

Workplace Readiness Skills for the Commonwealth

Grades 6 – 8

School

Technology Knowledge and Skills

21. **Telecommunications:** Selects and uses appropriate devices, services, and applications

Objective: Student uses email appropriately.

Activities:

1. Student will participate in a mini-lesson on appropriate email practices (e.g. formal vs. informal communication, confidentiality, legal aspects).
2. Have students create and send e-mails to teachers or friends.
3. Discuss the issue of cyber bullying with students.

<http://www.common sense media.org/advice-for-parents/5-things-you-need-know-about-cyberbullying>

Objective: Student will learn appropriate school/workplace protocol related to cell phones, smart phones, or other telecommunication devices.

Activities:

1. Student will participate in a mini-lesson on appropriate school/workplace protocol related to cell phones, smart phones, or other telecommunication devices (e.g. formal vs. informal communication, confidentiality, legal aspects).
2. Student will review and sign the Code of Student Conduct and adhere to the policies as they relate to the use of telecommunication devices in a school setting.