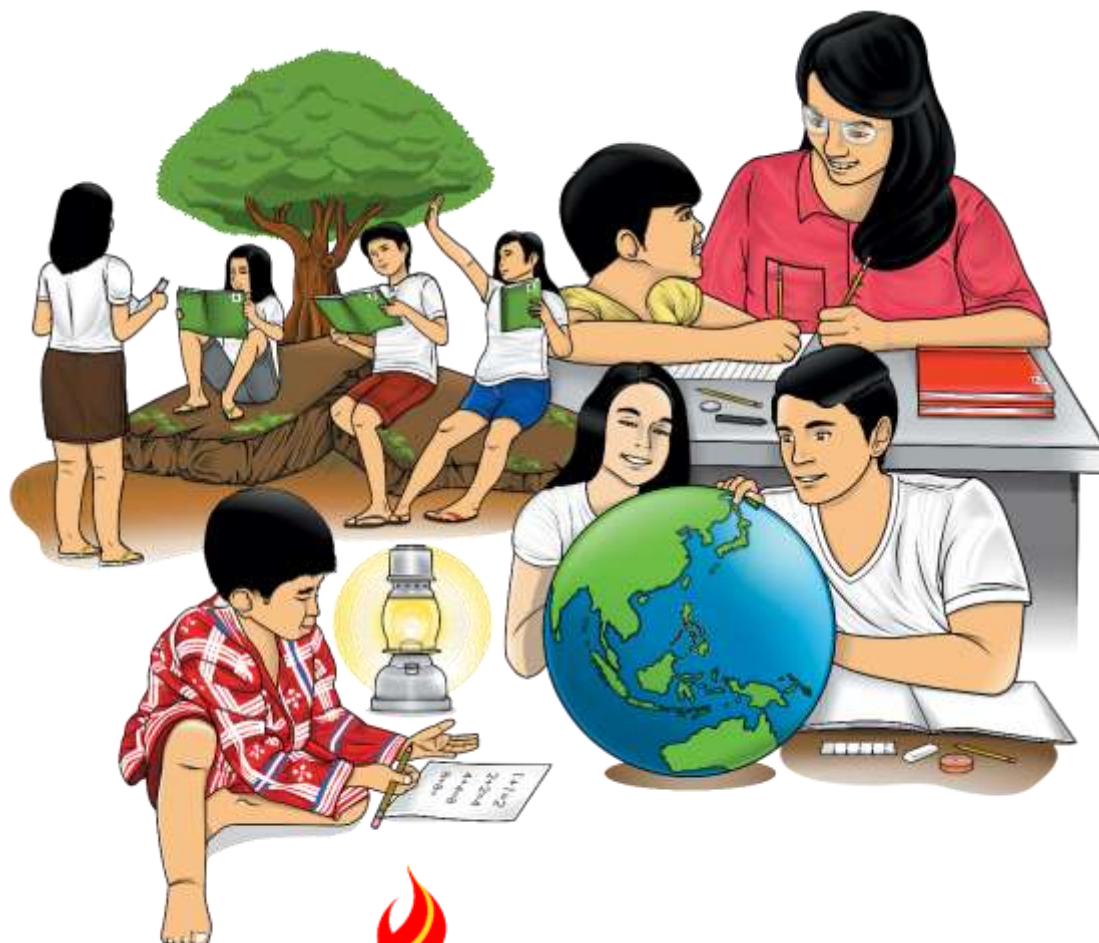


Empowerment Technologies

Quarter 1 – Module 2: Netiquettes



**Empowerment Technologies
Alternative Delivery Mode
Quarter 1 – Module 2 Netiquettes
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Senior High School

Empowerment Technologies

Quarter 1 – Module:2

Netiquettes

Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.



What I Need to Know

This module was designed and written with you in mind. It is here to help you apply online safety, security, ethics, etiquette standards, and practice in using ICTs related to your specific professional tracks. The scope of this module permits it to be used in different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

The module mainly explains and instructs learners about Netiquettes or online etiquette.

