DIGITAL LITERACY AND CITIZENSHIP IN A CONNECTED CULTURE

Scope and Sequence for Grades 4-5

Table of Contents

⚠ **UNIT: Safety**

Students learn that the Internet is a great place to develop rewarding online relationships, but they also learn to be cautious and to never reveal private information without asking a trusted adult for permission.

Students will:

• Compare and contrast online friends and real-life, face-to-face pals

• Understand that private information should not be given to anyone online without the permission of a trusted adult

• Learn how to respond if an online friend asks them personal questions

Lessons	Overview and Objectives	Activities	Components
Safe Online Talk (4-5)	**Students will** • Compare and contrast online friends and real-life, face-to-face pals • Understand that private information should not be given to anyone online without the permission of a trusted adult • Learn how to respond if an online friend asks them personal questions	• Compare differences between online and real-life friendships • Respond to a problematic online-chat scenario • Sign a checklist for safe online chatting **Extension:** Visit three kid-friendly websites that have monitored chat, observe whether anyone is revealing personal information, and report back to the class to think about ways to chat online safely	**For Students** • The Right Answer Student Handout • Chatting Safety Checklist Student Handout **For Parents** • Safe Online Talk Parent Tip Sheet for Elementary Students

Students learn to create secure passwords for their accounts, learn about spam and how to deal with it, and decode website privacy policies, understanding the implications for the information that they share online.

Students will:
• Identify strategies for creating and protecting secure passwords
• Demonstrate that they know how to spot and handle spam
• Learn which information they should avoid sharing online because it is private

Lessons	Overview and Objectives	Activities	Components
Powerful Passwords (4-5)	**Students will** • Understand the functions of passwords • Identify strategies for creating and protecting secure passwords • Create their own secure passwords using the lesson guidelines	• Learn tips for the do's and don'ts for powerful passwords • Respond to "yes" or "no" statements regarding the security of their current password • Create an example of a new powerful password **Extension:** Use a mnemonic device to create a powerful password, or create a new password using an online password generator at www.maord.com **Homework:** Test the password of a parent or family member using the do's and don'ts of powerful passwords tips from class. Give a point for each "do" and subtract a point for each "don't," and tally the scores	**For Students** • Do's and Don'ts of Powerful Passwords Student Handout **For Parents** • Security Parent Tip Sheet For Elementary Students • *Tech Talk: Beyond Internet Safety Video*
You've Won a Prize! (4-5)	**Students will** • Learn what spam is and what forms it takes • Explore strategies for safely managing unwanted messages • Demonstrate that they know how to spot spam	• Compare junk mail to spam • Learn tips to handle spam safely, and use those tips to answer questions about a scenario in which a boy receives spam • Create a song about how to deal with spam, using the spam tips **Extension:** Design posters to educate younger students about how to identify and deal with spam (can also be created on www.glogster.com) **Homework:** Share their Spam Stoppers songs with family members to educate them about how to deal with spam	**For Students** • Is It True? Student Handout **For Parents** • Security Parent Tip Sheet for Elementary Students

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Lessons	Overview and Objectives	Activities	Components
Privacy Rules (4-5)	**Students will** • Learn which information they should avoid sharing online because it is private • Understand which kinds of websites have privacy policies, and why • Practice checking websites they visit for privacy policies and privacy seals of approval	• Discuss a scenario where their private information is shared without their permission • Learn how their private information is protected by privacy laws that regulate kids' websites • Locate privacy policies on several kids' websites **Extension:** Draw a "privacy vault" listing which type of information (home address, phone number, etc.) should go inside **Homework:** Make privacy policies for their bedrooms that they would want family members to follow, and discuss privacy expectations with family members	**For Students** • Privacy Checklist Student Handout **For Parents** • Protecting and Respecting Privacy Parent Tip Sheet for Elementary Students

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UNIT: Digital Life

Students are introduced to their roles as digital citizens in an online community, where they reflect on how they are responsible not only for themselves, but for others, in order to create a safe and comfortable environment.

