LEARNING STRAND 6
DIGITAL CITIZENSHIP

MODULE 7: DIGITAL ETHICS (NETIQUETTE)

ALS Accreditation and Equivalency Program: Junior High School

DIGITAL ETHICS
NETIQUETTE

DIGITAL CITIZENSHIP
MODULE 7

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User's Guide

For the ALS Learner:

Welcome to this Module entitled Digital Ethics (Netiquette) under Learning Strand 6 Digital Citizenship of the ALS K to 12 Basic Education (BEC).

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning resource while being an active learner.

This module has the following parts and corresponding icons:

	Let's Get to Know	This will give you an idea of the skills or competencies you are expected to learn in the module.
	Pre-assessment	This part includes an activity that aims to check what you already know about the lesson. If you get all the answers correct (100%), you may decide to skip this module.
	Setting the Path	This section provides a brief discussion of the lesson. This aims to help you discover and understand new concepts and skills.
	Trying This Out	This comprises activities for independent practice to solidify your understanding and skills of the topic. You may check the answers to the exercises using the Answer Key at the end of the module.
	Understanding What You Did	This includes questions that process what you learned from the lesson.
	Sharpening Your Skills	This section provides an activity that will help you transfer your new knowledge or skill in real-life situations or concerns.
	Treading the Road to Mastery	This is a task which aims to evaluate your level of mastery in achieving the given learning competency.
	Don't Forget	This part serves as a summary of the lessons in the module.
	Explore More	In this portion, another activity will be given to you to enrich your knowledge or skill of the lesson learned. This also tends retention of learned concepts.
	Reach the Top	This part will assess your level of mastery in achieving the learning competencies in each lesson in the module.
	Answer Key	This contains answers to all activities in the module.
	Glossary	This portion gives information about the meanings of the specialized words used in the module.

At the end of this module you will also find:

References   This is a list of all sources used in developing this module.

The following are some reminders in using this module:

1. Use the module with care. Do not put unnecessary mark/s on any part of the module. Use a separate sheet of paper in answering the exercises.
2. Don't forget to answer the Pre-assessment before moving on to the other activities included in the module.
3. Read the instruction carefully before doing each task.
4. Observe honesty and integrity in doing the tasks and checking your answers.
5. Finish the task at hand before proceeding to the next.
6. Return this module to your ALS Teacher/Instructional Manager/Learning Facilitator once you are through with it.

If you encounter any difficulty in answering the tasks in this module, do not hesitate to consult your ALS Teacher/Instructional Manager/Learning Facilitator. Always bear in mind that you are not alone.

We hope that through this material, you will experience meaningful learning and gain deep understanding of the relevant competencies. You can do it!

CONTENTS

CONTENTS

LET'S GET TO KNOW

Digital technologies are electronic tools, systems, devices and resources that generate, store or process data. Well-known examples include social media, online games, multimedia and mobile phones. Many people use digital technology for several reasons—to look for ingredients of foods they want to cook, to check the latest movies, to research about their assignments, to send mails to their friends and families, to find out and chat with their friends on social media and the list goes on.

This module will help you become a responsible user of digital technology. We will discuss three (3) lessons, namely:

Lesson 1 – Ethical Use of Digital Technology
Lesson 2 – Responsible Use of Digital Technology
Lesson 3 – Safe and Ethical Practice in Digital Technology

Directions: Let's have a self-check. Put a check mark (✓) if you practice the statement given in each number. If not, just leave it blank. Write your answers on a separate sheet of paper.

1. I always type using all capital letters.
2. I check emails every minute.
3. I use courteous words like "good morning/afternoon/evening", "thank you", "please", "may I" or similar phrases in my emails or anything I post on the internet.
4. I fill in the subject box when I send emails.
5. I pass on chain letters from unreliable sources.
6. I send long and repetitive responses.
7. I wait until I have calmed down before I reply to a message I don't like.
8. I do check what I write to make sure I have correct spelling and grammar.
9. I follow "real world" laws and rules while I am using the internet.
10. I am very sensitive in everything I post online.

SETTING THE PATH

ETHICAL USE OF DIGITAL TECHNOLOGY

At the end of this lesson, you will be able to:

explain the meaning of digital ethics and why it is important;

distinguish ethical versus unethical behavior as a user of digital technology

- ○ digital plagiarism
- ○ breaking copyright and software theft
- ○ improper use of digital resources
- ○ securing information privacy & confidentiality
- ○ computer fraud
- ○ plagiarism; and

practice respectful conduct when using the internet.

- ○ sensitivity to national and local cultures
- ○ avoiding identity misinterpretation and fraud
- ○ internet etiquette while chatting, emailing, blogging, and using social media
- ○ protecting personal information

TRYING THIS OUT

Directions: Identify which among these shows proper behavior in using the internet. Write the letters of your answer on a separate sheet of paper.

A. Tagging someone in an embarrassing photo

B. Writing a negative post about a person

C. Not participating in online discussions that will embarrass or hurt other person's feelings

D. Not stealing personal information

E. Not copying someone else's work and declaring it as mine.

F. Securing privacy settings

G. Stealing important information

H. Using all capital letters when chatting

I. Bashing somebody online

Ponder!
How many have you answered? If you got four (4), then that's a thumbs up! Why do you think people must show these proper behaviors online?

UNDERSTANDING WHAT YOU DID

When we were young, we were taught by our parents to be courteous and respectful when we talk to other people, most especially when we are talking to someone who are not of our age. We were also taught to "behave" and display good manners whenever we interact with other people. This behavior is equally important when we are online—where we don't see the person or the people we are talking with.

Netiquette is a combination of the words "internet" and "etiquette" which means observing good manners whenever we are online. Netiquette tells us how we should communicate, treat others, portray ourselves and protect ourselves online. Netiquette is also known as **Digital Ethics.**

It is very important that **Netizens**—persons who participate in any activity online—follow netiquettes as online communication is mostly non-verbal. This means people don't hear or see you the way they do when you

talk face to face. So, they read your messages and react mostly to what you have written; and, if you don't use emojis and stickers in your message, your message would most probably get misinterpreted. You see, emojis and stickers help us convey what we mean, feelings and all.

ETHICAL AND UNETHICAL BEHAVIOR AS A USER OF DIGITAL TECHNOLOGY

All materials on the internet are covered by copyright. The copyright law gives the authors, creators, or owners of the material protection for their ideas and creations. Thus, the copyright owners enjoy the following rights:

1. the right to reproduce the work
2. the right to make derivative works based upon it
3. the right to distribute the work to the public
4. the right to publicly display or perform the work

Under the protection of the copyright law, the creators have their own intellectual property rights. It means other people cannot copy their work and claim it as their own work. They cannot sell or make profits from these materials. It is illegal to copy and sell other people's work. It is like stealing something from someone else.

Copyrighted materials can be used if a person is able to get the expressed permission from the owner. This permission is called a "license" and comes with a document stating how the material can be used. This material is called an "End-user License Agreement" or more popularly known as EULA. You need to obtain this license to be able to use other people's work.
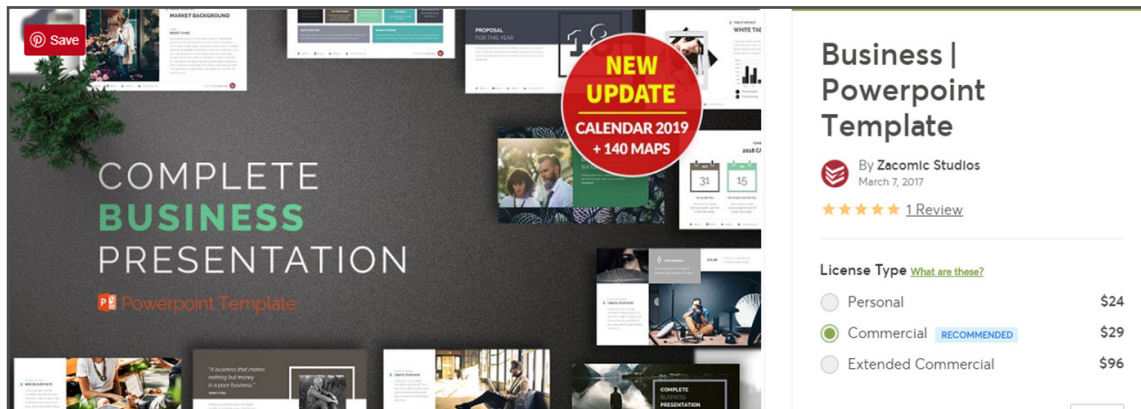
Above is a PowerPoint Template that is protected by copyright. Any person who wishes to use this template need to pay for the license to do so.

PUBLIC DOMAIN has no restrictions on using works. Materials published under the public domain are totally free. You can use them anyway you want, but you cannot claim them as your own.

Examples of these types of materials are those found in government sites—application forms for IDs, forms for paying taxes, copies of laws and policies and other similar materials. You can download and use these documents and materials but you cannot claim that you created them. They are free because they are meant to be used by everyone.

Another example is your "public" page on Facebook. Everyone who uses Facebook, whether they are your friends or not, can see what you post on your public page.