After going through this module, you are expected to:

1. compare and contrast the nuances of varied online platforms, sites, and content to achieve specific class objectives or address situational challenges;
2. apply online safety, security, ethics, and etiquette standards and practice in the use of ICTs as it would relate to their specific professional tracks; and
3. use the Internet as a tool for credible research and information gathering to achieve specific class objectives and or address situations.



What I Know

Privacy, security, and good netizenship are essential words that you have to remember when you are on the Internet. Do you know your limitations in social media? Do you feel responsible for what you are posting? Do you think first before you click? Let us find out!

Answer **Yes**, if you agree with the statement, and **No**, if you disagree. Write your answer on the blank before each number.

- _____ 1. My computer has an antivirus, so it is okay to open most email attachments like e-cards and video files.
- _____ 2. Your friend told you that his college application was rejected because you posted a video of him doing crazy stuff at a party. You posted the video several years ago but later took it down to protect your friend's reputation. Is it possible that the college found the video?
- _____ 3. You and your best friend play a lot of video games. One time, she asks you for your password so she can help you level up and get in-game money. She promises to keep your password a secret. Is it okay to give away your password?
- _____ 4. You received an email stating that your mother's bank account is going to be forfeited if you do not respond to the email. Is it safe to reply?
- _____ 5. You forgot that your essay for English class is due tomorrow. While doing your research, you found a website offering free essays.
- _____ 6. There is a danger in posting information about a future vacation.
- _____ 7. Letting people know your birthday is probably a must if you want to get as many gifts as possible. But having it in your profile makes you vulnerable to identity theft.
- _____ 8. If there is no copyright notice, it's okay to copy a Web page.
- _____ 9. Lurking is sometimes considered impolite. It is the practice of reading discussions without contributing to them
- _____ 10. Your cousin asked for your fabulous zucchini cake recipe at the last family function. While you're sending it to him, you decide to e-mail it to all 500 people in your address book as well. It is an example of email spam.

_____ 11. If someone insults and uses offensive language towards you online, you should reply in the same manner.

_____ 12. If someone uses offensive language online, always respond and not worry as no one knows who you are online.

_____ 13. It is ok to constantly give our friends e-mail or items online which they do not need.

_____ 14. Remember your audience. If you are putting something on a web page remember that everyone in the world will have access to it.

_____ 15. You are responsible for your actions on the internet.

Lesson

3

Netiquettes

In this generation, people are dependent on the Internet. Like how people socialize face to face, we should follow etiquette at all times as it mirrors our personality. Being on different platforms, we should be aware of our actions and protect ourselves at the same time. Remember that once something has been shared online, it cannot be deleted.



What's In

This lesson provides information about Netiquette. It will serve as your guide on how to behave appropriately online. It is vital to use Netiquette because communication online is non-verbal. Most often, online discussion consists of reading something someone else's has typed.



