BBT & PDCP 10 – ASSIGNMENT 4
Core Technology Skills – Digital Etiquette

Curriculum Outcomes:

3. Citizenship
3-1. **Understand human, cultural, and societal issues related to technology.**
3-2. **Practice safe, legal, and ethical use of information and technology, including the responsibilities associated with careers explored in the course.**
3-6. **Explore the concept of "Digital Footprint" and consider the potential impact of your online actions, including how to curate your own footprint.**

"The proper way to use digital technologies is often not learned by reading a book. It is learned by watching others who are older or our own age group and making quick choices about the appropriateness of their actions. If we agree what they are doing is okay, then we quickly adopt their standards. If we disagree with their actions, we continue our search for a standard we then adopt.

In other words, we watch others as models to determine what we do digitally. **BE VERY CAREFUL** not to give into peer pressure, cyberbullying or justifying actions just because you have found ONE ADULT who does it. You are responsible for GROWING the appropriate use of digital media and devices. Always remember - PEOPLE ARE WATCHING YOU TOO, so please set the right example!"

(The above quote is from Unit 4: Digital Etiquette, bbtnb.cdxauto.ca.)

After you complete your readings, **answer the questions below** in a MS Word document. [Please use the "Template" we created in MS Word to get started. Make sure the "AutoSave" feature is "Off" then update the "Header" with the proper assignment number ("4"), name ("Digital Etiquette") and date. Click on "File" then "Save as" and save the assignment on your OneDrive - EECD in your "BBT & PDCP 10" folder in the "Core Technology Skills" sub-folder. Name the assignment "Assignment 4" and make sure the "AutoSave" feature is "On". Type up your responses to the ten (10) questions then print and submit Assignment 2 to Mrs. Maltby Ingersoll.]

QUESTIONS:

1.   Go to 101emailetiquettetips.com. After reading the list, make note of the 5 email etiquette tips you believe to be the most important. (5)

2.   Read "11 Email Etiquette Rules Every Professional Should Know". After reading the article, copy and paste the 11 headings in the article. (11)

3.   Read "Five Ways to Keep Your Tone In Check When Writing Business Emails". After reading the article, copy and paste the 5 headings in the article. (5)

Now, based on what you read and what you copied for the first three (3) questions, answer the following questions:

4.   What are two things your already knew about email etiquette before you began this assignment? (2)

5.   What are two things you learned about email etiquette in your readings? (2)

6.   When should you NEVER send an email? Explain. (2)

MORE DIGITAL ETIQUETTE

7.   There are other digital etiquette issues beyond email. List three (3). (Need ideas?
        Google, "netiquette".) (3)

8.   Describe a situation you witnessed in which proper "netiquette" was not being used.
        Where did this happen? What was the problem? How did it make you feel? Were
        you able to do something about it? (4)

9.   Did you know that everything you post on some social media sites becomes THEIR
        property? The TERMS AND SERVICE AGREEMENTS for these sites can have
        some serious conditions that some people may not know exist. That picture of you
        and your friends at the beach, that song you wrote, that idea you had for a new
        product – once shared on social media, you may have just handed over your
        ownership rights for FREE. Do some online research and find five (5) companies that
        have TERMS AND SERVICE AGREEMENTS with major conditions that teens need
        to be aware of before clicking "I AGREE" and signing up for their services. List
        these five (5) companies. (5)

10.   Here is the Department of Education and Early Childhood Development's Policy 311:
        Information and Communication Technologies (ICT) Use. Please Read Section 6.2,
        "User Responsibilities" (6.2.1 to 6.2.5). This policy has not been updated since 2004
        and is currently under revision. Suggest how Section 6.2 could be made more
        relevant or meaningful to students your age. Explain. (2)

Here's how I would like you to set up your MS Word document:

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Alfie Jenkins
September 24, 2021

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        etiquette tips you believe to be the most important. (5)

        1.
        2.
        3.
        4.
        5.

2.   Read "11 Email Etiquette Rules Every Professional Should Know". After reading the
        article, copy and paste the 11 headings in the article. (11)

        etc.