



# DIGITAL ETIQUETTE

Think Before You Post, Comment, or Share



Name



Class



Date



## A. READING ACTIVITY

Read the text carefully.



### Think Before You Click

The internet has become an important part of students' daily lives. Students use it to study, communicate with friends, watch videos, play games, and share information. However, being active online also means that students need to understand how their actions can affect other people.

Digital etiquette refers to the way people behave when communicating and interacting online. It is not only about using polite words. It also includes respecting other people's privacy, thinking carefully before sharing information, and taking responsibility for what we post or send.

One common problem online is sharing something without thinking about its possible effect. For example, a student may post a funny photo of a friend because the photo makes everyone laugh. However, the friend may feel embarrassed or uncomfortable. Even if the person who posts it does not have a bad intention, the result can still hurt someone.

Privacy is another important part of digital etiquette. Private messages, photos, phone numbers, and personal stories should not be shared freely. If someone tells us a personal problem, we should respect that person's trust. Taking a screenshot and sending it to another person without permission can damage that trust.

We also need to be careful when responding to different opinions. People do not always agree with each other online. Disagreement is normal, but it does not give us a reason to use rude words or attack another person. We can explain our opinion while still respecting the person who has a different view.

Another problem is sharing information without checking it first. A message may look true because many people have shared it. However, being shared many times does not automatically make information correct. Before sharing something, we should check where it came from and whether the information is reliable.

Good digital etiquette means understanding that our online actions have consequences. Before clicking "post," "send," or "share," we should stop for a moment and think: Is it true? Is it necessary? Is it respectful? Could it affect someone negatively?



## B. MULTIPLE CHOICE

Choose the best answer.

1. A student posts an embarrassing photo of his friend. He says, "I didn't mean to hurt my friend. I only wanted to make my classmates laugh." Based on the text, which response is the most appropriate?

A. His intention is understandable, but he should still consider how his friend may feel.  
B. His action is acceptable because he did not have a bad intention.  
C. His action is acceptable if most of his classmates find the photo funny.  
D. His intention matters more than the possible effect of the post.

Answer: \_\_\_\_\_

2. Which situation BEST represents the difference between being active online and using digital etiquette?

A. A student comments on many posts but changes the topic whenever someone disagrees.  
B. A student regularly uses social media and considers privacy before sharing other people's information.  
C. A student shares useful information with friends and expects them to share it again.  
D. A student communicates with many people online and avoids responding to negative comments.

Answer: \_\_\_\_\_

3. Rina receives a screenshot of her friend's private conversation. She thinks the conversation is interesting, but she is not involved in it. What should Rina consider before doing anything with the screenshot?

A. Whether the conversation is interesting enough for other people to read.  
B. Whether the people in the conversation would probably understand her reason.  
C. Whether she has permission to share information that was originally private.  
D. Whether her friends can keep the screenshot from being shared further.

Answer: \_\_\_\_\_

4. The text says that information being shared many times does not automatically make it correct. What does this idea suggest?

A. Popular information should be checked more carefully before it is shared.  
B. Information from social media should never be trusted by students.  
C. Information shared by many people is usually less useful than personal opinions.  
D. Students should avoid sharing information unless they know everyone who shared it.

Answer: \_\_\_\_\_

5. A student strongly disagrees with a comment in a class discussion group. Which response is MOST consistent with the text?

A. "I don't agree with your point. I see the situation differently because..."  
B. "Your opinion makes no sense, and everyone here knows it."  
C. "You should read more before giving an opinion like that."  
D. "I disagree, and I think you should stop commenting about this."

Answer: \_\_\_\_\_

**6. Why does the writer mention that an online post can have an effect even when the sender has a good intention?**

- A. To show that online communication can create results that the sender does not expect.
- B. To show that people should avoid making jokes with their friends online.
- C. To explain that people usually misunderstand messages on social media.
- D. To prove that every online post will eventually cause a serious problem.

Answer: \_\_\_\_\_

**7. Consider these actions:**

- 1. Checking the source of information.
- 2. Asking permission before sharing someone's photo.
- 3. Replying politely to a different opinion.
- 4. Sharing information because many people have already shared it.

Which combination shows responsible digital behavior?

- A. 1, 2, and 3
- B. 1, 3, and 4
- C. 2, 3, and 4
- D. 1, 2, and 4

Answer: \_\_\_\_\_

**8. A friend tells you a personal story and says, "Please don't tell anyone." Later, another friend asks you about the story. Which action shows the BEST understanding of the text?**

- A. Give a short explanation without mentioning the friend's name.
- B. Tell the story only because the second friend promises to keep it private.
- C. Explain that you cannot share it because your friend trusted you with the information.
- D. Share the main part of the story but leave out details that seem too personal.

Answer: \_\_\_\_\_

**9. Which statement is the BEST conclusion from the whole text?**

- A. Online communication is useful, but people need to think about privacy, respect, and consequences.
- B. Students should limit their online activities because the internet can easily create problems.
- C. Social media is safe when students avoid sharing personal information about themselves.
- D. Most online problems happen because people do not understand how to communicate with friends.

Answer: \_\_\_\_\_

**10. Before sharing a message, which question would be LEAST useful according to the ideas in the text?**

- A. Is the information true?
- B. Could this affect someone negatively?
- C. Is sharing this information necessary?
- D. Will many people react to my post?