Students will:

• Understand that when they are online, they are communicating with real people

• Consider their responsibilities to their offline and online communities

• Learn that when they are online, they are responsible for themselves and for others

• Understand that good digital citizens are responsible and respectful in the online world (and beyond)

Lessons	Overview and Objectives	Activities	Components
Rings of Responsibility **(4-5)**	**Students will** • Consider their responsibilities to their offline communities • Reflect on their responsibilities to their online communities • Learn that good digital citizens are responsible and respectful in the digital world (and beyond)	• Brainstorm about the communities they are a part of • Sit in circles representing each ring of responsibility, and stand up to answer questions about responsibilities to these rings offline and online • Make connections from different scenarios to the correlating ring of responsibility • Draw comic strips showing the consequences of irresponsible behavior online	**For Students** • My Rings of Responsibility Student Handout • Save the Day! Student Handout **For Parents** • *Digital Life Parent/Teacher Intro Video* • Digital Life Parent Tip Sheet for Elementary Students

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Students learn what it means to be a good digital citizen as they interact with others online by understanding how to prevent and respond to cyberbullying. They also learn how to communicate effectively through emails to prevent miscommunication in order to be a responsible member of a connected culture.

Students will:
• Be able to generate solutions for dealing with cyberbullying
• Learn what they can do to be an upstander when cyberbullying occurs
• Communicate clearly and effectively by email

Lessons	Overview and Objectives	Activities	Components
Power of Words **(4-5)**	**Students will** • Empathize with those who have received mean and hurtful messages • Judge what it means to cross the line from harmless to harmful communication online • Generate solutions for dealing with cyberbullying	• Adopt the perspectives of other kids who've been cyberbullied • Compare similarities and differences between in-person versus online communication • Brainstorm ways to respond to cyberbullying **Extension:** Create a cyberbully protection kit with a shield and a list of things students could say to a cyberbully (can also be created on Kerpoof.com) **Homework:** Create a cartoon about a cyberbullying situation using the Talk and Take Action Student Handout or www.makebeliefscomix.com, having parents help brainstorm solutions	**For Students** • Words Can Hurt Student Handout • Talk and Take Action Student Handout **For Parents** • Cyberbullying Parent Tip Sheet • *Connected Culture Parent/Teacher Video*
Group Think **(4-5)**	**Students will** • Learn that people their age sometimes think and behave differently in groups • Try to understand the feelings of someone who is the target of cyberbullying • Generate ways to be upstanders when faced with cyberbullying	• Examine the role of a bystander versus an upstander in a group cyberbullying situation • Understand the feelings of someone who is cyberbullied • Write a class pledge about what they will do if they witness cyberbullying **Extension:** Students find a news story about cyberbullying and identify the cyberbully, the target, and the bystander then and share with the class	**For Students** • What Would You Do? Student Handout • Stand Up Student Handout **For Parents** • *Cyberbullying Parent Tip Sheet* • *Connected Culture Parent/Teacher Video*

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Lessons	Overview and Objectives	Activities	Components
Writing Good Emails **(4-5)**	**Students will** • Communicate effectively by email, taking into account the purpose and audience of their email and the message they want to convey • Modify emails that are unclear • Demonstrate that they understand the difference between effective and ineffective email communication	• Recognize that facial and vocal cues are absent in online and email communication • Learn tips about good ways to communicate by email • Edit an ineffective email message to make it more effective **Extension:** Write a sample email that is purposively ineffective, switch with a classmate, and then rewrite them to be better **Homework:** Share good email tips with parents, and then review an email that a parent or family member has written and assess its effectiveness	**For Students** • Say It Right Student Handout

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Students learn about the do's and don'ts of copying and pasting information and how to avoid plagiarism. They learn how to avoid plagiarism by putting information into their own words, putting excerpted information into quotes, and providing citations. They learn to show respect for other people's creations by giving them credit.

Students will:
• Learn that being respectful of "property" includes items that people create
• Practice being a respectful user of content by providing citations, putting information into their own words, and quoting authors
• Understand how giving credit is a sign of respect for other people's work

Lessons	Overview and Objectives	Activities	Components
Whose Is It, Anyway? **(4-5)**	**Students will** • Define plagiarism and describe its consequences • Understand how giving credit is a sign of respect for other people's work • Learn when it is acceptable to use other people's work, and how to write a citation	• Experience the feeling of having another person pretend to have written something students created • Judge whether or not different situations involving schoolwork and copying others' work are acceptable • Learn proper ways to use other people's work from the Internet • Practice writing citations **Extension:** Paraphrase a passage from the Internet, provide a citation, and judge another student's passage to make sure it's in their own words **Homework:** Watch a video clip of a song with a family member and judge whether or it is plagiarized from other songs	**For Students** • Okay or No Way! Student Handout • Respecting People's Work Student Handout **For Parents** • *Respecting Creative Work Parent/ Teacher Intro Video* • Respecting Creative Work Parent Tip Sheet for Elementary Students

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UNIT: Searching

Students are introduced to the basics of online searching, including how to use effective keywords, using directories and subject categories, and how to analyze the usefulness and relevancy of their results. Students learn to conduct searches that provide them with the most helpful and relevant information.