CREATIVE COMMONS will not allow you to pay to obtain license and legally use "some rights reserved." A CC license may be used if an author or creator wants to allow other people to share, use, and build upon a work that the author has created. You must follow certain rules set by the author or creator in order to use some materials under the CC license.
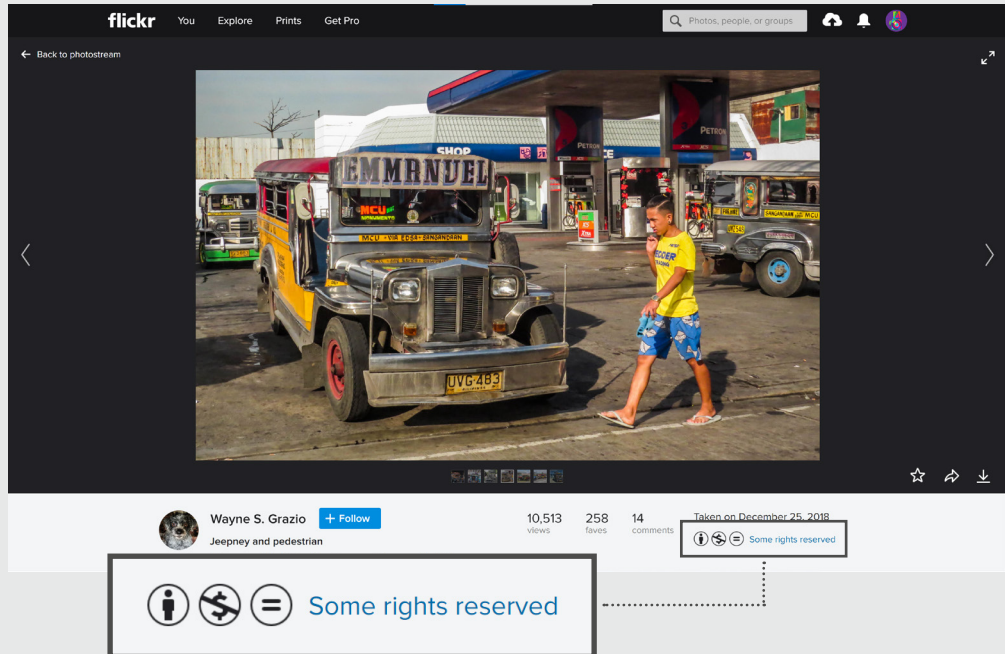
Sample Creative Commons licenses on a photo, courtesy of Flickr

FAIR USE is an exception to the rule of copyrighted materials or content. You may use them without a license but only for a certain purpose. These may include commentary, criticism, reporting, research and teaching.

For example, if you are going to put it in a blog post, it must only be for commenting and analyzing. You should also give full credit to the person who created it.

What will happen if you use digital information incorrectly?

You can be penalized with either **copyright infringement** or **plagiarism.** To infringe means to actively break the terms of a law. In this case, what is being infringed is the copyright law; hence, the term copyright

infringement. You infringe when you make copies of a work without permission or when you perform a copyrighted play without permission or when you write an unauthorized sequel to someone's work (plagiarismtoday. com). Put simply, you can avoid copyright infringement by securing the permision of the author/creator through a EULA.

Plagiarism is taking someone's work and claiming it as your own. You can avoid plagiarism by citing the author of the original work or by citing the source of the material you intend to use in your own work. Here is a Venn Diagram showing the similarities and differences between the two.

COPYRIGHT INFRINGEMENT

- when you use it without permission
- when you weren't able to get a license from the owner
- It is a legal issue because the material or content is protected by copyright laws.

Taking something from the owner with negative intentions and for your own benefit

PLAGIARISM

- when you use it and didn't say where you took it from
- when the creator or owner was not properly credited or cited
- It is a moral issue because you are claiming it as your own.

To avoid being penalized for the improper use of digital resources, you should do the following:

✓ **Practice Paraphrasing.** The internet may be a vast source of information, but it does not mean you should copy these word for word. It is better to read it, then use your own words to express the idea.

✓ **Quoting the words or phrases.** If paraphrasing is not possible then quote the exact words and phrases you want to use by putting a double quotation mark (" ") and the name of the author.

Here are some respectful conducts you must practice when using the internet:

Be sensitive to national and local cultures.

Cultural sensitivity means respecting the culture of others. It comes from knowing that other cultures exist and that people from other cultures will hold beliefs and practices that could be different from your own.

Yohan Cruz

Muslims are warfreaks!

Like   Relpy   See Translation   . 1 minute ago
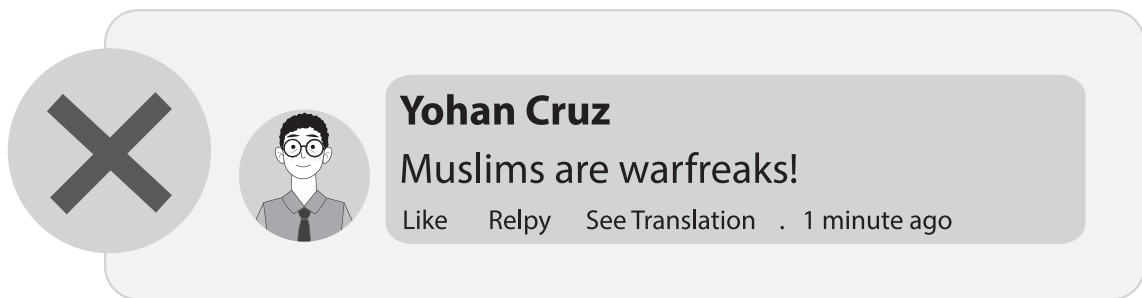
Do not do something that would cause trouble or friction between different cultures. Be sensitive. Remember that you must understand and respect other's characteristics.

Be honest about your identity and in all your dealings.

Hi this is Atty. Mary Rose Dela Cruz of PH Bank. You need to pay me 200,000 pesos to settle your account before May 25, 2020.

Thank you.

Type a message . . .
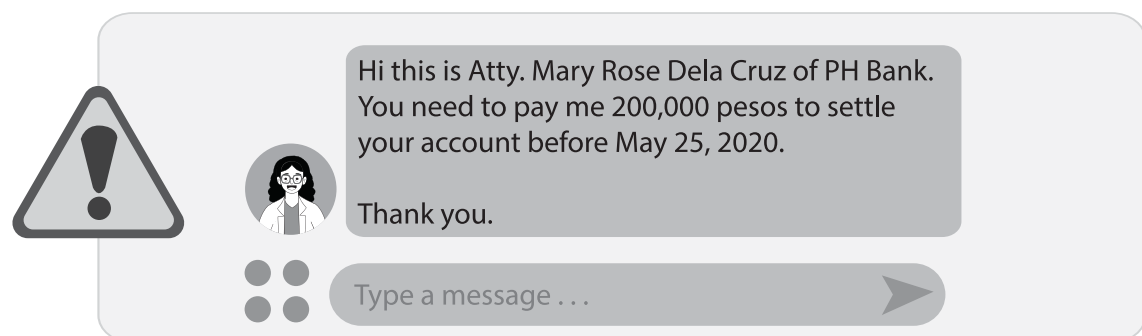
Pretending to be someone you are not is wrong. Come to think of it, it's not only wrong. It's bad. People who misrepresent themselves are scammers.

They trick people to part with their money or property. You don't want to be called a scammer, do you?

Observe etiquette online.

Etiquette refers to a code of polite behavior required by good breeding and prescribed by the society we live in. Thus in real life, we strive to act politely and respectfully at all times. You should do the same when you go online. Here is a list of polite behavior you would do well to remember whenever you are online.

- Do not clog other people's mailbox.
- Do not embarrass people online.
- Respect other people's privacy.
- Keep your posts and emails short and straight to the point.
- Follow the rules and policies of the websites you visit.
- Follow copyright laws. Do not steal someone else's idea, property and rights.
- Do not tag someone in an embarrassing photo.
- Do not write a negative post about a person.
- Do not participate in online discussions that will embarrass or hurt another person's feelings.
- Do not steal important information.
- Do not steal personal information.
- Avoid copying someone else's work and declaring it is yours.
- Say no to digital plagiarism.
- Secure information privacy.
- Avoid using all capital letters when chatting someone.
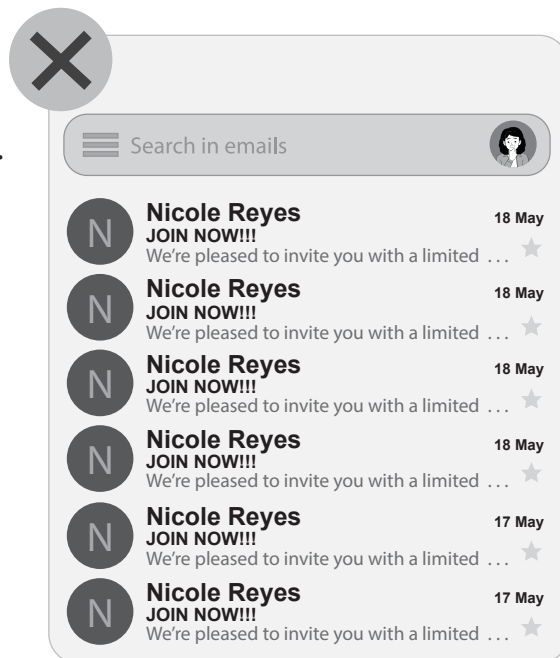
Protect your personal information.

Create a New Account

Please fill in this form to create an account.

First Name | Middle Name | Last Name

Email Address

Password

Confirm Password

☐ I accept the **Terms of Use** & **Privacy Policy**. **Sign Up**

Nobody's going to do this for you but yourself. How will you protect yourself online? Basic! Do not share too much of your personal information. The form you see above asks you for the barest information to create an account. But online forms won't always be like that. The moment you encounter online forms that ask too many information about you, be wary. Fill out only those with asterisk because they are required information. Ignore the rest.

