

Digital Etiquettes – Smart & Safe Online Behavior

Course Name: Digital Etiquettes: Navigating the Online World Safely

Course Duration: 3 hours

Course Overview:

The **Digital Etiquettes** course teaches kids the essential skills for navigating the online world responsibly and safely. This course covers key topics such as online behavior, maintaining good digital hygiene, being aware of cyberbullying, and using the internet safely. Students will learn how to engage with others in a respectful and positive way, protect their personal information, and recognize the signs of online risks. By the end of the course, students will have a solid understanding of how to stay safe, respectful, and mindful while using the internet.

Pre-requisites:

- No prior knowledge required
- Access to a computer or mobile device with internet

Who Can Take This Course:

- Kids aged 10-16
- Students who use the internet for socializing, gaming, studying, or entertainment
- Those interested in improving their online behavior and safety

Applicable Careers Include:

- Cybersecurity Specialist
- Social Media Manager
- Digital Marketing Specialist
- Online Safety Consultant
- IT Support Technician

Course Syllabus:

Module 1: Introduction to Digital Etiquettes (1 hour)

1. What is Digital Etiquette?

- a. Explanation of digital etiquette and its importance in maintaining positive online interactions
- b. Discussion: How does online behavior differ from in-person behavior? Why is it important to be respectful online?

2. Respecting Others Online:

- a. How to communicate respectfully in emails, social media, and messages
- b. Discussion: Online tone and the impact of words—how messages can be misinterpreted without body language
- c. Activity: Role-play different online scenarios (e.g., sending a friendly message, commenting on social media)

3. Digital Footprint:

- a. What is a digital footprint and why does it matter?
- b. Activity: Students will reflect on their own digital footprint and consider how their online actions today may affect their future

Module 2: Digital Hygiene and Cyberbullying Awareness (1 hour)

1. What is Digital Hygiene?

- a. Explanation of the concept of digital hygiene: Keeping your devices, accounts, and online presence clean and secure
- b. Tips for maintaining digital hygiene: Strong passwords, regular software updates, managing privacy settings
- c. Activity: Create a checklist for good digital hygiene practices (e.g., deleting old accounts, setting strong passwords, avoiding public Wi-Fi for sensitive activities)

2. Understanding Cyberbullying:

- a. What is cyberbullying? What are its forms (e.g., harassment, exclusion, spreading rumors, and impersonation)?
- b. Signs of cyberbullying: How to recognize when someone might be bullied online
- c. Discussion: How cyberbullying can affect people's mental and emotional well-being

3. How to Respond to Cyberbullying:

- a. Steps to take if you experience or witness cyberbullying: Reporting, blocking, talking to a trusted adult
- b. Activity: Students will participate in a scenario-based activity to decide the best course of action if they encounter cyberbullying online

Module 3: Safe Internet Use (1 hour)

1. Protecting Personal Information:

- a. Importance of privacy: Never sharing passwords, phone numbers, or personal information online
- b. Discussion: What can happen if you share too much online (e.g., identity theft, scams)?
- c. Activity: Students will create a list of personal information they should never share online and ways to protect their privacy

2. Recognizing and Avoiding Online Scams:

- a. How to spot phishing emails, fake websites, and online scams
- b. Tips for verifying the credibility of online sources and links
- c. Activity: Group discussion about examples of scams and how to avoid them

3. Setting Up Safe Online Habits:

- a. Creating healthy and balanced screen time habits
- b. Discussion: The importance of not sharing everything on social media, and being mindful of your online reputation
- c. Activity: Students will make a “Safe Internet Use Plan,” including steps for protecting their personal information and managing screen time

Further Opportunities after Completing the Course:

- **Digital Safety Certifications:** Students can pursue certifications in online safety or cybersecurity, expanding their knowledge of digital security and safety tools.
- **Explore Cybersecurity Careers:** Learn more about cybersecurity as a career and its growing importance in protecting data and online privacy.
- **Promote Digital Etiquette in Communities:** Students can become advocates for digital etiquette and help spread awareness about safe online behaviors in their schools and communities.
- **Join Cyberbullying Prevention Programs:** Students can participate in or start programs to raise awareness about cyberbullying and encourage positive online behavior.