Students will:
• Learn the basics of how to search online using the alphabet, keywords, and subject categories
• Compare and contrast features of children's search sites
• Interpret the usefulness of search results

Lessons	Overview and Objectives	Activities	Components
Choosing a Search Site (4-5)	**Students will** • Compare and contrast features of children's search sites • Understand that they can choose the best sites for each of their searches • Explain why it is best to utilize multiple sites when doing research	• Identify and record features of different search sites • Compare and contrast results of different sites • Select key words in a search question, conduct the search, and write a list of features that good search sites have **Extension:** Find information on a scavenger hunt by selecting the most appropriate search sites from a list of sites, and then recording the answers **Homework:** Use the Check Out Search Sites Student Handout to explore a search site with a family member	**For Students** • Check Out Search Sites Student Handout • Search Site Features Student Handout **For Parents** • Searching Parent Tip Sheet for Elementary Students

Students learn skills for evaluating websites, online information, and advertising by rating the trustworthiness and usefulness of websites, and learning to identify different types of online advertising.

Students will:

- Learn effective techniques for evaluating the trustworthiness, quality, and appeal of websites
- Apply criteria to rate the quality of informational websites
- Understand that the purpose of online advertising is to make people feel good about products and persuade them to buy
- Identify online advertising and become aware of when they are being targeted with ads

Lessons	Overview and Objectives	Activities	Components
Right Sites (4-5)	**Students will** • Explore the differences between quality and appeal as they evaluate children's informational websites • Evaluate informational websites and compare their findings • Understand that they need to consider both the quality and appeal of a site when choosing which informational websites are right for them	• Visit two different websites about extreme animals and rate the sites according to their quality and appeal • Compare ratings with others to understand that perspectives about quality, and especially appeal, might differ **Extension:** Students rate their favorite informational sites, trade with a classmate, rate their classmate's favorite site, and compare results **Homework:** Explore an informational website with a family member using the Which Sites Are Right for You? Student Handout	**For Students** • Which Sites Are Right for You? Student Handout **For Parents** • Research and Evaluation Parent Tip Sheet for Elementary Students • Wikipedia Parent Tip Sheet
Rating Websites (4-5)	**Students will** • Evaluate the quality of informational websites • Rate informational websites by applying various criteria • Compare their results and learn that all sites are not of equal quality	• Discuss criteria students currently use to evaluate websites • Rate the quality and usefulness of an informational site as a class, then work in small groups to rate a second site • Share which evaluation criteria are most important and how they can use this criteria in future research **Extension:** Research an historical event and use the Score Your Site Student Handout to find one reliable and one unreliable source of information on the topic **Homework:** Choose a product or appliance at home and search online with a family member to find ratings and reviews, deciding which sites are the most trustworthy	**For Students** • Score Your Site Student Handout **For Parents** • Research and Evaluation Parent Tip Sheet for Elementary Students

Lessons	Overview and Objectives	Activities	Components
Advertising Detectives (4-5)	**Students will** • Identify different kinds of advertisements on websites • Understand that the purpose of online advertising is to make people want to buy products • Learn that websites try to make visitors want to hang out there so they can see more ads • Understand that online ads often target them	• Discuss the similarities between a mall and a website, as both are inviting and try to make products look good • Learn about the five kinds of online ads on children's websites • Analyze a variety of children's sites and identify different kinds of online ads **Extension:** Create an Ad Detectives poster explaining the purpose of online advertising and how to identify it **Homework:** Challenge a family member to be an ad detective by choosing their favorite site and then together recording how many ads they can find there	**For Students** • Be an Ad Detective Student Handout **For Parents** • Research and Evaluation Parent Tip Sheet for Elementary Students