LESSON 1
SHARPENING YOUR SKILLS

I. **Directions:** What have you understood about digital ethics? Why is it important to people? Write your answer on a separate sheet of paper.
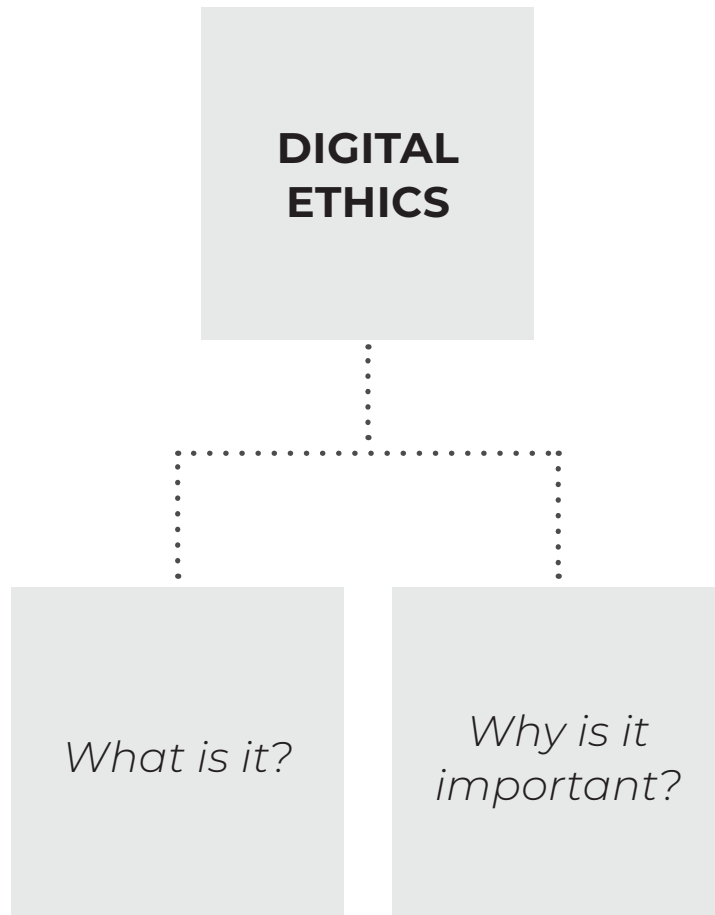
```
        ┌─────────────┐
        │   DIGITAL   │
        │   ETHICS    │
        └─────────────┘
         ┌───────┴───────┐
  ┌───────────┐    ┌───────────┐
  │           │    │           │
  │ What is   │    │ Why is it │
  │   it?     │    │ important?│
  │           │    │           │
  └───────────┘    └───────────┘
```

CRITERIA	SCORE
CONTENT Ideas are on point, well-developed, and are expressed in own words. Conclusion is strong.	30%
ORGANIZATION Transition of ideas is smooth. All details given are relevant.	20%
TOTAL	50%

II. Directions: On a separate sheet of paper, draw two boxes, one for ethical behavior and another for unethical behavior. Distinguish which among the following is ethical and unethical behavior of a user of digital technology. Write the letters of your answer in the appropriate box.

ETHICAL	UNETHICAL

A. Clog other people's mailbox.
B. Embarrass people online.
C. Respect other people's privacy.
D. Keep your posts and emails short and straight to the point.
E. Do not follow the rules and policies of the websites you visit.
F. Steal someone else's idea, property and rights.
G. Do not tag someone in an embarrassing photo.
H. Write a negative post about a person.
I. Do not participate in online discussions that will embarrass or hurt other person's feelings.
J. Do not steal personal information.
K. Avoid copying someone else's work and declaring it is yours.
L. Secure information privacy.
M. Do not steal important information.
N. Say no to digital plagiarism.
O. Avoid using all capital letters when chatting someone.
P. Be sensitive to national and local cultures.
Q. Do not overshare your personal information.

TREADING THE ROAD TO MASTERY

Directions: Given below are some scenarios related to practices when using the internet. If you were to give these people pieces of advice, what would they be? Write your answers on a separate sheet of paper.

1. Yohan discriminates other cultures in one of his social media posts.
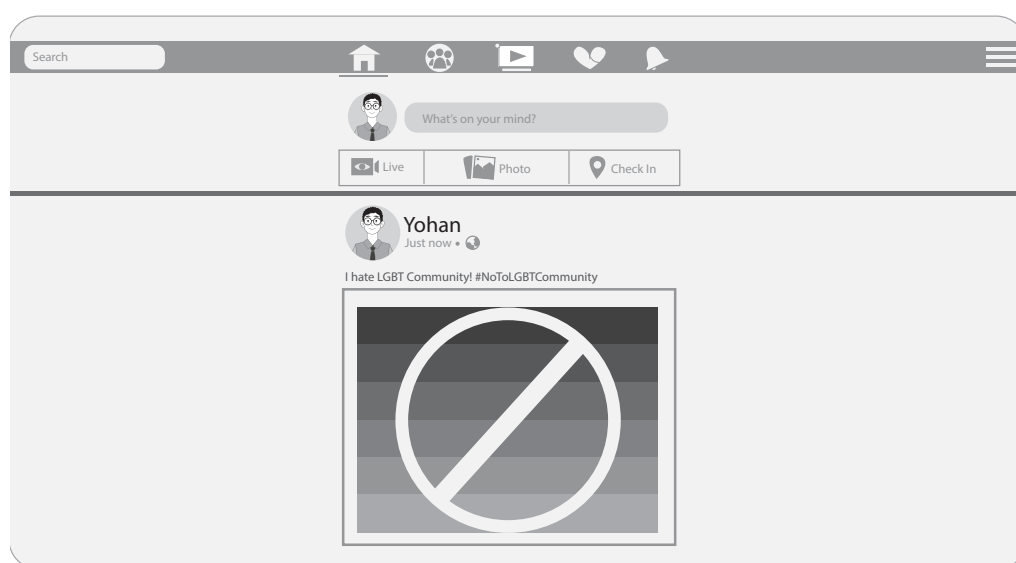
2. Rose applied as an insurance Sales Representative at WBS Group Company. A few days after she submitted her application, she received a text message from a man claiming to be an agent from the WBS Group Company. He is asking her to pay a registration fee of five thousand pesos before her application papers can be processed.

> Good day, Ms. Rose Santos! This is Mark Manlilo from WBS Group Company. I'm happy to tell you that your application has been considered. Please pay a registration fee of five thousand pesos (PhP 5,000.00) so I can fully process your application. You can deposit your payment at Roll Bank SA#0123759133. You have until Friday to pay the registration fee. Non-payment of said fee will mean giving up your slot or chance to be part of the leading insurance company in the Philippines. Thank you and congratulations!

John Santos

HEY! HEY!

I HAVE SOMETHING TO TELL YOU

THIS IS REALLY IMPORTANT

LISTEN CAREFULLY, OKAY?

Type a message . . .

3. Your friend keeps on using all capital letters in your conversation online.

4. Arabella registers in a website, but it requires personal information.

Please fill up the following:

Name: Birthdate:

Address:

Contact Number: Gender: Religion:

Fill up the following for security purposes:

Bank Account Number:

Pin Number:

Social Security Number:

CRITERIA	SCORE
CONTENT Ideas are on point, well-developed, and are expressed in own words. Conclusion is strong.	30%
ORGANIZATION Transition of ideas is smooth. All details given are relevant.	20%
TOTAL	50%

SETTING THE PATH

RESPONSIBLE USE
OF TECHNOLOGY

At the end of this lesson, you will be able to:

explain the different terminologies in safe and responsible use of digital technology

○ cyber ethics   ○ cyber wellness
○ cyber safety   ○ cyber security; and

explain how to minimize the risks of negative online behaviors:

○ pornography
○ internet addiction
○ meeting online strangers (inappropriate contacts)
○ exposure to violent conduct
○ online gambling
○ unwanted sharing of personal information
○ online sexual behaviors
○ detecting and dealing with cyberbullying

TRYING THIS OUT

Directions: Read the story and answer the questions afterwards. Write your answers on a separate sheet of paper.

Risky Online Relationship

Jamilla's second year of high school is quite hard for her. She was a Counselor-In-Training (CIT) at a day camp last summer and loved every minute of it. Jamilla misses camp and feels like she can't relate to her school friends anymore.

Every night, Jamilla sends Karlo messages in social media, the assistant director of her camp. He just graduated from college and lives a few blocks away from her. Karlo and Jamilla doesn't know each other that well, though they have exchanged screen names that summer.

> Hi! Is there gonna be a summer camp next year? And will you be there?
>
> Karlo
> Hello! Yes there is for sure, it's a yearly activity. And I will be.
>
> Wow great! I'm definitely going to next year's summer camp!
>
> Karlo
> Haha! Glad to hear that. See you next year! :)
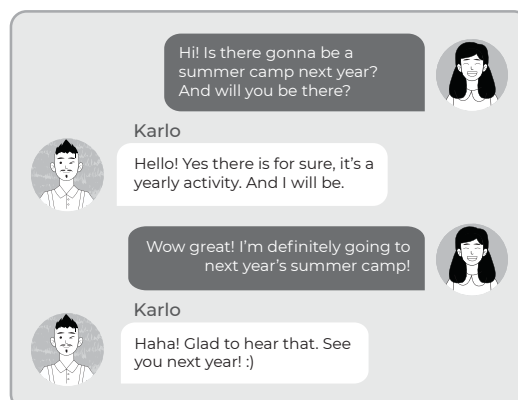
Jamilla tells Karlo about how much she misses camp and why she's frustrated with her friends. Karlo is funny, flirty, and great at giving advice. "Those girls sound so immature," he tells her. "You might as well be in college, seriously. You act way cooler than any 14-year-old I know."

Send me your pictures wearing that bathing suit at camp
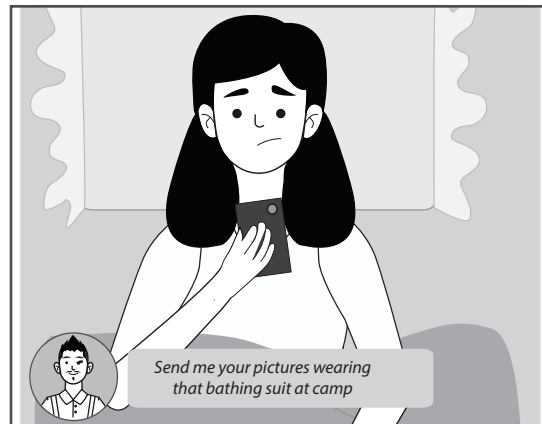
A few weeks after school started, Karlo started flirting with Jamilla more obviously. He asked her to send him some pictures of her in a bathing suit at camp. Jamilla felt flattered, but it made her feel a little uncomfortable. She decided to send pictures anyway. Karlo always talked about how mature she seems.