Answer: \_\_\_\_\_

**11. A student receives information about a school event from a friend. The information sounds reasonable, but there is no official source. What would be the most responsible next step?**

- A. Share it with classmates and tell them that the information may not be certain.
- B. Wait for more people to share the same information before deciding whether it is true.
- C. Look for confirmation from an official or reliable source before sharing it.
- D. Ask the friend where they got the information and share it if the answer sounds reasonable.

Answer: \_\_\_\_\_

**12. Which situation shows a person respecting privacy BUT still being careless about digital etiquette?**

- A. A student keeps a friend's private message but uses rude words when talking about the situation.
- B. A student does not share a friend's private photo but tells another person about the problem.
- C. A student asks permission before sharing a photo and checks whether the photo is appropriate.
- D. A student refuses to share a private story and explains politely why the story should remain private.

Answer: \_\_\_\_\_



**C. TRUE OR FALSE**

Read each statement carefully. Write T for True or F for False.

| No. | Statement                                                                                          | T / F |
|-----|----------------------------------------------------------------------------------------------------|-------|
| 13  | A good intention always makes an online action acceptable.                                         | _____ |
| 14  | A person can disagree with another person's opinion without attacking that person.                 | _____ |
| 15  | Information becomes reliable when it has been shared by many people.                               | _____ |
| 16  | Respecting privacy includes being careful with private messages and personal stories.              | _____ |
| 17  | Digital etiquette focuses only on choosing polite words when communicating online.                 | _____ |
| 18  | Before sharing information, checking its source can help us avoid spreading incorrect information. | _____ |
| 19  | An online action can have consequences even when the person does not expect them.                  | _____ |
| 20  | If we disagree with someone online, avoiding rude words is one way to show respect.                | _____ |



## D. MATCHING

Match each situation with the **BEST** response.

|  Situations                                    |  Responses |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 21. You receive a message containing information about tomorrow's school schedule, but you are not sure whether it is official. | A. Ask the person in the photo for permission before uploading it.                            |
| 22. Your friend sends you a personal story and asks you not to share it.                                                        | B. Keep the story private because the person trusted you with it.                             |
| 23. Someone gives an opinion that is different from yours.                                                                      | C. Check the information with a reliable or official source first.                            |
| 24. You want to upload a photo that includes your friend.                                                                       | D. Respond to the opinion without using insulting or rude words.                              |
| 25. You receive a funny video of a classmate from another student.                                                              | E. Think about the classmate's privacy and possible feelings before sharing it.               |

Answers: 21. \_\_\_\_\_ 22. \_\_\_\_\_ 23. \_\_\_\_\_ 24. \_\_\_\_\_ 25. \_\_\_\_\_



## E. COMPLETE THE IDEA

Complete each sentence with the most appropriate word.

26. We should ask for \_\_\_\_\_ before sharing someone's private photo.  
Answer: \_\_\_\_\_
27. Information should be checked before we \_\_\_\_\_ it with other people.  
Answer: \_\_\_\_\_
28. We can disagree with someone's opinion without using \_\_\_\_\_ words.  
Answer: \_\_\_\_\_
29. Private messages should be treated with \_\_\_\_\_.  
Answer: \_\_\_\_\_
30. Before posting something, we should think about its possible \_\_\_\_\_.  
Answer: \_\_\_\_\_



## F. SITUATION AND RESPONSE

Read each situation and answer in 2–3 sentences.

**31.** You are in a group chat. One student makes a mistake when writing an English sentence. Several students start laughing at the mistake.

**What would you do? Why?**

**Answer:**

**32.** Your friend sends you a screenshot of another student's private conversation. Your friend says, "Don't worry. I won't tell anyone who sent it."

**Would you keep, share, or delete the screenshot? Explain your reason.**

**Answer:**

**33.** You see a post about an important school announcement. Many students have already shared it, but the post does not come from the school's official account.

**What should you do before sharing it?**

**Answer:**



## G. DIGITAL ETIQUETTE CHALLENGE

Read the situation and give your response.

**34.** Your friend sends you a private message about a personal problem. You think the story is interesting, and another friend asks you what happened. You are tempted to take a screenshot because you think your other friend can give good advice.

**Would taking and sending the screenshot be appropriate? Explain your answer.**

**Answer:**

**35.** You disagree strongly with someone's comment on social media. You have two choices:  
Choice A: Reply immediately while you are angry.  
Choice B: Take some time to think and then reply politely.  
**Which choice is better according to the text? Why?**

 **Answer:**



## H. YOUR DIGITAL RULE

Write three rules that you think students should follow when communicating online.

1

\_\_\_\_\_

2

\_\_\_\_\_

3

\_\_\_\_\_



**REMEMBER!**

**THINK BEFORE YOU:**

**POST • COMMENT • SEND • SHARE**

Be respectful. Protect privacy. Check information. Think about the consequences.



## ANSWER KEY (For Teacher)

|                              |                                                                                                                                                                                                          |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>B. Multiple Choice</b>    | 1-A 2-B 3-C 4-A 5-A 6-A 7-A 8-C 9-A 10-D 11-C 12-A                                                                                                                                                       |
| <b>C. True / False</b>       | 13-F 14-T 15-F 16-T 17-F 18-T 19-T 20-T                                                                                                                                                                  |
| <b>D. Matching</b>           | 21-C 22-B 23-D 24-A 25-E                                                                                                                                                                                 |
| <b>E. Complete the Idea</b>  | 26-permission 27-share 28-rude 29-respect 30-effects / consequences                                                                                                                                      |
| <b>F, G, H. Open answers</b> | Accept any reasonable answer that is respectful, protects privacy, checks information, and considers consequences. Sample for 35: Choice B, because thinking first helps us avoid rude words and regret. |