

1 About this unit

UNIT SUMMARY

In this unit, children will understand what is meant by **netiquette** and why it is important. They will compare and contrast different styles of written communication and help compose a class response to an email using polite, respectful and appropriate language. Finally, they will create a netiquette guide to help promote good online behaviour.

REPORTING ROUTES

In Year 3, children should know a range of ways to report concerns and inappropriate behaviour through:

- talking to a trusted adult
- calling Childline (0800 1111).

These points should be re-emphasised in any teaching and learning where children are working online.

If any safeguarding issues or concerns arise during this unit, you must follow your School Safeguarding Policy.

ONLINE SAFETY FOCUS

In this unit, children will:

- understand that good online behaviour is important for making the internet an enjoyable place for everyone
- understand that email is a widely used form of digital communication that lasts forever and can be shared.

ENGAGING PARENTS AND CARERS

- In this unit, children share their netiquette guide with their grown-ups at home and find out ways that their grown-ups follow the rules of netiquette when communicating online.
- Consider reinforcing the importance of good netiquette at a parent online safety session.

TEACHER KNOWLEDGE

- Netiquette is behaving respectfully and responsibly when communicating with others online. For a simple introduction on netiquette, watch the video at: www.brainpop.com/technology/freemovies/digitaletiquette/
- Review the definitions of the following terms using the glossary on page 64: **digital footprint**, **netiquette**.

CROSS-CURRICULAR LINKS

Computing

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

2 Getting ready

ONLINE SAFETY PRINCIPLES

Think about how you can embed the online safety learning and outcomes from this unit within your whole-school online safety strategy through:

- whole-school e-team engagement
- online safety displays
- use of a website online safety area
- Twitter tweets. For example: 'This half term our Year 3 pupils are finding out about netiquette.'
- a school newsletter. You may wish to paste the following advisory text for parents and carers into your school newsletter, or send home in book bags (see editable *Newsletter text* on My Rising Stars): 'This half term Year 3 pupils have been learning all about netiquette (communicating respectfully online). Children have been asked to find out how their grown-ups follow the rules of netiquette either at work, at home or in the wider community. Please support them in their learning by giving examples of how you are respectful of others when communicating online, for example, via email, or when leaving comments on social media sites.'

THINGS YOU NEED

- Interactive whiteboard

THINGS TO DO

- Familiarise yourself with the steps of this activity before running this online safety session.
- Double-check the content of all websites before sharing in class.
- Pre-arrange to receive an email from another member of staff: see Step 3.
- Open separate tabs for the different email examples so you can switch between them.
- Print and photocopy *Email examples* photocopiable master – one per table.



MY RISING STARS RESOURCES

- *Email examples* (.pdf)



OTHER RISING STARS RESOURCES

- This unit links closely to *Switched on Computing Unit 3.5 – We are communicators*. There are also links with *Unit 2.5 – We are detectives* (introduction to email).
- Email is discussed in *Switched on Online Safety* in *Unit 2.4 – We are code masters* and *Unit 3.4 – We are aware of our digital footprint*.



INCLUSION/THINGS TO CONSIDER

- Be aware that some children may not have internet access at home. Use examples of internet activity at your school to ensure everyone is included equally in the lesson.
- You may wish to adapt this unit to look at other forms of written communication, such as messaging, including the appropriate use of **emojis**.



USEFUL LINKS

- A child-friendly introduction to netiquette: www.brainpop.com/technology/freemovies/digitaletiquette/

3 Running the lesson



Resources

- www.brainpop.com/technology/freemovies/digitaletiquette/
- *Email examples* photocopyable master—one per table

Possible outcomes

- The children will use their knowledge of good netiquette to help compose a class response to an email.
- The children will compose a netiquette guide to reinforce good behaviour online and share this guide with their family.

Step 1: Introducing the session

- Explain to the children that in this online safety session they are going to learn about digital etiquette.
- Etiquette means politeness and respect. Netiquette is the term often used to refer to rules for good behaviour online. When we communicate online it is important to be polite and respectful so that the internet is great for everyone to use.
- If appropriate, play the introduction to netiquette video (see *Useful links*).

Step 2: What is email?

- Explain to the children that they are going to look at netiquette when using email because it is a common form of digital communication that many people use for many different reasons.
- Ask the children what they already know about email and why this form of communication is useful. Scribe their responses on the interactive whiteboard and add additional suggestions, for example: emails are a fast way of communicating with people and can be read on any device where there is an internet connection; the sender and receiver don't need to be at home to receive the email; emails can be sent to many people at the same time and there is no need for a pen, paper, envelope or stamp.
- Explain that email addresses are personal to the creator and an email can be kept forever and shared with anyone, so it is part of our digital footprint.

Step 3: Composing an email

Pre-arrange receiving and replying to an email with another member of staff in this step so that children see how quickly the process happens in real time.

- On the interactive whiteboard, show the pre-arranged email sent by another member of staff. Explain that an email is like a letter. If appropriate, explain the process of sending emails, i.e. they are composed by the sender, sent to an address, received at the address, opened from an inbox, read and replied to.

CONTINUED ON PAGE 35

- Read out the email and ask the children to discuss its purpose.
- Explain that emails don't have to be long and formal. They can be short and informal. If there is time, look at the *Email examples* photocopyable master provided and discuss their conventions, i.e. acknowledge recipient, sign-off with your name.
- Explain that whenever we communicate online, we can't always see the reaction of the person receiving the message. We must never say anything that we wouldn't say in real life. It is also important to remember that if we receive a message that makes us feel uncomfortable, we do not need to respond. Ask the children what they would do if this happened.
- Explain to the children that together, they are going to compose a response to the class email. Ask the children to think carefully about what to say. Who is the email for? What style should they use? Remind them that an email can be kept forever and sent to other people. We need to be mindful of netiquette so that the reply is polite, respectful and appropriate.
- Scribe the response and send the email. Explain that as soon as the email is sent, the recipient can see it. We can delete the email that we sent, but the recipient might choose to keep it forever.

Step 4: Creating a netiquette guide

- Explain to the children that now they have helped compose an email, they are going to create a simple netiquette guide to help people remember how to be respectful when communicating online. This guide can be created on paper, within a blog post or even as a short podcast that could be uploaded to the school website for parents to listen to.
- Remind them that a guide needs to be simple and clear so it is easy to remember.
- Ask them to include advice that helps someone know what to do if they receive upsetting or unwanted email.

Step 5: Summing up

- Reinforce that netiquette is the term used to describe good online behaviour. When we communicate online, we need to be polite and respectful so the internet is a nice place for everyone. By looking at email, we have seen that we need to be mindful of who we are communicating with, why we are communicating with them and how we want to come across.

4 Taking it further

- Ask the children to share their netiquette guide with their grown-ups at home. Encourage children to find out how their grown-ups follow the rules of netiquette either at work, at home or in the wider community.
- If children already have email accounts in school, ask them to practise good netiquette by sending and receiving emails to one another using different scenarios. Alternatively, you may wish to share emails on one account, giving the children practice in a controlled environment.