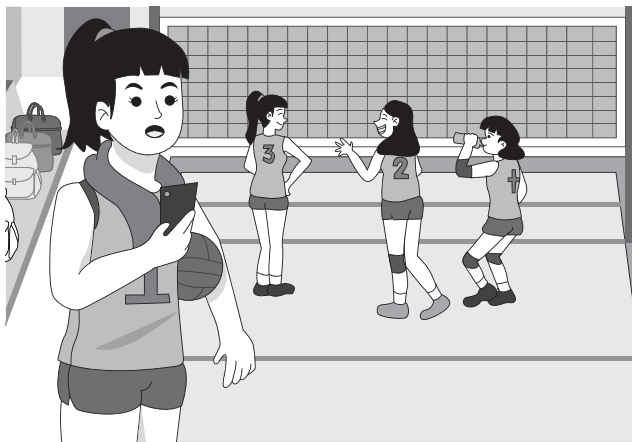One day at the school gym after volleyball practice, Jamilla's best friend and classmate, Carina, asked to borrow her phone. Without trying to snoop, Carina saw a few sexts (sexually explicit text messages) between Jamilla and Karlo. Carina didn't know much about Karlo, which was strange because she and Jamilla usually tell each other about their crushes. Carina decided to ask Jamilla about her relationship with Karlo.

Answer the following questions on the next page as if you were the following characters in the story.

A. Jamilla

Why did you still send Karlo your pictures in a bathing suit, although you felt uncomfortable with his request?

B. Carina

What advice would you give Jamilla about Karlo?

C. Karlo

Why did you ask Jamilla for that kind of picture?
What was your intention?

Though the story you just read is fiction, it's something that is very likely to happen in real life.

The moment a new acquaintance (be it online or offline, a boy or a girl) asks you to send your pictures, be wary. Always err on the side of caution. Never give your pictures to just about anyone especially to a new acquaintance who is persistent in his/her request. In this digital age, photos can be edited. You never know where your photo is going to end up being used.

In the same vein, you should never ask your new acquaintance pictures of himself/herself. This is devoid of good taste. And for goodness sakes, do not fall for someone you just happen to meet online! It is risky and is a tell-tale sign of being desperate.

Remember! Not putting yourself and others in dangerous or risky situations online is a sign of being a responsible netizen.

LESSON 2
UNDERSTANDING WHAT YOU DID

Online safety is a serious business. Let us widen our knowledge on this by learning the terminologies associated with safe and responsible use of digital technology.

CYBER WELLNESS

Refers to positive well-being of internet users. This involves an understanding of online behavior and awareness of how to protect oneself in cyberspace.

Its focus is to promote everyone to become a responsible user of digital technology.

CYBER SAFETY

This means behaving responsibly in order to be safe in cyberspace. Responsible behaviors include protecting your personal information, not giving away your passwords, keeping your computer and browser up-to-date, using antivirus software, maintaining your firewall, and learning what antisocial online behavior looks like (storypark.com). These behaviors reduce danger online.

CYBER SECURITY

This refers to the practice of defending computers, servers, mobile devices, electronic systems, networks, and data from malicious attacks.

It's also known as information technology security or electronic information security.

CYBER ETHICS

This refers to the code of responsible behavior on the internet. In other words, this is an acceptable behavior in the real world that should also be observed in cyberspace.

Now, the following are the dangers of engaging in negative or irresponsible online behaviors:

PORNOGRAPHY

This refers to obscene pictures, writings, drawings, motion pictures, videos, or the like. It is one of the worst dangers of the internet. It could pop-up and surprise children and teenagers who tend to seek for it.

INTERNET ADDICTION

This is a behavioral addiction in which a person becomes dependent on the use of the internet, or other online devices, as a maladaptive way of coping with life's stresses.

Examples of Internet Addiction

Cyber (Online) Relationship Addiction. Cyber or online relationship addicts are deeply involved with finding and maintaining relationships online, often forgetting and neglecting real-life family and friends. The relationships are often formed in chat rooms or different social networking sites but can occur anywhere you can interact with people online.

Computer or Gaming Addiction. Computer addiction, sometimes referred to as computer gaming addiction, involves online and offline activities that can be done with a computer or mobile devices. People who are addicted don't want to stop and hate having to be without their game. They think about it all the time.
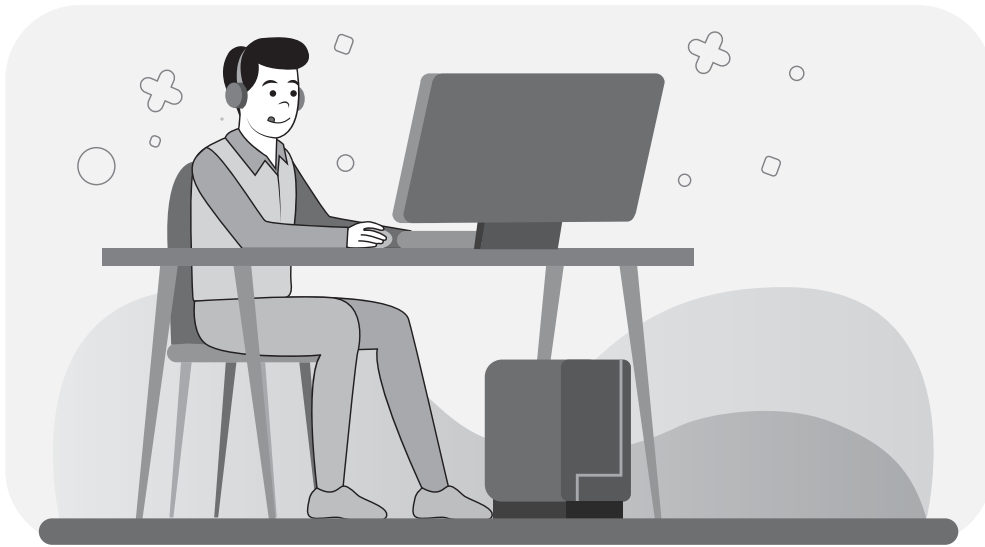
Social Media Addiction. Social media addiction is a behavioral addiction that is defined by being overly concerned about social media, driven by an uncontrollable urge to log on to or use social media, and devoting so much time and effort to social media that it impairs other important life areas.

MEETING ONLINE STRANGERS

There is nothing wrong with this, but the danger comes in if the person meets a predator online.

Meeting A Sexual Predator. Sexual predators are people who will not tell their real identity and will sexually solicit online. They target children and teenagers; hence, they visit websites that are for younger people and leave sexually suggestive comments. So, if you have children or younger relatives, you need to check who they interact with online.
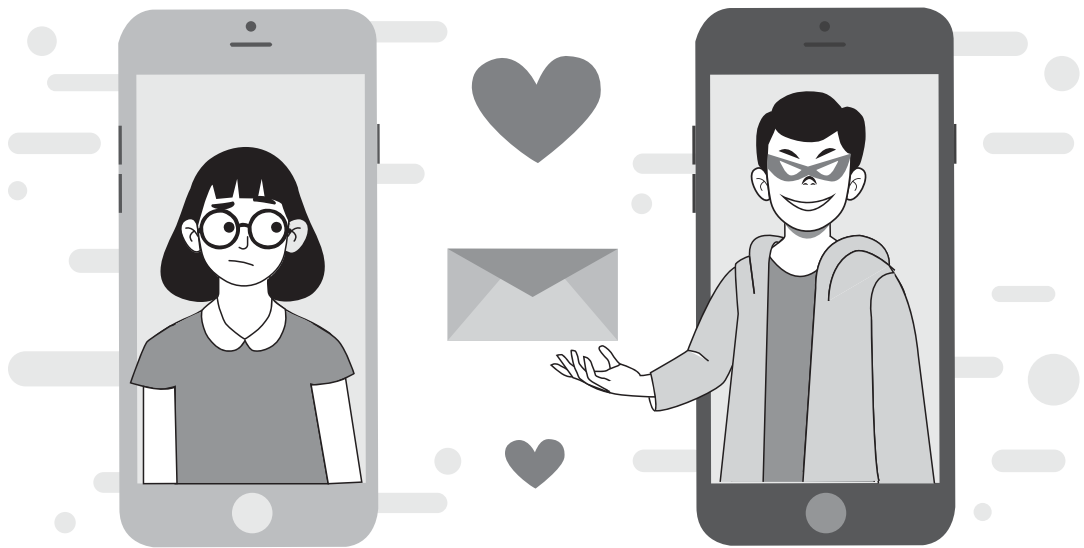
Falling For A Catfish. One of the worst experiences when meeting people online is being catfished. Catfishing is either using someone else's profile and pretending that it's you or altering your pictures to a point that they don't look anything like you in person.
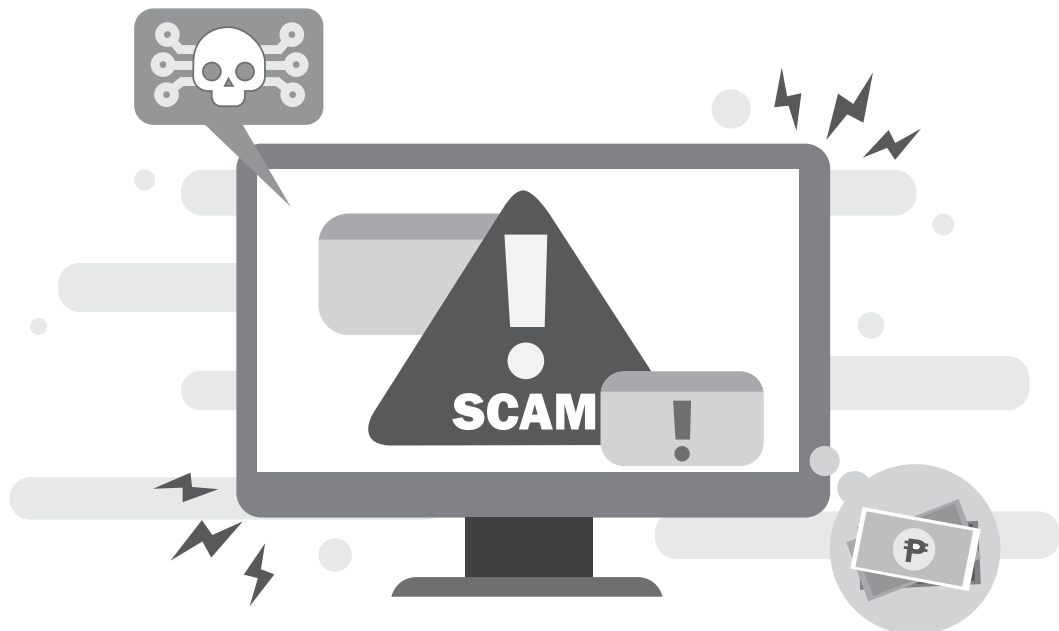
Online Scamming. This is using the internet to hide information and provide incorrect information for victimizing people for money and property.

