**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Keeping a good balance of how you spend your time is important for your health.**

*How do you spend your time?* A good way to take a look at how you are spending your time is to use a pie chart. Use the following to fill in your pie chart:

Family

Friends

Church

School

Sports

Clubs

Band

Watching TV

Playing Video Games

Texting

ONLINE chatting

ONLINE social networking (Facebook, Twittter)

ONLINE gaming

ONLINE research

\_\_other\_\_\_\_\_\_\_\_

**Example below:**

**Use the circle below to fill in your chart:**

**Answer the following questions about your pie chart:**

1. What is the largest piece of your pie?
2. Did you discover anything in your pie chart that you hadn’t realized before?
3. Do you think you have a *healthy balance* of how you are spending your time? Why or Why not?
4. Do you see any areas of how you spend your time that you need to change? Why?

*Read the following page about being a digital citizen. Answer the questions on the following page.*

**Who is a digital citizen?**

**Probably you!**

Basically, a digital citizen is anyone who uses digital tools such as computers, cell phones, or the Internet in their work, school or for fun.  Just like citizens of a city have to adopt rules and standards of behavior in order to live together, those of us in the digital world should do the same.

There are general rules we can all follow in order to stay safe, and work well in the digital world.  These guidelines are outlined in the elements of digital citizenship.

**What are the basic elements of digital citizenship?**

* **Digital Commerce**
  + Using computers to buy and sell items on websites
  + Subscribing and purchasing media using tools like iTunes
* **Digital Communication**
  + Exchanging information using:
    - email
    - cell phones
    - instant messaging
    - text messaging
    - web pages/blogs/social networking
* **Digital Etiquette**
  + Using technology in a way that doesn't affect others negatively (no cyberbullying!)
  + Using technology only when it is appropriate
  + Respecting others online by not posting information that is hurtful or untrue.
* **Digital Law**
  + Understanding how to use and share music, photos, and movies legally
  + Creating original works that are free from plagiarism
* **Digital Health**
  + Using proper hand placement and posture when keyboarding
  + *Balancing time spent using digital tools with time spent offline*
* **Digital Security**
  + Protecting hardware and network security by using secure and secret passwords
  + Protecting personal security by not posting personal information online

Answer the following questions:

1. What are six basic elements of digital citizenship?
2. Are you a digital citizen, and if so how?
3. Are there any elements of digital citizenship that you have not been a part of yet?
4. Do you have any rules at home about digital technology/computers/cell phones, Internet, etc? If so, what are they?
5. How could being a good “digital citizen” help you out in life, now and in the future?
6. How could being a bad “digital citizen” hurt you in life, now and in the future?
7. Why do you think it is important to be a good “digital citizen”?

**Use the following words in the fill-ins below:**

**chatting:** Talking in real-time to other Internet users all over the world.

**texting:** using a cell phone to send text messages.

**cyberbullying:** using technology to harm others through deliberate, repeated, and hostile attacks

**digital history:** is a trail left by you when you use a computer, the Internet, cell phone, Ipods, Ipads and other digital technology. Digital footprints or history provide information on what you have done in the digital environment.

**netiquette:** good manners on the Internet

**piracy:** The illegal copying and distribution of software, music and or movies.

**plagiarism:** taking credit for someone else's writing or ideas

**social networking:** online interaction in the community format where people share personal info and interests

**commerce:** buying, selling and trading of goods.

1. If I am practicing good behavior on the Internet, I am using good \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. If I am using Ebay.com to buy a gift for my son, and Amazon.com to buy some shoes and I sold a

bicycle on Craigslist.com, I was participating in digital \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Timothy downloaded some music and a video game from a website. He was so excited because he got it for free and it normally would have cost him $54.00. Timothy most likely engaged in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. George had a big essay due in English. He waited until the last minute to finish it, so he just copied from his resources and pasted the material into his essay. He finished the essay in like 10 minutes! Unfortunately, George could get into big trouble because he broke laws regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Susie loves to talk to her friends online, she spends a lot of her time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with her friends.
3. Billy loves to socialize on the Internet. He is often updating his status or making comments on other friend’s pages on Facebook. He is participating in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Wilfred has been bullied his whole life. He recently got a Facebook account. Unfortunately, classmates have been making mean comments on his page. His friends are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Sally is a cyberbully. She loves to say mean things online to get attention. Sally will eventually get caught because her \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ records her activity online.

9. Bobby loves to use her cell phone to send messages, she is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.