



Classroom Guide to E-Mail Etiquette and Safety



Note

This is small group activity (two to four students).

Headphones or speakers are required.

You may wish to select one or two of the showcase presentation forms in Step 6 and gather needed materials or resources before beginning the activity.

In this activity, you will form teams to create classroom guides on e-mail etiquette and safety.

1. Form teams of two to four students.
2. Open a Web browser.
3. Watch the Q8 E-mail Etiquette videos listed in the Video Resources section below.
4. Discuss the statements and questions for each video with your team members.
5. Use your team's responses to the videos to create your guide.
6. Showcase your guide by creating some form of presentation. (For example, create a poster, video, slide show, animation or Web page.)
7. Present your team's work to the class.

As you are creating your guide, consider the following:

- What if I get an e-mail message with a flame, spam or hoax?
- What if a friend sends me an e-mail message that makes me uncomfortable?
- What if I receive an e-mail message with an attachment?
- What if I get a bad feeling about an e-mail message or a question asked in it?

Video Resources

- **Attachments** (<http://mistreamnet.org/videos/3112/attachments>) – A file with an .exe extension was attached to an e-mail message. In the second part of the video, a photo was attached as a joke. Has this ever happened to you or a friend?
- **Forwarding an E-mail** (<http://mistreamnet.org/videos/3113/email-forwarding>) – One friend confronts another about forwarding e-mails. Why is it important not to forward chain messages?
- **Caught** (<http://mistreamnet.org/videos/3114/caught-emailing>) – A student is using e-mail to send mean messages. What should you do before sending e-mail messages?

- **Quick to Respond** (<http://mistreamnet.org/videos/3115/quick-to-respond>) – Two friends discuss sending flame e-mails. Why should you think before you send?
- **Spam** (<http://mistreamnet.org/videos/3117/flaming-email>) – Two friends meet by the soda machine and talk about spam, e-mail filters and hoaxes. Why should you inform your parents before you open an e-mail account?
- **Flames** (<http://mistreamnet.org/videos/3116/spam-not-a-food>) – Two friends talk about junk e-mail. What is spam? And how can you be more careful with your e-mail address?

Note: The incorrectly named URLs for the Spam and Flames videos are errors by the source Web site.