EXPOSURE TO VIOLENT CONDUCT

This has something to do with someone's exposure to violence. This is a serious matter because if a person is exposed to this, he/she might be affected mentally and emotionally.

Juanito Karlos
10 minutes ago

This photo may contain cruel or insensitive content
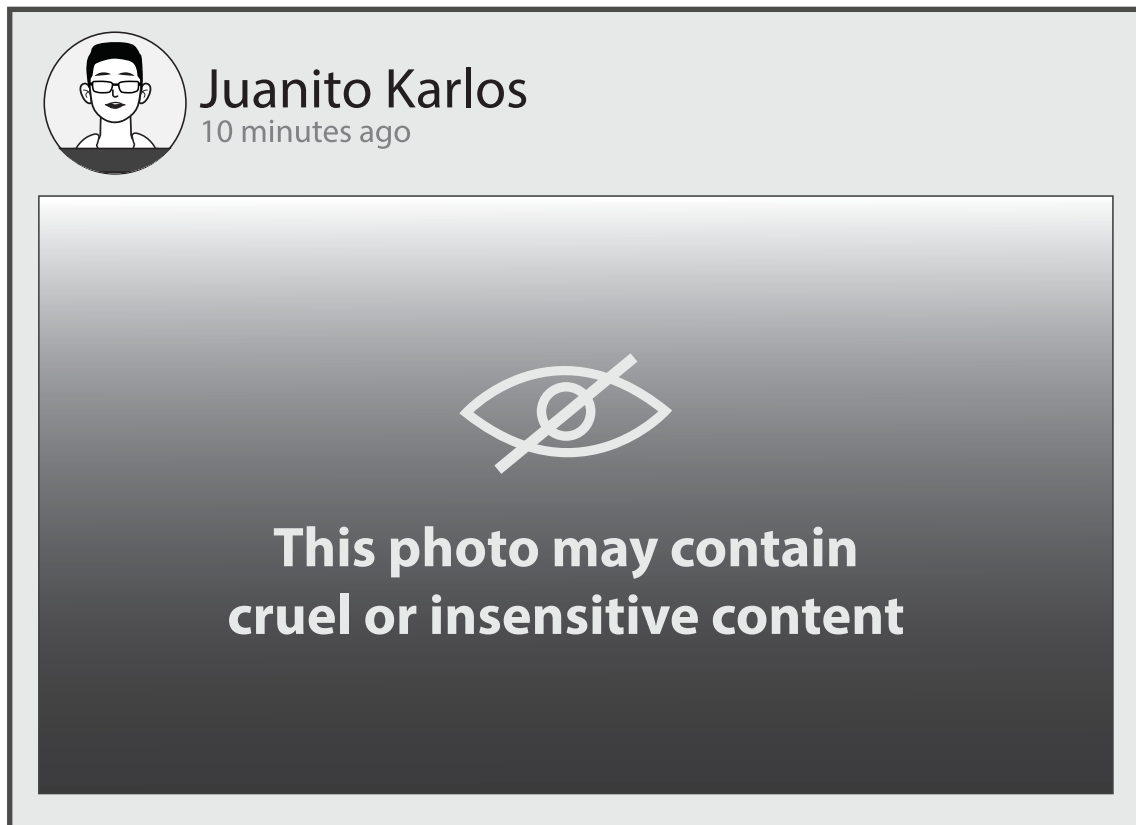
Media violence exposure is very problematic. It includes videos that show violence, pictures with unlikely behavior and most especially online games where the main goal is killing.

Users who do not have enough self-control might become a victim and media violence can eventually be incorporated in their minds. Some studies mention that this can lead to aggressive behavior.
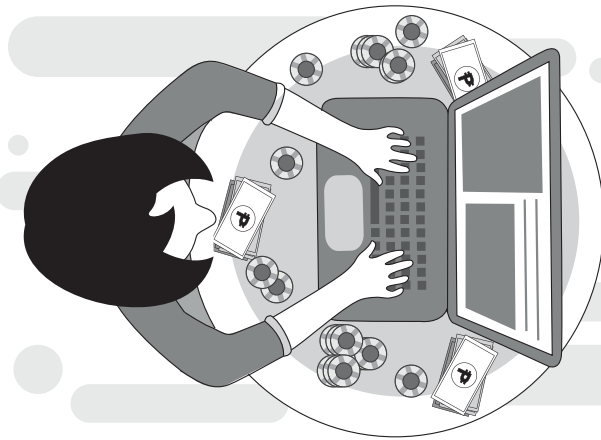
ONLINE GAMBLING

Gambling has also reached digital technology. Now, it is more convenient because of the advancements in technology.

The negative effects of excessive online gambling may include neglecting daily responsibilities (work, school, family) to play online; using internet gambling to numb or avoid negative feelings such as anxiety, loneliness, or depression; becoming moody when online access is not available or denied; borrowing money to "win back" previous gambling losses and stealing money from family or friends; or engaging in other types of criminal behavior to support online gambling habits.

UNWANTED SHARING OF INFORMATION ONLINE

Criminals or hackers get personal information online by lying about who they are, to convince people to share account numbers, passwords, and other information so they can purchase things in your name.

This type of scam is called **phishing**: criminals send email, text, or pop-up messages that appear to come from your bank, a government agency, an online seller or another organization with which you do business.

The message asks you to click to a website or call a phone number to update your account information or claim a prize or benefit. It might suggest something bad will happen if you don't respond quickly with your personal information. In reality, legitimate businesses should never use email, pop-ups, or text messages to ask for your personal information.

You need to think twice on this matter. To avoid it, do not respond especially if you are in doubt. Try to contact the company first to confirm the message you have received.

ONLINE SEXUAL BEHAVIORS

It is a virtual sex encounter in which two or more people are connected through the internet. People involved here send each other sexually explicit messages describing a sexual experience.

The impact of the exposure is that pornography can be the main source of a young person's sex education.

The use of pornography by adolescents is associated with stronger permissive sexual attitudes (e.g., premarital sex, casual sex). There is some evidence that exposure to pornography can increase the likelihood of first-time sexual experience happening earlier than should be, particularly for those adolescents who consume pornography more frequently.
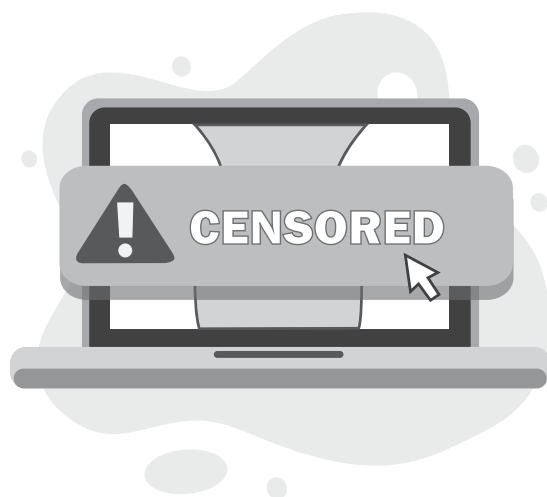
CYBER BULLYING

This is the kind of bullying that takes place over the internet. This includes sending, posting, or sharing negative, harmful, false, or mean content about someone that can cause embarrassment or humiliation.

We should think before we click. This is what everybody should do when interacting online. Nobody knows aside from ourselves if the things we post, comment, share, or upload could ruin our lives or not. We must always be careful.

SHARPENING YOUR SKILLS

I. Directions: Read the situation below and answer the question that follows.

Jepot Santos @jepot_santos • 3 minutes

Let's help Mother Earth heal! Join us by donating to our charity. Any amount helps!

You can also sign up to be a volunteer at one of our clean up drives! Click the link on my bio to see the complete details.
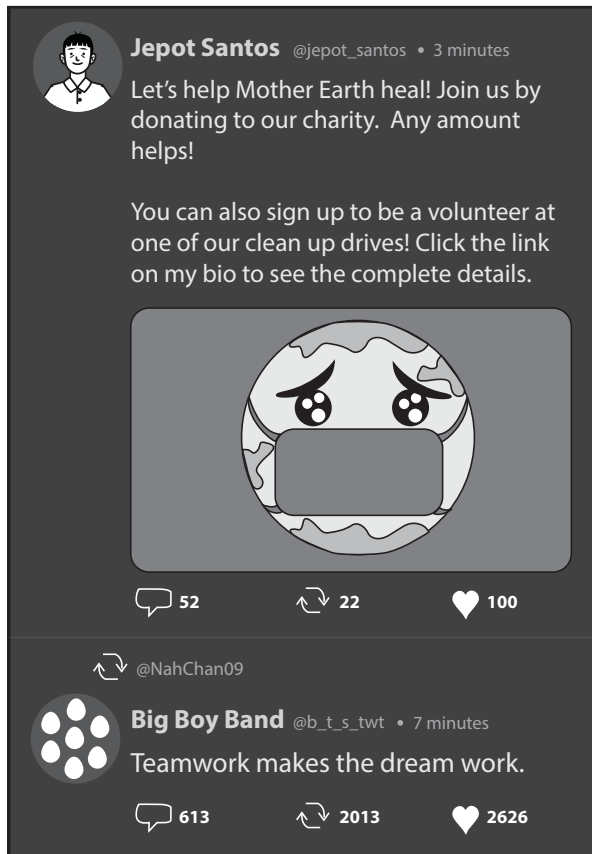
💬 52   🔁 22   ❤️ 100

🔁 @NahChan09

Big Boy Band @b_t_s_twt • 7 minutes

Teamwork makes the dream work.

