CyberSmart!

# Smart E-mailing and IMing too!

Download Student Activity Sheet(s) for printout in PDF Format

## Overview

Students consider the challenges of using E-mail and IM, discussing ways of handling them safely and responsibly.

## Objectives

- Describe the challenges of using E-mail and IM
- Describe how to handle E-mails and IMs received
- Describe how to protect E-mail addresses

## ISTE® National Technology Standards

- Performance Indicator # 3

## Site Preview

- No Internet site is used in this lesson.

## Online Resources

- Visit sites providing background information on E-mail Safety.

## Materials

- Activity sheets (3)

## Introduce

- Discuss some possible ways to manage incoming postal mail. For example, someone may review, sort, and distribute the mail, and may throw away junk mail without opening it.
- Point out that E-mail and IM should be handled in similar ways.

## Teach 1

- Distribute Activity Sheet 1.
- Have students complete the page individually or in small groups and then share their responses with the rest of the class. NOTE: Postpone discussion until students have read and applied the information presented on Activity Sheets 2 and 3.

- Make sure students understand that some commercial Web sites are intentionally designed to be difficult for the user to exit.

## Teach 2

- Distribute Activity Sheets 2 and 3 for students to read and discuss.

## Teach 3

- Allow students to revisit Activity Sheet 1 and explain how their answers might be changed or enhanced.

## Close

- **Ask:** *What are some challenges of E-mail and IM?* (Recognizing who the message is from and knowing how to handle spam, messages from strangers, and any message that makes me uncomfortable.)
- **Ask:** *What is the safe way to handle messages you get?* Responses should reflect the safety rules on Activity Sheets 2 and 3.
- **Ask:** *How can you protect your E-mail address and those of your friends and family?* Responses should reflect the safety tips described on Activity Sheets 2 and 3.

## Extend

The following activity can be added for students who completed this lesson in a previous grade.

- Remind students that they were once less adept at handling themselves online. Invite them to share some past experiences or problems related to E-mail. Allow them to explain how they would handle the problem, now that they are older and more knowledgeable about safety issues.
- Extend discussion on E-Mail and IM to include risk of worms and viruses. Explain to students that introducing a worm or virus in their computer is most usually done through clicking on unknown links in E-mail and IM messages; and that they could lose all their stuff on their computer.

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