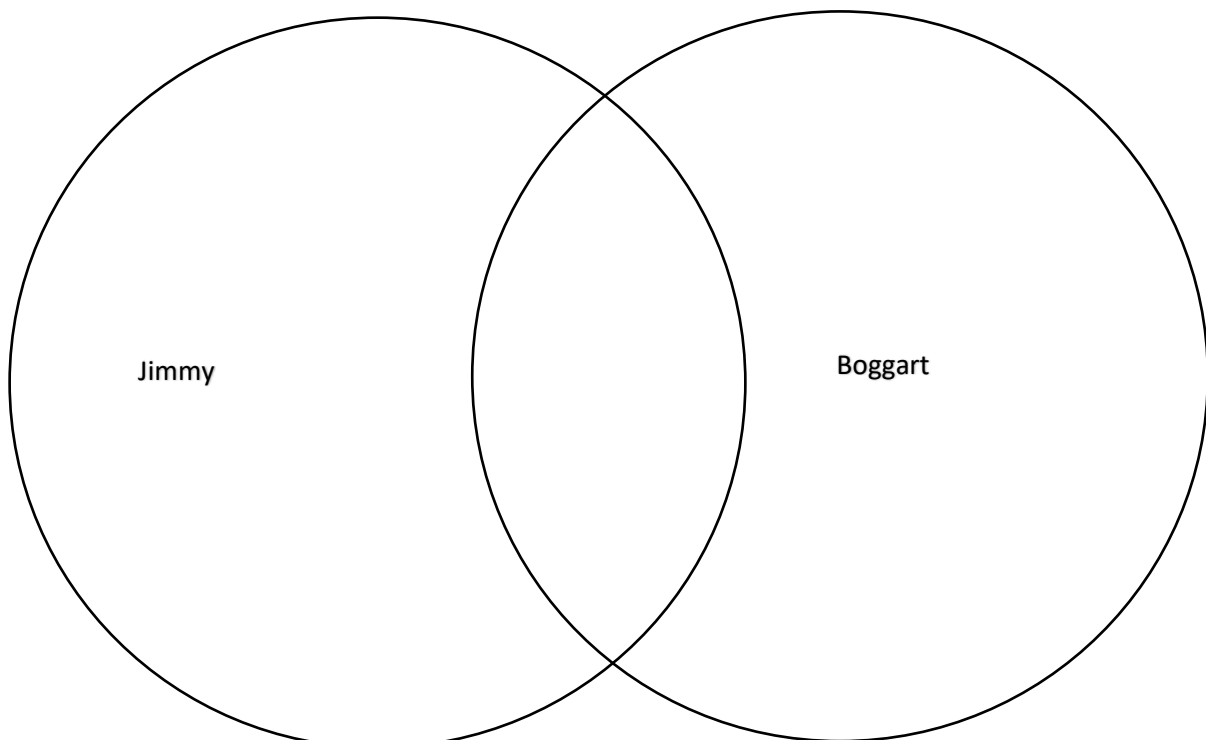
Notes to the Teacher

Ask the students of their own rules of thumb in using the Internet, especially social media.



What's New

Compare and contrast the scenario in the picture. Describe how Jimmy and Boggart are the same and different and in using social media. Plot your answer in the Venn diagram.





What is It

Core Rules of Netiquette

Netiquette, or network etiquette, is concerned with the "proper" manner of communication in the online environment. Whenever you communicate in the virtual world, consider the following "rules," adapted from Virginia Shea's Core Rules of Netiquette.

Rule 1: Remember the Human

When communicating electronically, whether through email, instant message, discussion post, text, or another method, practice the Golden Rule: Do unto others as you would have others do unto you. Remember, your written words are read by real people, all deserving of respectful communication. Before you press "send" or "submit," ask yourself, "Would I be okay with this if someone else had written it?"

Rule 2: Adhere to the same standards of behavior online that you follow in real life

While it can be argued that standards of behavior may be different in the virtual world, they certainly should not be lower. You should do your best to act within the laws and ethical manners of society whenever you inhabit "cyberspace." Would you behave rudely to someone face-to-face? On most occasions, no. Neither should you behave this way in the virtual world.

Rule 3: Know where you are in cyberspace

"Netiquette varies from domain to domain." (Shea, 1994) Depending on where you are in the virtual world, the same written communication can be acceptable in one area, where it might be considered inappropriate in another. What you text to a friend may not be appropriate in an email to a classmate or colleague. Can you think of another example?

Rule 4: Respect other people's time and bandwidth

Electronic communication takes time: time to read and time in which to respond. Most people today lead busy lives, just like you do, and don't have time to read or respond to frivolous emails or discussion posts. As a virtual world communicator, it is your responsibility to make sure that the time spent reading your words isn't wasted. Make your written communication meaningful and to the point, without extraneous text or superfluous graphics or attachments that may take forever to download.

Rule 5: Make yourself look good online

One of the virtual world's best things is the lack of judgment associated with your physical appearance, the sound of your voice, or the clothes you wear (unless

you post a video of yourself singing Karaoke in a clown outfit.) The quality of your writing will judge you, so keep the following tips in mind:

Always check for spelling and grammar errors

Know what you're talking about and state it clearly

Be pleasant and polite

Rule 6: Share expert knowledge

The Internet offers its users many benefits; one is the ease in which information can be shared or accessed, and in fact, this "information sharing" capability is one of the reasons the Internet was founded. So in the spirit of the Internet's "founding fathers," share what you know! When you post a question and receive intelligent answers, share the results with others. Are you an expert at something? Post resources and references for your subject matter. You have recently expanded your knowledge about a subject that might be of interest to others? Share that as well.