💬 613   🔁 2013   ❤️ 2626

Jepot is a big fan of social networking sites because he loves to share sentiments and upload photos. He also loves it when he reaches hundreds of likes on his uploaded stuff online.

One day, he was notified that someone added him. He clicked the profile of the person, whose name was "Ayanni dela Cruz." He was amazed by her model-like photos and he couldn't deny that Ayanni was a head-turner girl. Because of this, he accepted the request and started a conversation with the girl.

They chatted for quite some time, and Jepot was eventually hooked with Ayanni. Days have passed and Ayanni started to ask for a big amount of money from him which he declined to give. But Ayanni told Jepot that if he's really into her, he would do it anyway. But that didn't work. Ayanni got mad and she threatened Jepot that she would create a story to ruin his name on social media.

← **Ayanni dela Cruz** 🎥 ⓘ

You're friends on Facebook
150 mutual friends
Actress and Model at XYZ Entertainment

9:29 AM Saturday

Hi Ayanni! I'm a huge fan of yours :) Thank you for adding me! <3 I feel honored. I saw that you recently helped rescue dogs. Cheers to that!

Type a message . . .

Ayanni

I know your dirty little secret Jepot ;)
I'll post that you fake yourself just
to get everyone's attention and I'll
make sure it goes viral!

Help Jepot get through this situation!
What should he do to get out of this trouble?

Write your answer on a separate sheet of paper.

CRITERIA	SCORE
CONTENT Ideas are on point, well-developed, and are expressed in own words. Conclusion is strong.	30%
ORGANIZATION Transition of ideas is smooth. All details given are relevant.	20%
TOTAL	50%

II. Directions: Which among these online behaviors is present in the given situation in each number? Write the letter of your answer on a separate sheet of paper.

A. pornography   **E.** online gambling
B. internet addiction   **F.** online sexual behaviors
C. meeting online strangers   **G.** cyber bullying
D. exposure to violent conduct   **H.** unwanted sharing of
                                           information online

1. Kaloy spends too much time staying online. This affects his performance in school. He always falls asleep during class hours.

2. Mernilyn joined as a member of an online bingo and casino. She was shocked one day when she found out that she only has an available balance of three pesos in her bank account.

3. An advertisement popped up on your mobile device containing obscene pictures of a man and a woman.

4. Kim likes to log in to dating websites. She likes to meet new people online and meet them also in person. One day, she sets to meet a person she knew online. From that day, Kim went missing.

5. Symon is a bully at school. One day, he posted something in his social media about someone from school. The post went viral. The tone of the post was humiliating and embarrassing for his classmate. The principal learned about this and called Symon to her office.

6. Two people are sending each other sexually explicit messages describing a sexual experience.

7. Karla saw her 3-year-old brother watching a wrestling match online. A few months after, she noticed her brother acting violently, punching and shouting at his sibling most of the time.

8. Joshua is using up all his money for the online casino and starts to borrow money from others.

9. Two teenagers brought their friend near a river and stabbed her 19 times. When they were asked why they did that, they said that "Slenderman" on the Internet made them do it.

10. Bea visited a beauty products website and was asked to sign-up. She did not provide her detailed information though. As soon as Bea visits the website, she also receives offers of different beauty products from other websites on her email. She does not realize that she was being tracked online.

TREADING THE ROAD TO MASTERY

Directions: Below are the different terminologies in safe and responsible use of digital technology. Choose only one and explain the way you have understood it. You may refer to the lesson. Write your answer on a separate sheet of paper.

CYBER ETHICS	CYBER WELLNESS

CYBER SAFETY	CYBER SECURITY

CRITERIA	SCORE
CONTENT Ideas are on point, well-developed, and are expressed in own words. Conclusion is strong.	30%
CLARITY Transition of ideas is smooth. All details given are relevant.	20%
TOTAL	50%

SETTING THE PATH

SAFE AND ETHICAL PRACTICE IN DIGITAL TECHNOLOGY

At the end of this lesson, you will be able to:

demonstrate safe and ethical practice to reduce and manage risks and maximize opportunities of digital technologies

○ digital citizen identity
○ digital rights
○ digital higher order thinking
○ digital communication
○ digital security
○ digital safety
○ digital emotional intelligence

Directions: Give at least three words or phrases which you think are related to the one given inside the box. Write your answer on a separate sheet of paper.

SAFE AND ETHICAL PRACTICE IN DIGITAL TECHNOLOGY

UNDERSTANDING WHAT YOU DID

Ethics can be applied in many aspects. One of these is in digital technology. What are the things to be considered, so people would know that they are safe and ethical?
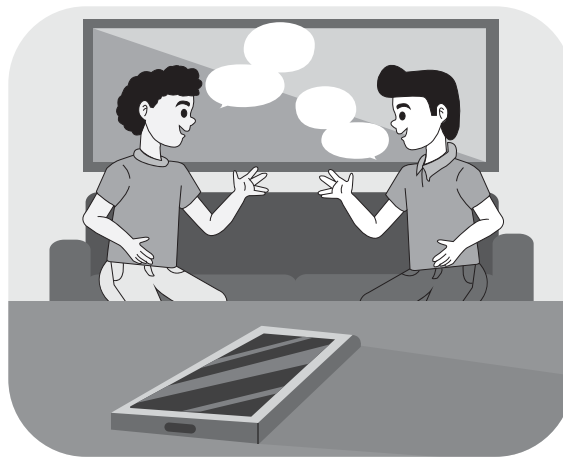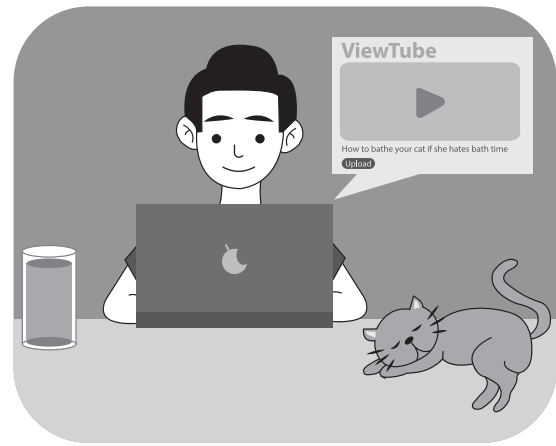
There will always be a need for safe and ethical practice to reduce and manage risks and maximize opportunities of digital technologies. In other words, these practices would help people avoid danger, at the same time help them enjoy the benefits of digital technologies.

DIGITAL CITIZEN IDENTITY

You must have a healthy online identity, and this includes having a reputation with integrity, awareness of your persona, and ability to manage your presence online.

Your identity is who you are. It is totality of all your qualities and beliefs that make you unique and different from other people. Digital identity is the image that you create in the digital world.

There are many factors in creating a digital identity. It can be a personal data on your profile, the things you publish online, the things that people publish about you online, and the tracks you leave consciously or not.

Digital identity may also be referred to as **digital footprint.** It is a record of the activities you do online including the sites you visit

and the things you post. Your digital identity can affect you and another people's reputation both positively and negatively.

For example, if you are cyber-bullying or flaming someone and you were applying for a job, you may be turned down because you don't work well with people. While if you post something that will reflect well on you, like artwork or a paper you wrote, it will show your positive side. You could delete some activities you did, but it will never be gone completely. There will always be a trace left. Remember, websites have their own databases where all the information is kept and stored.

That is why it is very important to be careful of what you post especially in your social media accounts. It can affect your career, what people think about you, or anything associated with your identity.

MANAGING YOUR DIGITAL IDENTITY

In order to manage your digital identity, the ThinkUKnow internet safety education program in the United States and Australia proposes the following questions that you should ask yourself before posting something online:

1. What do I look like? (How would I seem to someone who doesn't know me?)
2. Is this ink permanent? (How long will this post last?)
3. Am I giving too much about myself? (Is it even necessary for others to know this?)
4. Would I want this shared about me? (How would it make me feel?)
5. Does it pass the Billboard test? (If this information were put on a billboard for all to see, would I still be okay with it?)

The questions are designed to make you think carefully about how your digital footprint impacts your online image.

Here are some additional reminders that will prevent you from hurting yourself and others online:

✓ **Always remember to think before you click.** This is a very easy thing to do. But sometimes, because of too much excitement in using social media, people tend to forget to think twice.

✓ **Delete unused social media accounts.** This is to protect yourself online because these old accounts may be used against you either in job applications or blackmailing. Deleting old social media accounts also prevents identity theft, as someone might use all the information you have put in your old accounts.

✓ **Do not share your personal information.** Part of protecting yourself online is not to give too much personal information about you, like your full name, birthday, name of your parents, address and the like. You can still give other information but limit it only to your interests and hobbies.

✓ **Practice the golden rule.** Do not do unto to others what you don't want others to do unto you. As much as possible, be respectful the way you also want to be respected. Be courteous and humble when communicating. Be an ethical person ESPECIALLY when you are online.

✓ **Assume that everyone is watching.** Remember that you should be mindful of your digital friends as they can still use your identity against you. Be careful whom to add or accept as a friend or follower.

DIGITAL RIGHTS

You must understand, protect, and respect personal and legal rights, such as the right to privacy, intellectual property rights, freedom of speech and protection from hate speech. This also includes handling personal information online with discretion and protecting your privacy, as well as the privacy of your contacts.

