1. Make Real People a Priority: when you are with people in real life engage with them and not with your smart devices!

2. Remember your audience - Know where you are: Netiquette rules vary depending on what you do online!

3. Be Respectful: Do not forget that when online you are interacting with real humans even if you just see a username or a picture. Therefore be polite and respectful! Do not act as you wouldn't in the real world.

4. Be Ethical: Follow the laws and rules (written or unwritten) as you would in the real world. Remember that there are ethical consequences to all of our actions!

5. Make yourself look good online – Share with discretion: Make sure you are careful with the content you share. It is better not to share anything embarrassing, illegal or inappropriate! Think twice before you post online!

6. Respect other people's time: When you post online, make a comment or send a message/mail it needs time to be read by others! You should ensure that the time spent for reading your posting isn't time wasted!

7. Respect People's Privacy: You should be really careful when handling information that you have privileged access to and concerns others! You need to ensure that you



don't share private information of others and never use their accounts or devices without permission!

8. Fact Check Before Reposting: The internet is full information coming from all sorts of sources. You should be careful when providing or sharing information. You should fact-check everything you read, especially before re-posting it!

9. Respond to Others Promptly: If you are addressed online and people expect you to contact them or answer back it is advised to do so!

10. Update Online Information: Do not leave inaccurate or wrong information online if you are able to correct it!



11. Share your knowledge: One of the main principles of online communities is sharing! If you have knowledge or expertise concerning a specific subject be polite and share it with others!

12. Keep disagreement healthy: It is ok to disagree with someone online! Just remember that when you have a disagreement it is important to stay polite and know when to stop!

13. Do not yell, please: There's a time and a place for everything—BUT IN MOST SITUATIONS TYPING IN ALL CAPS IS INAPPROPRIATE. Most readers tend to perceive it as shouting! So please don't!

14. Read first, think before you ask: If you get stuck with a question it is better to search for an answer online before you ask others. Most of the times there will be no need to include third parties.

15. Stay on topic: When there is a discussion online it is easy to stray off the initial topic especially when there are a lot of people participating in it! Staying on topic ensures that unnecessary information and comments do not obstruct others of finding the worthy information.



HANDOUT 2: What you should NOT post online? Basic Tips

1.

Your personal location: Sharing your personal location can be risky. Informing people about your whereabouts can potentially be harmful to you as it allows stalkers to know where you are and potential thieves to know where you aren't (e.g. you are not at your home when in vacation).

2.

Your home address or personal phone number: Address and phone numbers are two data points identity thieves can use to steal your identity! As you wouldn't scream your address or phone number in a public space in the real world you are advised to do the same online!

3.

Your financial Status - Bank information and Card Details: It is crucial to keep such information private! Sharing financial status information can attract potential identity thefts! Photos of any bank information and credit card detail should be avoided at all costs!

4.



Information, photos and videos of others without asking: If you want to share content that involves others you should take their permission first. They should have a choice on whether they want it online or not!

5.

“Adult” Content – Inappropriate personal images: The Internet is a public place, even when you think you are sharing privately. So, before posting a selfie on your swimsuit, consider if you are OK with being seen like that in the office or by children.

6.

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Threats: As it is NOT ok to threaten people in real life, no matter their position, the same applies online!

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10.

Children images: It is difficult if not impossible to control information once posted online! Children images should be avoided online as nobody knows how others are going to use them. They can be a source of cyberbullying or even attack dangerous people!



HANDOUT 3: Tips how to protect yourself!

- 1. Use strong passwords.** Learn what a strong password is and how to create it! Remember that it is advised to use different passwords for different services.
- 2. Look for encryption.** Try to use services that offer encryption (learn how)! Remember that e-mail is not encrypted so never share personal information through it!
- 3. Install antivirus software.** Learn about antivirus protection and its importance [here](#).
- 4. Be careful with e-mails/links & attachments.** Don't trust e-mails, files and attachments from strangers! Find out more [here](#)!
- 5. Make sure your devices are up to date.** Make sure your devices and the services you use are up to date! Updates often include critical fixes for any security holes that may have been detected in your programs or devices. Find out more [here](#)!
- 6. Use two-factor authentication when available.** Two-factor authentication requires you to verify your identity after you've logged in even if you send your username and password. In some cases, you'll be asked to verify your identity by entering a code sent by text to your phone or by e-mail.
- 7. Avoid using unsecured public Wi-Fi.** You should avoid going online using unsecured public Wi-Fi on your devices. Using it can make you vulnerable to predatory practices. [This link explains why!](#)
- 8. Be careful where you are logging from - avoid using public computers.** Public computers are not as safe as personal computer, so you need to be careful! Follow tips to keep yourself safe!



9. Finally, as we have already mentioned, BE CAREFUL WITH WHAT YOU POST ONLINE!

