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Student assessments are an important component of i-SAFE. When beginning the i-SAFE program with these lessons, i-SAFE strongly encourages educators to administer the pre-assessment online at <http://auth.isafe.org/selftest/index.php>.

To verify a School ID#, login at [www.isafe.org](http://www.isafe.org), go to the My Info page and select “Find your school ID.”

Upon completing the i-SAFE lessons, please direct your students to take the online post-assessment. Assessment data can be used by your school/district as a reliable measurement of its Internet safety education policy.

# OVERVIEW—Cyber Bullying

## Suggested Grade Level 4



### Goal

Learners will (a) practice Netiquette as they communicate with others on the Internet, and (b) develop resources to cope with online bullying.

### Description

Through student-centered discussions and activities, students (a) are introduced to the relationships of bullying in the physical community to online bullying, and Netiquette to cyber citizenship, and (b) discuss techniques and resources for dealing with online bullies.

### Learning Objectives

Learners will be able to:

- Identify the key general attributes of kindness.
- Identify the key general attributes of being considerate online.
- Identify and comprehend the critical attributes of bullying.
- Compare and contrast bullying in the physical community to cyber bullying.
- Comprehend how Netiquette relates to cyber citizenship, and show by example.
- Articulate and communicate their knowledge and understanding of kindness, and how it relates to Internet behavior.
- Understand how to utilize appropriate resources if confronted with an online bully.

### Materials / Preparation

- Copies of the activity pages for each student
- Online access to the post assessment for each student if this is the last i-SAFE lesson
- Download and print optional core knowledge assessment if desired

# Lesson Activity Guide

## Discussion 1

1. Ensure that all students have printouts of the activity pages: Bully Facts.
2. Engage the learners in a brief discussion in which they define the term “kindness,” and identify, explain and analyze the components of kindness. Guide the discussion to cover the following:
  - What are some things that a kind person might do?
  - Why do people act kind?
  - Why do people sometimes forget to be kind?
3. Throughout the discussions:
  - Discuss what being friendly means.
  - Discuss the positive affects of being friendly.
  - Discuss when it’s important to NOT be friendly (in response to communication from strangers on the Internet).
  - Discuss how students feel when people are friendly to them, versus unfriendly to them.
  - Discuss how being friendly effects them in school and at home.
4. Compare and contrast friendliness and kind acts in communication, in the physical and online communities. Cover the following:
  - There are different rules for online communication.
  - The need to be more careful in online communication (can’t see each other; may not have met physically).

## Discussion 2

1. Discuss the terms mean and bullying.
  - Ask students when someone has been mean to them.
  - Ask why some people behave mean sometimes.
2. Introduce the term cyber bullying: To behave in a mean or threatening manner on the Internet. Ask the students to compare cyber bullying with bullying in the physical community. List qualities that are alike.
3. Provide time for reading the Bully Facts page, or have the students take turns reading it out loud. Ask the students to list ways that people could be bullied online: through e-mail, chatting, bulletin boards, Web sites, etc. Point out that a record or copy of online communications is available, unlike spoken words. Has anyone in the class ever been bullied online? Discuss.

## Activity Page

1. Read and discuss the E-mail Netiquette page  
Ask: What is the effect of Netiquette use on cyber bullying? Discuss.
2. Choose an option:

### Option 1: Whole Class Activity

1. Make an overhead of the E-mail Aptitude activity page.

2. As a class, read through the e-mail and find the mistakes. Look for both Netiquette mistakes and signs of bullying. Make sure to put in emoticons to show when joking.
3. Use the e-mail to discuss and review the concepts introduced on the bullying and Netiquette info sheets.

### **Option 2: Small Group Activity**

1. Make copies of the E-mail Aptitude activity page.
2. Divide class into groups.
3. Hand out the sheet to each group and allow them to work cooperatively to find the mistakes.
4. You can time students, to turn it into a race.
5. Meet back as a class and discuss the mistakes they found.

## **Discussion 3**

Have the students refer to the resources section of Bully Facts. Discuss resources available to help students who are the victims of cyber bullies. As you go through the reference page, stress that bullying is wrong and punishable. Emphasize the resources available to a student at school and at home if he or she is bullied.

## **Activity**

As a group:

- Have students brainstorm what qualities make a good cyber citizen.
- As a group decide on the most important ingredients for a cyber citizen.
- Have students take turns writing directions for the recipe of a good cyber citizen.
  - > Example: Start with a big heart. Add one cup of kindness. Stir in a large scoop of Netiquette and a sprinkle of humor. Top with compliments.

Divide students into groups of 3 or 4. Hand out poster board or mock recipe cards.

- In the small groups, have students copy down the recipe and ingredients for a good cyber citizen.
- Have students decorate their recipe cards.
- Have students draw pictures of their dish.
- One variation is to allow students to develop new recipes in small groups after having had the process demonstrated to them.