🔒 **Privacy Checkup**	
🌐 Who can see my stuff?	⌄
👥 Who can contact me?	⌄
➖ How do I stop someone from bothering me?	⌄
See More Settings or Visit Privacy Basics	

Alongside these digital rights are the netizen's digital responsibilities. Digital rights and responsibilities are having the right and freedom to use all types of digital technology while using the technology in an acceptable and appropriate manner. As a user of digital technology, you also have the right to privacy and the freedom of personal expression.
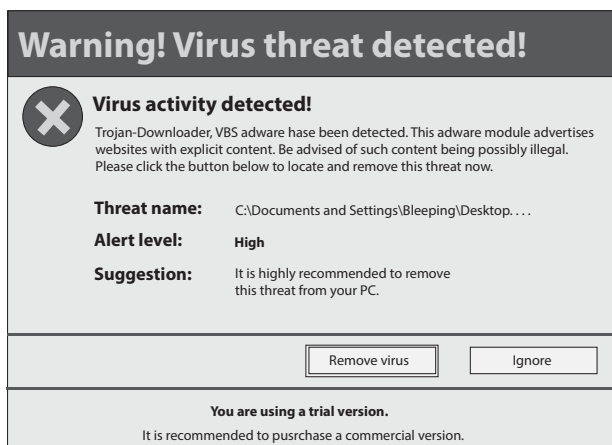
Below are your rights and responsibilities as a digital citizen:

DIGITAL RIGHTS

- Right to freedom of expression
- Right to privacy
- Right to credit for personal works
- Right to digital access
- Right to your identity

DIGITAL RESPONSIBILITIES

- Responsibility to report bullying, harassing, sexting, or identity theft
- Responsibility to cite works used for resources and researching
- Responsibility to download music, videos, and other material legally
- Responsibility to model and teach student expectations of technology use
- Responsibility to keep data/information safe from hackers

Warning! Virus threat detected!

Virus activity detected!

Trojan-Downloader, VBS adware hase been detected. This adware module advertises websites with explicit content. Be advised of such content being possibly illegal. Please click the button below to locate and remove this threat now.

Threat name:	C:\Documents and Settings\Bleeping\Desktop. . . .
Alert level:	**High**
Suggestion:	It is highly recommended to remove this threat from your PC.

[Remove virus]   [Ignore]

You are using a trial version.
It is recommended to pusrchase a commercial version.

DIGITAL SECURITY AND SAFETY

You must understand cyber threats (e.g., hacking, scams, malware) and use security tools and practices, such as strong passwords for data protection. It also entails not only being able to detect risks online (e.g., cyber bullying, grooming, and radicalization) and problematic content (e.g., violence and obscenity), but also knowing how to avoid and limit these risks.

.   Protecting yourself online is not really a difficult thing to do. There are a lot of ways to avoid threats of cybercrimes. Take control because you are the only person who can keep yourself safe and secure. Let us review some measures you can take to protect yourself.

TIP!

REVIEW AND SECURE YOUR SOCIAL MEDIA ACCOUNTS. Choose the account that you need most. Create passwords that are hard to break and always update it.

DON'T OVERSHARE. Think before filling out online forms and evaluate carefully the information needed. Be cautious to whom you are giving your personal data.

AVOID USING PUBLIC COMPUTERS. You never know who used it before you. They might leave a trap to capture information from you.

DON'T USE FREE WI-FI. As much as possible avoid registering on free public Wi-Fi. Malwares can be spread anywhere through the network.

BEWARE OF UNFAMILIAR E-MAIL ADDRESSES. If you think that the e-mail is malicious do not try to open anymore instead delete or block that e-mail addresses, then update your password.

CUSTOMIZE YOUR PRIVACY. Look for your social media accounts setting that will help you become private online.

HANDLE YOUR FINANCES CAREFULLY. As much as possible, do your financial transactions directly to physical banks, payment center, etc.

PRACTICE LOGGING OFF. If you care to log-in, care to log-off too. This will help you avoid online risks that might endanger your personal information.

DIGITAL HIGHER ORDER THINKING

You must critically evaluate, share, utilize, and create digital content. Being a good and responsible digital citizen is thinking logically in the use of digital content.

Here are some reminders for you:

1. **Always check your spelling and grammar.** Always remember that people read what you are saying to them. Having too many errors and incorrect spelling in your material may change the meaning of what you want to say. Moreover, using correct spelling and grammar is a sign of respect to whoever will read what you have written.

2. **Follow copyright laws.** Do not steal someone else's idea or property. Many of us are very fond of copying or pasting materials from the internet when we make our assignments or research papers. We also love downloading movies and music. However, this is not a good practice.

   When we copy materials from the internet or download music or movies without the permission of the owner or author of the materials, we are actually stealing their works. How would you feel when somebody copies your ideas and tell the world that it is their idea? You would probably feel bad about it.

   In the same sense, the copied or downloaded material's author or owner will also feel the same way. There is a law that protects people's ideas and materials, known as the "Copyright Law" or "Intellectual Property Code of the Philippines" and also known as Republic Act No. 8293.

3. **Follow the rules and policies of the websites you visit.** Each website has its own rules and regulations. You can see that in their "End-user License Agreement" or more popularly known as **EULA.** The link to the website's EULA is normally seen at the bottom of the page. Look for the words "Terms" at the bottom part of the webpage. EULA tells you what is allowed and what is NOT allowed when people visit a website.

DIGITAL COMMUNICATION AND EMOTIONAL INTELLIGENCE

You must communicate with others with humility and respect, and in a constructive manner. You must also practice self-regulation and empathy, and build positive relationships using digital media. This includes being sensitive to the needs of others while online and not being judgmental or yielding to herd mentality.
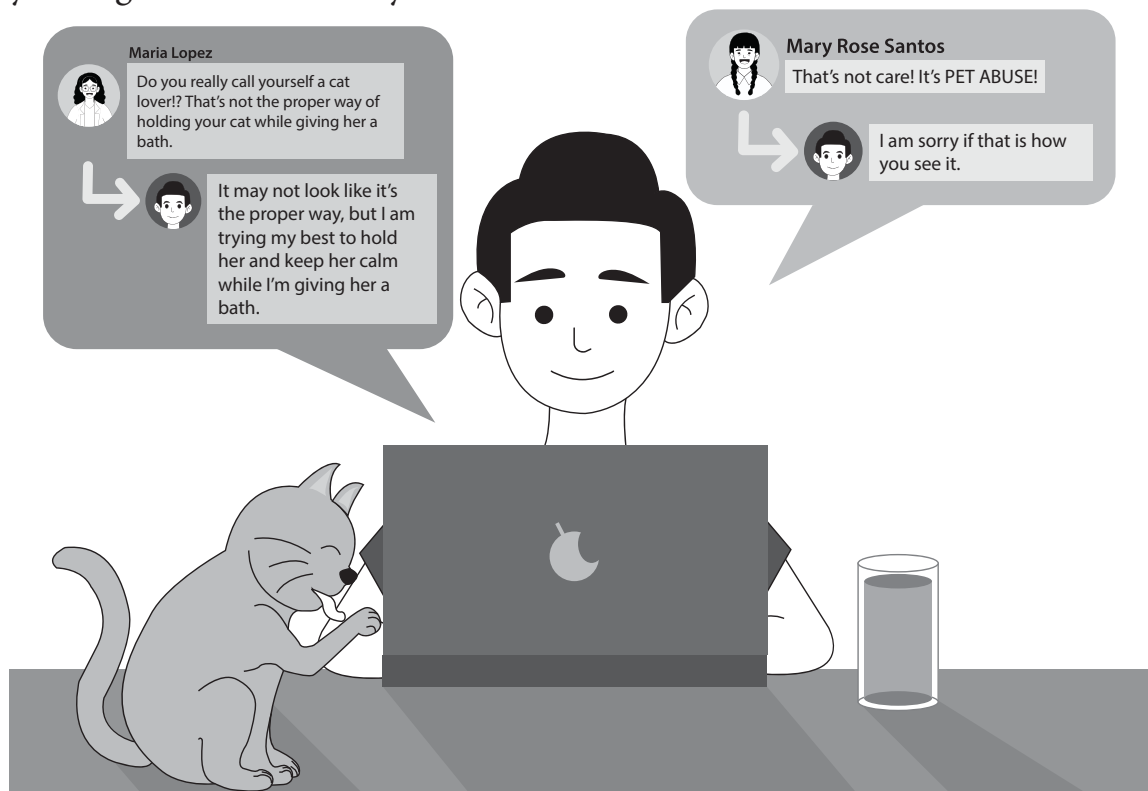
Following netiquette will help you maintain and establish positive online relationships as well as develop a positive online reputation. On the next page you will learn about some practices a good Netizen should follow.
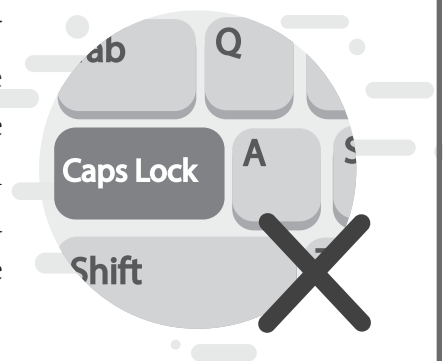
MANAGING YOUR DIGITAL IDENTITY

✓ **FOLLOW THE GOLDEN RULE.** "Do unto others what you want others to do unto you." Therefore, if you want people to be nice to you, you should be nice to them, too. Avoid hurtful messages or calling people names on the web. Avoid posting bad things about someone.

Always keep in mind that you are talking to another person even if you don't see them face to face because they can feel the words you are writing.

✓ **DO NOT FLAME OR SUPPORT FLAMING.** Flaming means insulting another person online. When we are angry, we would usually insult the person who made us angry. Always remember to **think** before you post.

When you are angry, avoid posting anything at all. Wait until you have calmed down before reacting.

✓ **DO NOT USE ALL CAPS WHEN TYPING.** ALL CAPS means you are typing all your messages using the capital letters of the alphabet. Typing in ALL CAPS makes people feel that you are angry and you are shouting at the person you are speaking with online.

It is okay to use capital letters for some words that you want to emphasize. However, people will misinterpret you if you use capital letters in your entire message.

MANAGING YOUR DIGITAL IDENTITY

✓ **KEEP YOUR POSTS AND EMAILS SHORT AND STRAIGHT TO THE POINT.** KISS stands for "Keep It Short and Simple". You should follow this in order for people to easily understand what you are saying. Besides, long messages or emails can be hard on one's eyes.
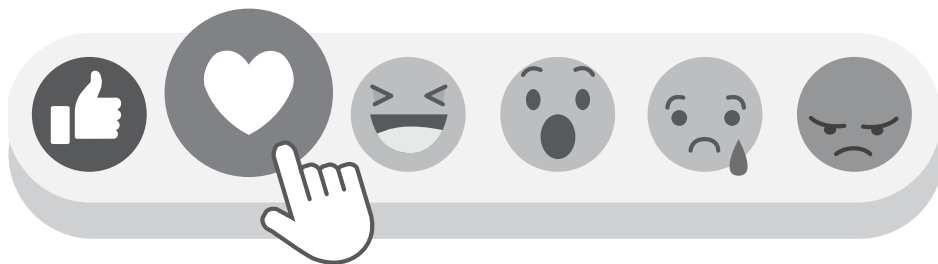
You may also use emoticons to express your feelings so that the person you are talking with would know how you feel. Emoticons are images formed by combining characters on the keyboard to show feelings like ":)", which shows a smiling face; ":D", which shows a laughing face; or ":(", which shows a sad face.

