

## **CADETTE: NETIQUETTE**

Hey Girl Scout! The digital world makes it super easy to stay in touch and share memories and ideas. However, we have all heard the embarrassing stories of when people wished they never hit send. Once you have put it out there, it never goes away. This badge is all about knowing how to make positive choices in the online world. When you have earned this badge, you'll know how to make - and keep - my online world a positive place.

### **Step 1: Explore “oops!” and “wow!” moments.**

1. It happens every day - somebody hits “send” or posts something that causes anger, hurt, or embarrassment for herself and others. To start this badge we are going to explore the impact of an “oops.” We will also look for “wow” moments. Make a list of the tips you find on avoiding the oopses and increasing the wows.
2. First, find two stories about people who have sent or posted messages that caused hurt - for themselves, for others, for family, or for their job. What have those involved learned?
3. Now, look for two stories about how online communication has caused good.

Supplies:

1. Computer
2. Paper
3. Pencil

### **Step 2: Dig into stories of “ouch” - and repair some hurt if necessary.**

1. Now, take a closer look at how online communications can be misunderstood, resulting in some “ouch” moments. Texting in particular can be culprits since it is so quick and easy to send a message. Don't forget to add to your netiquette tips list.
2. First, go through your last 50 texts. Think about these questions as you look at them. Have any caused hurt? Would any cause hurt if they got forwarded? Would you be comfortable saying each thing to the recipient's face? After your review, clear the air with a live conversation if necessary.
3. Then, everyday for the next two weeks, go out of your way to send a message via text, email, or social media praising others for something well done.

Supplies:

1. Phone
2. Pencil
3. Paper
4. Netiquette Tips

### **Step 3: Look at email, commenting, or blogging.**

1. We all use the internet in our own way. You may post a lot of comments, belong to a gaming community, have your own blog, or share information in tweets. Don't forget to add to your netiquette tips list.
2. Email is used for business and more formal online communications, and being able to use it correctly is important for your online persona. You will want to know

how to be effective in your first job! Give five business people the following email etiquette quiz and find out what they prefer.

3. Email Etiquette Quiz: Have the person rank each habit from 1 to 5. 1 being “doesn't bother me at all” and 5 being “I never want to see that happen again.”
  - Using all caps, which can be like SCREAMING, or not using and caps, even names.
  - Using “reply all” when the information is relevant only to the sender.
  - Starting an email without a “hello,” or ending without a signature.
  - Using colors, emoticons, or larger fonts to indicate something is important (instead of choosing more forceful language).
  - Using extra punctuation!!!!
  - Sending a response without including the original request or thread, which can be confusing (“yes” to what?).
  - Forwarding silly jokes and pictures.
  - Not responding in a timely fashion.
  - Using texting abbreviations and language in emails.
  - Not proofreading and spell-checking
  - Lack of basic grammar and punctuation.

Supplies:

1. Paper
2. Pencil
3. Nettiquet Tips

#### **Step 4: Decide what makes a great social media profile.**

1. Consumer organizations find that teenagers tend not to use privacy settings on social media sites. Often they do not realize you have to set it to be friends only. We will use the following questions to guide you in this step.
  - Why do you choose to post or display in your profile the information you do?
  - Do you try to share your most authentic self?
  - What do you prefer to see on other people's profiles - and what would you prefer not to see?
  - How is what you share online different from what you share face-to-face?
  - What do you think would happen if everyone's only presence was a truly authentic reflection of herself?
  - Would this help social relationships and etiquette?
2. Now, read three stories that discuss profiles. These could be personal or news stories about creating them, choosing pictures for them, what they say about you, or how companies use them when hiring. Add some tips to your Netiquette Tips list.

Supplies:

1. Computer
2. Paper
3. Pencils
4. Netiquette List

**Step 5: Spread better practices.**

1. Now use the information you have gathered and learned to help other girls in your troop, or other friends your age. Discuss with them what you have learned and how it can be helpful. Also, help them look at your profile and their profile in a new way!