## **Discussion 4**

- Provide time for the student groups to present their recipe cards and discuss.
- Review:
  - > Each of them is a citizen in the cyber community which has rules and guidelines just like their school community.
  - > Traits of a good cyber citizen: kindness, willing to follow rules, uses Netiquette, etc.
- Discuss how students can make a difference in other people's lives by behaving considerately, both online and in the physical community.
- Have students write down on a sheet of paper 3 things they could do to be kind to others. Have them include at least one involving online behavior.
- Culminating activity: Ask students to commit to completing these 3 kind acts.

## Assessment

Students complete the post-assessment online at **www.isafe.org** following completion of the last i-SAFE lesson implemented.

Students complete the outcomes assessment 3-6 weeks after completion of the last i-SAFE lesson implemented.

An optional core knowledge assessment is available for download in the Educator's section at **www.isafe.org**.

## Conclusion

- Please submit photographs of any projects that go above and beyond, for special recognition from i-SAFE. Photographs must be accompanied by corresponding personal release forms, available in the Youth Empowerment section of this manual.
- We'd like to hear from you! Send an e-mail to **teachers@isafe.org** to share any unique ideas and/or experiences you had during implementation of this lesson.

# Bully Facts



**Kindness:** To be kind is to be nice to others. Kind acts are helpful, show consideration, and make the givers and the receivers feel good. Kind acts are NOT mean.

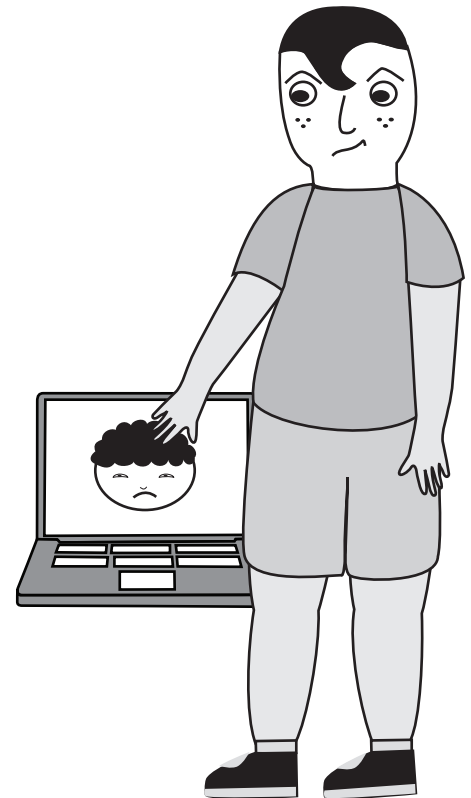
You like it when others show kindness to you. Can you think of an example of when someone was nice to you or considerate of your feelings?

**Bullying:** When someone is mean to others and picks on them, it's bullying. That includes making fun of others, calling them names or beating up on them.

**Cyber Bullying:** Cyber bullies are those bullies who use the Internet to be mean to others. They may say things they don't mean or that they know they shouldn't say. Remember, just because you can't see the other person doesn't mean that they aren't there. Their feelings can still get hurt and we wouldn't want that! Also, if you are mean or inappropriate online, don't think others won't find out!

**Kindness can become its own motive.**

We are made kind by being kind - *Eric Hoffer*



## **What to do if you are cyber bullied**

- Tell someone. Don't keep this to yourself. Tell a trusted adult about the bullying, and KEEP TELLING until the adult takes action.
- Don't open or read messages by cyber bullies.
- Tell your school if it is school related. Schools have a bullying plan in place.
- Don't erase the messages. They may be needed to take action. Instead, put them in a folder unread.
- Protect yourself. Never agree to meet with the person or with anyone you meet online.
- If bullied through chat or instant messaging, the bully can often be blocked. Tell someone!
- If you are threatened with harm, have an adult help you inform the local police.

## **How to keep from being bullied online**

- Don't give out private information such as passwords and pins. Be careful about where you post other personal information online, such as name, address and phone number. This information can be used in a negative way by bullies.
- Use Netiquette. Be polite online and others will tend to do the same. If someone does get angry or bullies you, ignore them – online cyber bullies want a reaction just like other bullies.
- Don't send a message when you are angry – it is hard to undo things that are said in anger.
- Delete messages from people you don't know or from people who seem angry or mean.
- When something doesn't seem right, it probably isn't. Get out of the site, chat, etc.



## E-mail Netiquette

- **Use Meaningful Subject Lines**

Tell the person what you are sending to them so they know what to expect when the message is opened.

- **Don't Type With ALL CAPS**

This is known as online screaming, and is considered to be rude.

- **Think Before You Type**

It's easy to be misunderstood in Cyberspace – be clear about what you want to say. Don't send a message when you are angry – it's hard to undo things that are said in anger.

- **Use Emoticons to help others understand what you mean.**

- **Think About Attachments**

Don't send something as an attachment if it can be copied and pasted into the e-mail text. Don't send really large attachments. Don't send attachments with viruses. And, be careful of attachments you download.

- **Don't Spam**

Don't send out messages that aren't wanted!