Rule 7: Help keep flame wars under control

What is meant by "flaming" and "flame wars?" "Flaming is what people do when they express a strongly held opinion without holding back any emotion." (Shea, 1994). As an example, think of the kinds of passionate comments you might read on a sports blog. While "flaming" is not necessarily forbidden in virtual communication, "flame wars," when two or three people exchange angry posts between one another, must be controlled, or the camaraderie of the group could be compromised. Don't feed the flames; extinguish them by guiding the discussion back to a more productive direction.

Rule 8: Respect other people's privacy

Depending on what you are reading in the virtual world, be it an online class discussion forum, Facebook page, or an email, you may be exposed to some private or personal information that needs to be handled with care. Perhaps someone is sharing some medical news about a loved one or discussing a situation at work. What do you think would happen if this information "got into the wrong hands?" Embarrassment? Hurt feelings? Loss of a job? Just as you expect others to respect your privacy, so should you respect the privacy of others. Be sure to err on the side of caution when deciding to discuss or not to discuss virtual communication.

Rule 9: Don't abuse your power

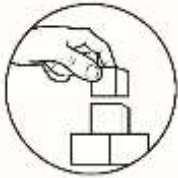
Like in face-to-face situations, there are people in cyberspace who have more "power" than others. They have more expertise in technology or have years of experience in a particular skill or subject matter. Maybe it is you who possesses all of this knowledge and power! Just remember: knowing more than others do or having more power than others may have does not give you the right to take advantage of anyone. Think of Rule 1: Remember the human.

Rule 10: Be forgiving of other people's mistakes

Not everyone has the same amount of experience working in the virtual world. And not everyone knows the rules of Netiquette. At some point, you will see a stupid

question, read an unnecessarily long response, or encounter misspelled words; when this happens, practice kindness and forgiveness as you would hope someone would do if you had committed the same offense. If it's a minor "offense," you might want to let it slide. If you feel compelled to respond to a mistake, do so in a private email rather than a public forum.

Shea, V. (1994). *Core Rules of Netiquette*. Retrieved from <http://coursedesign.colostate.edu/obj/corerulesnet.html>



What's More

Let's Reflect!

Make a reflection on the importance of using Netiquette in your daily life. What benefits can you get from it? How can you promote the use of these regulations?

How can Netiquette be beneficial to me?

How can I promote Netiquette?



What I Have Learned

Accomplish the items below using what you have learned from the Ten Rules of Netiquette.

1. In cyberspace, it is important to remember the _____. “Do unto others as you would have others do unto you.”
2. Why are spelling and grammar crucial on the Internet?
3. Is it okay to read other people's files and emails without their permission? Why?
4. What do you need to be careful about if you are in control of a network?
5. What should you do about a newbie who continually makes the same error on the Internet?



What I Can Do

Now it's time to show your creativity!

Create a poster showing the Netiquette rules with examples of how you can use them in your daily life, primarily online. The poster should use an interactive online tool like Canva, Glogster, Piktochart, etc.

Take note of the criteria:

POSTER RUBRIC

Relevance to the topic	30%
Layout and design	40%
Originality	10%
Creativity	20%
Total	100%



Assessment

Apply what you have learned from Virginia Shea's Rules of Netiquette. Choose the letter of the best answer and write it in your notebook.

