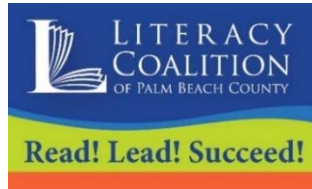


READ and THINK before you ACT.



Leading through Reading

Onscreen Kindness (6-8)

READ

Have you heard of the word “netiquette?” It is all about using your manners when you are onscreen. Since we are using our technology so much, it is a perfect time to check yourself on onscreen kindness! Are you being kind and polite when you are using technology to speak to others?



Here are three helpful tips:

- ✓ **Respect other’s feelings.** Remember you are talking to a real person. People have ideas, feelings and opinions of their own. Be aware of the words you choose. Avoid using all caps and exclamation marks. Be polite. Avoid sarcasm. Be encouraging. Always ask yourself, would I say this to someone’s face? Reread before you send. Treat others as you would want to be treated, be patient and forgiving. Not everyone realizes the importance of netiquette.
- ✓ **Respect yourself.** Be safe. Be aware of your surroundings. Know where you are in cyberspace. Be cautious where you go and who you speak to online. Behave as if you are interacting in person. Protect your image, privacy and reputation. Only post appropriate photos and words. Behave. You can get caught doing things you should not be doing online just like you can in real life.
- ✓ **Respect other’s time and privacy.** Be concise. Keep your posts, texts and emails to a minimum number of words. Wait until your contacts respond to your first message with comments or questions. Do not share others private information. Remember not everyone will respond or respond in the way that you wish them to do when you want them to do it. Do not repeatedly resend or rephrase to continue to ask the same question or make the same statements. There will be times online when you do not have the audience that you want. It is not always about you or your message. Even in times like this, people are busy.



THINK

These tips were adapted from: [7 Rules from Online Etiquette](#) and [Internet Etiquette or Netiquette](#) by Jennifer Rudd

Are there times when you may have felt offended when online? Do you think at times you may have offended others? Could this have been cyberbullying? Are you willing to invest time to be the best you can be when you are online?

ACT

Click on any of these three videos for more thoughts on being appropriate online. Then, apply your skills.



This at-home educational activity is from the Literacy Coalition of Palm Beach County’s literacy-based social emotional learning program.

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Sharing is caring! Send us a picture of you and your *Lead! Read! Succeed!* projects to nbirardi@literacypbc.org