- **Don't Pass Around E-Hoaxes**

Use your favorite Internet search engine to learn the truth about the latest e-hoaxes, urban myths, chain e-mail, and pervasive riff-raff circulating on the Internet. Don't mislead others and cause alarm or stress.

- **Don't Pass Around Chain Letters**

They are annoying.

## Chat Rooms and Instant Messaging

Many of the same conventions that apply to newsgroups and e-mail also apply in chat rooms and in text or instant messaging. However, you usually get a quicker response – it's "instant" messaging!

- **Avoid Using ALL CAPS**

It's still considered yelling.

- **Decide What Tone the Conversation Has Before Posting**

Don't use offensive language or nicknames. Always avoid making personal attacks and calling names.

- **Don't "Flood" the Chat Room**

Flooding is repeating messages over and over, or filling the screen with gibberish, in order to impede communication in the chat room.

- **Be Nice to Newbies**

If someone stumbles into your chat, who is obviously new to this medium, show them some patience and help them get the hang of it.

**Final Thought:** Most Netiquette rules are really just common sense. Give people you meet online the same respect you would give someone in person.



**:-) :-(- :-(- :-)**

Emoticons stand for emotion icons. They are used to convey emotion in writing. When e-mailing, IMing, or chatting, writers use emoticons to show when joking, upset or angry. They are useful so that someone doesn't take something written the wrong way.

Emoticons are made of a sequence of characters on your keyboard. The most common emoticon is the smile. It is used to tell people, "don't take what I said seriously, I meant it as a joke or in good humor." A smile is made up of a colon for the eyes, a dash for the nose, and the right parenthesis for the smiling mouth.

## **Here are some other emoticons:**

**: -)** Standard Smiley – Shows you are kidding around or in a good mood

**: -(** Frown – Shows you are upset about something

**;-)** Winking

**:-D** Laughing

**:-/** Undecided, confused or skeptical

**:Q** Shows confusion

**:O** Shows surprise, or realization of an error

# E-mail Aptitude



## Directions

Correct this e-mail! Don't offend i-Buddy.

Can you find all of the errors in this e-mail that aren't very nice?? Also, add in fun emoticons :) :( to make sure the e-mail shows the correct emotion.

## Hey i-Buddy!

What's up buddy? I LIKE HAVEN'T SEEN YOU LATELY!!!! WHY???

You keep that up and you won't be my number one buddy anymore.

Anyways. Can you believe that my mom expects me to do my homework before I e-mail

You? Oh well, luckily not too much math homework. Hey did you get that e-mail

Forward I sent you? Make sure to delete that .exe file like it says to get rid of the virus.

Wouldn't want your computer to crash. Hey check out that attachment – it's my

Journal. Just read the first section and let me know what you think.

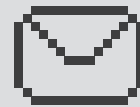
Well, SEE YA LATER!

**Emoticons** stand for emotion icons. When e-mailing, IMing, or Chatting, writers use emoticons to show when they are joking, upset, or angry. Emoticons help the reader understand what the writer is really trying to say.

Use characters on your keyboard to make emoticons. The most common one is the smile. It is used to tell people – don't take what I said seriously; I meant it as a joke or in good humor. A smile :) can be made with a colon for the eyes, a dash for the nose, and the right parenthesis for the smiling mouth.

: - )

# ANSWER KEY—E-mail Aptitude



**Note: These are suggested answers – encourage students to discuss and elaborate.**

## Directions

Correct this e-mail! Don't offend i-Buddy. Can you find all of the errors in this e-mail that aren't very nice?? Also, add in fun emoticons :) :( to make sure the e-mail shows the correct emotion.

## Hey i-Buddy!

What's up buddy? I LIKE HAVEN'T SEEN YOU LATELY!!!! WHY??? **Typing in caps is considered shouting.**

You keep that up and you won't be my number one buddy anymore.

**Use emoticons to show you are joking.**

Anyways. Can you believe that my mom expects me to do my homework before I e-mail

You? Oh well, luckily not too much math homework. Hey did you get that e-mail

**Don't forward items without permission. Be sure items sent are appropriate and aren't spam.**

Forward I sent you? Make sure to delete that .exe file like it says to get rid of the virus.

**Don't forward hoaxes. Most e-mails that tell to delete things are hoaxes designed to do harm.**

Wouldn't want your computer to crash. Hey check out that attachment – it's my

**Don't send long attachments – they take time to download. Try to cut and paste what you want people to read. Try to keep it short.**

Journal. Just read the first section and let me know what you think.

Well, SEE YA LATER!

**Typing in caps (shouting) again.**

**Emoticons** stand for emotion icons. When e-mailing, IMing, or Chatting, writers use emoticons to show when they are joking, upset, or angry. Emoticons help the reader understand what the writer is really trying to say.

Use characters on your keyboard to make emoticons. The most common one is the smile. It is used to tell people – don't take what I said seriously; I meant it as a joke or in good humor. A smile :) can be made with a colon for the eyes, a dash for the nose, and the right parenthesis for the smiling mouth.

:-)