

Digital Citizenship & Safety

How to use: Print first for the main practice. Then use the device to repeat activities and save progress.

LEARNING OBJECTIVES

- 1 Identify safe and risky online behaviors
- 2 Choose the best action when something online feels off
- 3 Protect personal information when using digital tools
- 4 Apply respectful habits when communicating online

MINI LESSON

A good digital citizen uses technology safely, respectfully, and responsibly. Just like in the real world, your choices online affect you and the people around you. The skills in this lesson keep you safe and help build a kinder digital community.

The Three Big Habits

1. Stay safe — protect your personal information and accounts.
2. Stay kind — treat people online the way you would treat them in person.
3. Stay smart — pause and think before you click, share, or post.

What Counts as Personal Information?

Personal information is anything that could be used to identify you or find you offline. Keep it private unless a trusted adult says it is safe to share.

- Full name, home address, school name, and phone number.
- Photos that show your face, your school, or where you live.
- Passwords — never share them, even with friends.
- Birthday, daily schedule, and where you go after school.

Spot the Warning Signs

- A stranger asks personal questions or wants to chat privately.
- A message says "click this link" or "you won a prize" out of nowhere.
- Someone pressures you to keep something a secret from a parent.
- A post or video makes you feel scared, confused, or upset.

! Tip: if a message would embarrass you on a school bulletin board, do not post it. The internet has a long memory.

VOCABULARY

digital citizen A person who uses technology safely, respectfully, and responsibly.

personal info Details that could identify you or find you offline.

phishing A trick message that wants you to click a link or share private info.

cyberbullying Using technology to hurt, threaten, or embarrass someone.

privacy setting A control that decides who can see your account and posts.

Safe vs Risky Online

SAFE

- Use a strong password
- Tell an adult if upset
- Keep accounts private
- Pause before posting
- Be kind in messages

RISKY

- Share home address
- Click strange links
- Talk to strangers
- Reuse one password
- Post angry replies

Stop. Think. Act.

Three steps for any tricky moment online

1

STOP

Pause when something feels off

2

THINK

Is it safe?
Is it kind?

3

ACT

Tell an adult or close the page

When in doubt: tell a trusted adult.

You will never get in trouble for asking for help.
Screenshot the message and show them.

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GUIDED PRACTICE — WRITE YOUR RESPONSE

Read the prompt and use at least 4 of the vocabulary words below. Write at least 20 words.

Prompt

Write 2-3 sentences explaining what you have learned. Use at least 4 of the vocabulary words below.

VOCABULARY — USE AT LEAST 4

safe · kind · smart · password · private · block · phishing · stranger · pop-up

Write at least 20 words.

EXERCISES — SORT & MATCH

Sort each habit into Safe behavior or Risky behavior.

SENTENCES TO SORT

1. Use a strong, unique password
2. Keep accounts private by default
3. Tell an adult about a scary message
4. Pause before sending an angry reply
5. Log out on shared computers
6. Check links before you click
7. Share your home address publicly
8. Reuse the same password everywhere
9. Click a "you won!" pop-up link
10. Chat privately with a stranger
11. Post a photo with your school name
12. Keep an upsetting message a secret

Write the number of each sentence in the correct bucket below.

Safe behavior

Risky behavior

"Flip the page upside down to see the answer key"

Safe behavior: Use a strong, unique password, Keep accounts private by default, Tell an adult about a scary message, Pause before sending an angry reply, Log out on shared computers, Check links before you click | Risky behavior: Share your home address publicly, Reuse the same password everywhere, Click a "you won!" pop-up link, Chat privately with a stranger, Post a photo with your school name, Keep an upsetting message a secret

EXERCISES — MATCH THE PAIRS

Match each online situation to the best action.

1. A pop-up says "you won a free phone — click here"

A. Log out of every account before you leave

2. A stranger sends a friend request and asks where you live

3. A classmate is being teased in a group chat

4. You finish a project on a shared school computer

5. You feel angry about a comment someone left

6. A site asks for your home address to "verify your account"

B. Pause, breathe, then reply kindly or not at all

C. Stop and check with a parent first

D. Close the pop-up and tell an adult

E. Decline and block the account

F. Save proof and tell a trusted adult

Write the matching letter next to each number (e.g. 1-B, 2-A, 3-C...).

1 — ____ 2 — ____ 3 — ____ 4 — ____ 5 — ____ 6 — ____

"Flip the page upside down to see the answer key"

1-D 2-E 3-F 4-A 5-B 6-C

PRACTICE — DICTATION / TYPING

Without looking, list four kinds of personal information to keep private and explain the Stop-Think-Act rule.

Name four pieces of personal info you keep private, then describe Stop-Think-Act in your own words.

Personal info: name, address, school, photos, password. Stop-Think-Act: pause, decide, then act safely.

"Flip the page upside down to see the answer key"

address / password / name / school / stop / think / act / adult

EXERCISES — MULTIPLE CHOICE

Circle the best answer.

1. A digital citizen is someone who...

- Uses any device they want, however they want
- Uses technology safely, respectfully, and responsibly
- Only uses the internet at school

2. Which counts as personal information you should NOT share online?

- Your favourite colour
- Your home address and school name
- A book you finished reading

3. A pop-up says "click here to claim a free game". You should...

- Click it before the offer ends
- Close the pop-up and tell an adult
- Forward it to all your friends

5. A stranger online wants to keep your chat a secret from your parents. You should...

- Keep talking but not say where you live
- Stop chatting and tell a trusted adult right away
- Delete the chat so nobody knows

7. What does the "Stop, Think, Act" rule help you do?

- React faster to every message
- Pause and decide if a click or post is safe and kind
- Block everyone you do not know

4. Which is a SAFE password habit?

- Use the same password for every account
- Use long, unique passwords and never share them
- Tell your best friend so they can log in for you

6. You see a classmate being teased in a group chat. The kindest action is...

- Laugh along so you fit in
- Stay silent and hope it stops
- Tell an adult and check on the classmate privately

8. A privacy setting controls...

- How fast your internet runs
- Who can see your account and what you post
- Which colour your screen shows

"Flip the page upside down to see the answer key"

1. b 2. b 3. b 4. b 5. b 6. c 7. b 8. b

ASSESSMENT

PARENT / TEACHER CHECKLIST

- Can list at least four examples of personal information to keep private
- Can name three warning signs of an unsafe message or website
- Can describe the Stop-Think-Act rule in their own words
- Can identify one safe and one risky online habit from a list
- Can explain why telling a trusted adult is always a smart first step