1. What is Netiquette?
 - A. Using a net to catch fish
 - B. Being mean to other people on Facebook
 - C. Presenting proper manners at the dinner table
 - D. Showing manners and etiquette on the Internet
2. What should you do if you receive a text or email from someone you don't know?
 - A. Call the police
 - B. Delete it without opening it
 - C. Open it immediately and reply
 - D. Leave it in your inbox until you figure out who it is
3. Which of the following should you never give on the Internet?
 - A. Your age
 - B. Your name
 - C. Your address
 - D. All of the above
4. What should you do to avoid being cyber-bullied?
 - A. Observe proper netiquette rules
 - B. Give out personal information to anyone who asks
 - C. Ignore any requests from people to be your friend online
 - D. Strike first - post mean things about other people on your Facebook Wall
5. What should you do if you feel you are being cyber-bullied?
 - A. Call the police
 - B. Tell no one, it's embarrassing
 - C. Tell a trusted adult like a parent or teacher
 - D. Just delete anything referring to you on the Internet
6. What should you never do if you get an embarrassing picture from someone?
 - A. Talk to the person again
 - B. Send it on to other friends
 - C. Tell your parents or a teacher
 - D. Discourage the person from sending pictures like that
7. What should you avoid doing in a chat room?
 - A. Posting your address
 - B. Posting your phone number
 - C. Revealing financial information
 - D. All of the above

8. It is OK to forward or post an email message that you received if _____
- A. The message is typed in all capital letters
 - B. It does not contain any copyrighted material
 - C. The author of the message has marked it as confidential.
 - D. The author of the message hasn't given you permission to forward or post it
9. Before posting to a discussion group you should _____
- A. Read the FAQ
 - B. Find the Frequently Asked Questions (FAQ) document
 - C. Read some of the existing posts to get an idea of the tone and character of the group
 - D. All of the above.
10. A flame is _____
- A. An online chain letter
 - B. An expert programmer
 - C. A person who consistently breaks the rules of Netiquette
 - D. a post or email message that expresses a strong opinion or criticism
11. The Golden Rule of Netiquette is _____
- A. Remember the human!
 - B. A smiley in every message
 - C. Don't follow the rules of netiquette
 - D. Type in all caps when you're angry.
12. Spamming is very poor Netiquette and means _____
- A. Spilling the juice of meat-byproducts into your keyboard
 - B. Sending in lines of nonsensical garbage in a chat conversation
 - C. Posting or emailing unsolicited advertising messages to a wide audience.
 - D. Posting a message that contains graphic descriptions of something really gross

13. Knowledge and understanding of netiquette is useful because _____

- A. It will help you create a positive impression on those you meet in cyberspace
- B. It explains the conventions already being used by millions of cybernauts
- C. It explains some of the technical limitations of online communications
- D. all of the above.

14. You've been sent a virus warning, what should you do now?

- A. Ignore it.
- B. Forward it within your company.
- C. Forward it to everyone in your address book.
- D. Go to a security Web site to learn if it is a real virus.

15. As a common courtesy, when in a chat room you should:

- A. Report disruptive users
- B. Introduce yourself when you enter a room
- C. Make it clear when you are directing a question or response to a specific user
- D. All of the above



Additional Activity

Like any other rules, what you have learned from this lesson could be applied to any task you do. So start doing your part as a student and as you take steps in preparing for your future.

What profession do you prefer to have in the future? In what way could you make an impact on society using the Internet? Answer the following question in essay form. (Use a separate sheet of paper)

ESSAY RUBRIC

Relevance to the topic	10%
Content	40%
Organization and format	10%
Word Choice, Sentence Variety and Structure	20%
Grammar and Mechanics	20%
Total	100%



Answer Key

<p>15. D 14. D 13. D 12. C 11. A 10. D 9. D 8. B 7. D 6. D 5. C 4. A 3. D 2. D 1. D</p> <p>Assessment</p>	<p>15. Yes 14. Yes 13. No 12. No 11. No 10. Yes 9. Yes 8. No 7. Yes 6. Yes 5. No 4. No 3. No 2. Yes 1. No</p> <p>What I Know</p>
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References

Innovative Training Works, I. (2006). Empowerment Technologies. In I. Innovative Training Works, *Empowerment Technologies* (p. 19). Rex Bookstore.

Shea, V. (1994). *Core Rules of Netiquette*. Retrieved from <http://coursedesign.colostate.edu/obj/corerulesnet.html>

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