You can check out other combinations to see other emotions. Some software or applications have ready-made emoticons that you can use. Some smartphones also have this feature when typing messages.

✓ **RESPECT OTHER PEOPLE'S PRIVACY.**
Do not read other people's emails without their permission. You should refrain from logging-in into someone else's account. Do not share information that are shared to you exclusively.

MANAGING YOUR DIGITAL IDENTITY

This usually happens when we forward emails or messages to other people although these emails or messages were specifically sent to us. Let the sender of the message or email share it to other people they intend to share it with.

Forward messages or emails only if the sender tells you it is okay to do so.

Moreover, do not "lurk" in conversations. Lurking refers to joining a chatroom or chat group and observing and reading the flow of conversation, and only joining in the conversation when the topic becomes interesting. This attitude is similar to eavesdropping and butting in conversations, which is not a polite thing to do.

✓ **DO NOT EMBARRASS PEOPLE ONLINE.** Most of the time we embarrass people without knowing it. This happens when we openly call out or correct mistakes publicly online. If you feel the need to correct a person or call someone's attention on mistakes or errors in one's posts, just send them a private message so that others will not see that you are correcting them.

Another way of embarrassing people online is when you post someone's photos where they don't look respectable or at their best. We may think it's funny, but it is not. It can only hurt the other person's feelings.

The same is true when you call people names to make fun of them. Remember, what you post online stays there forever, and everyone you relate to online will see what you post.

MANAGING YOUR DIGITAL IDENTITY

✓ **SHOW YOUR CONCERN FOR OTHERS OR YOU CAN BE OF HELP TO THEM.** When you are online you can join discussions. For example, you may join a discussion group about food and share your knowledge about food – how to cook, where to find ingredients, and many others. Many websites offer some do-it-yourself or "DIY" remedies more popularly known as "life hacks". You can share your own "life hack" to help others, too.

✓ **DO NOT CLOG OTHER PEOPLE'S MAILBOX.** Many people love forwarding or sharing things they read on the internet. This may be good but keep in mind that some people already receive a lot of emails at work. Sending unnecessary emails add to the bulk of work they need to do.

Besides, most people have many other things to do aside from reading emails. You should also check the recipients of your email because you may be sending them to a lot of people instead of just the person you want to email.

If you do all these, it means that you demonstrate ethical practices and values in using technology in the 21st century which is very important in every individual.

LESSON 3
SHARPENING YOUR SKILLS

Write your answers on a separate sheet of paper.

I. Do this self-check. Put a check mark (✓) if the statement applies to you.

☐ I set strong passwords in my social media accounts for data privacy.

☐ I respect someone else's privacy online.

☐ I maintain a healthy online identity.

☐ I respect legal rights, such as intellectual property rights.

☐ I critically evaluate things before I react and jump to conclusion.

☐ I talk to others online with respect all the time.

☐ I know how to detect scammers and hackers.

☐ I secure my data with strong passwords.

☐ I know how to avoid violence and obscenity online.

☐ I know how to detect risks online (e.g., cyberbullying).

☐ I always build positive relationships online,

☐ I am always sensitive to the needs of others even online.

☐ I am not being judgmental.

☐ I see to it that I encourage others to be ethical online.

☐ I practice netiquette because I know that this would help me a lot.

II. Read each question carefully and write the letter of your answer.

1. What is digital emotional intelligence?

   A. Detects risks online
   B. Includes being sensitive to the needs of others
   C. Detects cyber threats
   D. Creates digital content

2. Who among the following practices digital citizen identity?

    A. Chester creates a healthy online identity.
    B. Isabella communicates with humility.
    C. Pia uses security tools for data protection.
    D. Marky avoids cyber bullying.

3. One must communicate with others with humility and respect and in a constructive manner. Which among the following does this statement refer to?

    A. Digital rights
    B. Digital citizen identity
    C. Digital safety
    D. Digital communication

4. How can you protect your data online?

    A. Handle your personal information very well.
    B. Use strong passwords and security tools.
    C. Respect personal rights.
    D. Discuss ways on how to avoid cyber bullying.

5. Why is it important to demonstrate safe and ethical practices in using the internet?

    A. To reduce risks online
    B. To manage risks online
    C. To maximize opportunities online
    D. All of the above

TREADING THE ROAD TO MASTERY

Directions: List down your realizations in practicing safe and ethical use of digital technology. As a learner, how is it helpful to you? Write your answer on a separate sheet of paper.

CRITERIA	SCORE
CONTENT Ideas are on point, well-developed, and are expressed in own words.	20%
ORGANIZATION Transition of ideas is smooth. All details given are relevant.	20%
TOTAL	40%

DON'T FORGET

"

- **Netiquette** is a combination of the word "internet" and "etiquette" which means observing good manners whenever we are online.

- We must observe respectful conduct when using the internet.

- Everybody must be a responsible user of digital technology.

- A person might be put in danger if he/she continues showing negative online behavior.

- We must think before we click.

- Ethical practices and values in using technology in the 21st century is very important to everybody.

"

MODULE 7
REACH THE TOP

Directions: Choose the letter of the correct answer. Write your answers on a separate sheet of paper.

1. What is digital ethics?

    A. It is about managing oneself ethically online and digital mediums.
    B. This refers to a person who participates in any activity online.
    C. It is about sensitivity to national and local cultures.

2. What do you call the combination of the words "internet" and "etiquette" which means observing good manners whenever we are online?

    A. Netizen   **B.** Netiquette   **C.** Intiquette

3. Which among the choices below shows an ethical behavior in using digital technology?

    A. Clogging other people's mailbox
    B. Oversharing personal information
    C. Following the rules and policies of the websites you visit

4. This refers to the positive well-being of internet users. What is it?

    A. Cyber Wellness   **B.** Cyber Safety   **C.** Cyber Ethics

5. Which among the following is true about cyber bullying?

    A. behavioral addiction in which a person becomes dependent on the use of the internet
    B. kind of bullying that takes place over the internet
    C. obscene pictures, writings, drawings, motion pictures, videos, or the like

6. This is a behavioral addiction in which a person becomes dependent on the use of the internet, or other online devices, as a maladaptive way of coping with life's stresses. What is it?

    A. Internet Addiction **B.** Online Gambling   **C.** Pornography

7. Why do we have to know how to detect cyber threats?

    A. for data protection
    B. to create digital content
    C. for dealing with the needs of others

8. People will misinterpret you if you use _____ in your entire message.

    A. Capital letter   **B.** Emoticons   **C.** Underlined words

9. Which of the following means not doing what you don't want others to do unto you?

    A. Citizen rule   **B.** Golden rule   **C.** Human rule

10. How are you going to properly correct a person online?

    A. Comment in a nice and good way.
    B. Tag someone who can correct the person.
    C. Private message the person.

11. People who don't want to stop playing and hate having to be without their game are suffering from addiction. They think about it all the time. This addiction refers to _____.

    A. Cyber Online Relationship
    B. Computer and Gaming
    C. Social Media

12. Which of the following people will not tell their real identity and will sexually solicit online, with children and teenagers as their main target?

    A. Catfishers   **B.** Sexual Predators   **C.** Thief

13. This is an activity that involves criminals sending emails, texts, or pop-up messages that appear to come from your bank, a government agency, an online seller or another organization with which you do business. It is called _____.

    A. Identity Theft   **B.** Phishing   **C.** Cyberbullying

14. Which of the following refers to the rules and regulations of the website where you want to sign-in?

    A. End-User License Agreement
    B. Memorandum of Agreement
    C. Protocol Agreement

15. This is an activity that involves insulting another person online.

    A. Phishing   **B.** Bullying   **C.** Flaming

ANSWER KEY

LESSON 1: ETHICAL USE OF DIGITAL TECHNOLOGY

TRYING THIS OUT

C

D

E

F

SHARPENING YOUR SKILLS
ACTIVITY II

Ethical	Unethical
D.	A.
G.	B.
I.	C.
J.	E.
K.	F.
L.	H.
M.	
N.	
O.	
P.	
Q.	

LESSON 2: RESPONSIBLE USE OF TECHNOLOGY

SHARPENING YOUR SKILLS
ACTIVITY II

1. B
2. E
3. A
4. C
5. G
6. F
7. D
8. E
9. D
10. H

ANSWER KEY

LESSON 3: SAFE AND ETHICAL PRACTICE IN DIGITAL TECHNOLOGY

SHARPENING YOUR SKILLS

1. B
2. A
3. D
4. B
5. D.

REACH THE TOP

1. A	6. A	11. B
2. B	7. A	12. B
3. C	8. A	13. B
4. C	9. B	14. A
5. B	10. C	15. C

GLOSSARY

Behavior	The way in which one acts or conducts oneself, especially toward others
Bullying	Harming or intimidating someone
Cautious	Being careful to avoid potential problems
Ethical	Thinking and doing the right thing
Fraud	A wrongful or criminal deception intended to result in financial or personal gain
Gambling	Act of playing games of chance for money
Illegal	Something that is against the law
Legal	Something that is permitted by law
Unethical	Something that is not morally correct
Privacy	The state of being free from public attention

GLOSSARY

Plagiarism	The practice of taking someone else's work or ideas and passing them off as one's own
Safety	The condition of being protected from or unlikely to cause danger
Security	The state of being free from danger or threat
Sensitivity	The quality or condition of being sensitive
Violent	Using or involving physical force intended to hurt, damage, or kill someone or something

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