

## Office of Teaching and Learning

# Student Guide to Digital Responsibility

## For Elementary Grade Students

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### Be Respectful

People that are safe to talk to online:

- o Your classmates and family members - people you can confirm usernames with in person.
- o People that have been approved by your parents.
- o **Remember** to be careful because people can pretend to be anyone online.

What to do when you disagree with a peer or friend online:

- o Listen to the other person's thoughts – this leads to understanding.
- o Share your thoughts without putting the other person down – stay on topic.
- o Ask questions to better understand someone's point of view (ex. Why do you think that?).
- o Use phrases like "Thank you for sharing your ideas. I disagree because..."

What to do when someone is disrespectful online:

- o Stay calm and be polite – explain that you don't want to keep talking if they cannot be kind.
- o End the conversation if they do not speak with kindness – mute the conversation or report/block the person.

[Play this game to practice being respectful!](#)



[Watch this video to learn why words matter.](#)



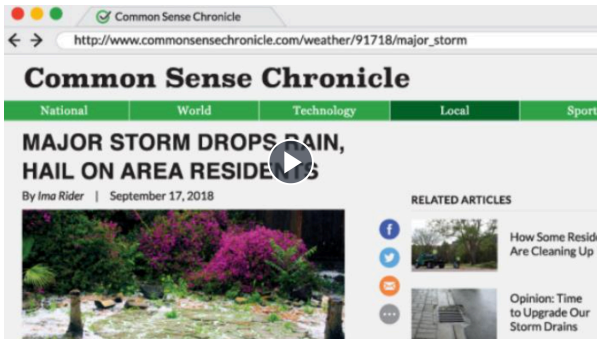
How does it make the world better if you are kind and listen to others, even when you disagree with them?

## Stay Informed: No fake news for me!

What to look for in a trustworthy source:

- o Date of the article – Was the article written recently? Are the events in the article current?
- o Author – Is this person an expert on the topic? Can they be trusted?
- o Purpose – Why was this article written? Who was the intended audience?

Watch the videos below, then play the game to practice doing online research!



[Play this game to learn how to do online research!](#)



Why does it matter if the information we share online is accurate or reliable?

## Stay Alert: Safety first!

Always remember:

- o Be kind and respectful – this includes public messages as well as private chats. Just because you can't see or hear someone's reaction, doesn't mean you can't hurt their feelings online.
- o Keep private information such as your full name, address, and current location to yourself. You can't guarantee who can or cannot see it. This includes your passwords – you don't want someone pretending to be you.
  - o [Play this game to practice making strong passwords!](#)

What to do if you feel unsafe online:

- o Tell a trusted adult.
- o Immediately block and report anyone who is making you feel unsafe.
- o Do not respond in any way.



Watch this video, then click [here](#) to play a game to test your knowledge of what is safe to share!



Watch this video, then click [here](#) to play a game to practice being an upstander in the face of cyberbullying!



Watch this video, then think about the questions below.



Do you think the interactions in the third video were mostly positive or negative? Why? What would you do in that situation?

## Get Engaged: Help others all over the world!

Brainstorm!

- o Think about problems you face every day.
- o Do other people you know have a similar challenge?
- o How can you help? Raising awareness? Teaching a skill?
- o You can use this [guide](#) to help you plan.

You can create how-to videos to teach other people new skills.

- o Use sites like Flip.com to create short videos so you can share your knowledge with your classmates!
- o Watch the video below to see how one kid used technology to share his knowledge and passion with others!

