



UNIT 9: USING EMAIL

LESSON 10: SHARING EMAIL ADDRESSES WITH OTHERS

LESSON OVERVIEW

If someone sends you an email, you will be able to see their email address. You should NOT share this email address. If you want to share someone else's email address, you must ask the person who it belongs to.

Time: ~30 minutes

OBJECTIVE

Student is able to demonstrate comprehension of the essential concepts in using email.

PRINT PREPARATION

1. Print this lesson's Dollar Tracker
2. Review sequence of activities in lesson.
3. Learn which supplements you will use.
4. Print/Copy/Laminate materials that fit your student's needs.
5. Refer to your Level 2 Guide to read about effective practices

ONLINE REVIEW

1. Sign into Digitability
2. Click **LESSONS** tab
3. Select **Level 2 - Digital Citizen**
4. Select **Unit 9**
5. Select **Lesson 10 - Sharing Email Addresses with others**

WORKPLACE BEHAVIOR FOCUS FOR THIS UNIT



Using the Dollar Tracker, select two additional behaviors that you will target throughout the course of this unit. Always include participation/contribution in addition to the two new behaviors.



LESSON PLAN

WARM UP



ACCESSING PRIOR KNOWLEDGE


1. Write on the board *"You know that you have personal information. List what private information you wouldn't want a friend to share with strangers?"*

Possible Answers: Phone number, email address, address etc.



2. Ask, *"For a participation dollar, who can come up to the board to write the answers?"*



3. Distribute **9.10.IMAGE** Image Exchange Cards to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

T1

Writes response on board

T2

Writes response on board with assistance from a **Tier 1 partner**

T3

Uses **Image Exchange cards** [9.10.IMAGE] to point to potential vocabulary word or icon representing "phone number, email address, street address"



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [9.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ PARTICIPATION

*"Marcus + you answered correctly!
You earned a dollar! Nice job!"*

-\$ INTERRUPTION

*"Marcus + you interrupted.
Interruptions cost \$1. Next time,
raise your hand and wait to be called
on to earn a \$1."*

GUIDED WATCHING



Call out earnings to the class, *"[Student] has earned x dollars... for participating. [Student] has earned x dollars for participating and sharing. [Student] has earned x dollars..."*




1. Ask, *"For a participation dollar, who can tell me the name of our next badge?"*

Answer: Sharing Email Addresses of Others



Pro tip Build confidence in your students: Identify students who have not earned money and focus on engaging them. Use differentiation tools if reluctant to participate. I.e. Have them point or write down their answers. EVERY student should be earning money.



2. Distribute **9.BADGE** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

T1

Correct Verbal Response.

T2

Writes down badge name or walks up to point to badge.

T3

Uses **Badge Board** [9.BADGE] for this Unit.




3. Bring attention to screen, *"Let's watch this lesson. I know that [student's name] is actively watching because he has his eyes on the screen and he is actively listening by giving a thumbs up when he hears the words Sharing Email Addresses of Others."*

4. Ask students to give a thumbs up every time they hear and/or see the words Sharing Email Addresses of Others in the video



5. Play video.



6. Distribute **9.IEC.THUMB** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

T1

Puts thumbs up

T2

Uses **Thumbs Image Exchange Card** [9.IEC.THUMB]

T3

Holds up or points **Thumbs Image Exchange Card** [9.IEC.THUMB]



7. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [9.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ Following Directions

"Nice job following directions and giving a thumbs up! You're earning dollars! Nice job!"

-\$ OFF TASK

"Marcus, you're off-task. Being off-task cost a dollar. Look at the screen and listen carefully to earn dollars for following direction/participating. Marcus, you're off-task. For every minute that you are not participating, it will cost a \$1. Look at the screen and listen carefully to earn dollars for following direction/participating."



Pro tip Remember Rule

#3: Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore it is important to give students time to opt, or identify their replacement behavior. If a student is not following directions, you have give them one minute (60 seconds) before taking additional dollars.



INFORMAL ASSESSMENT



1. Ask, *"For a participation dollar, what should you do if someone asks you for your friend's email address?"*

Structure prompting to get students to come up with a definition using language from the video.

Answer: You should ask your friend if it is okay to share that information.

"Yes, Nice job participating, [student]! You earned a participation dollar."

2. Ask, *"For a participation dollar, who can tell me if someone else's email address is public or private?"*

Structure prompting to get students to come up with a definition using language from the video.

Possible Answers: Someone else's email address is private information.

"Yes, Nice job participating, [student]! You earned a participation dollar."




Pro tip: Use content domain to develop expressive communication. If a student gives a one-word answer or a fragment. Require a complete sentence before awarding the \$1. Then, use positive narration to reinforce the student's expressive communication.

"I love how you used a complete sentence for your answer. Nice job earning a dollar!"

"Yes, Nice job participating, [student]! You earned a participation dollar."



3. Distribute **9.10.IMAGE** Image Exchange Cards to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

T1

Verbal response

T2

Writing it down

T3

Uses **Image Exchange cards** [9.10.IMAGE] to point to potential vocabulary word or icon representing "sharing and email address"



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [9.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ PARTICIPATION

"Nice job following directions and giving a thumbs up! You're earning dollars! Nice job!"

-\$ OFF TASK

"Marcus, you're off-task. Being off-task cost a dollar. Look at the screen and listen carefully to earn dollars for following direction/participating. Marcus, you're off-task. For every minute that you are not participating, it will cost a \$1. Look at the screen and listen carefully to earn dollars for following direction/participating."



Call out earnings to the class, "[Student] has earned x dollars... for participating. [Student] has earned x dollars for participating and sharing. [Student] has earned x dollars..."

PLAY ACTIVITY VIDEO



1. Ask the class, "Who would like to unlock the Other People's Email Address Badge for \$1?"

Click Activity Button to Play Activity Video

2. Student discusses with class to choose the correct answer.

a. If student chooses correct answer, have student or whole class dance.

b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.



Pro tip: Increase the dollar amount for shy students or to increase motivation.



3. Distribute lesson badge cut out **9.10.5** Students that unlocked the badge will place the **Sharing Email With Others** print out on the classroom's **word wall**. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

- T1** Student will use verbal prompting to unlock the badge with the class.
- T2** Student will use verbal prompting and hand signals to unlock the badge with the class
- T3** Student will use hand signals, pointing, prompting levels or adult/Tier 1 partner support to unlock the badge with the class.



4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [9.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ PARTICIPATION


"Marcus + you answered correctly!
You earned a dollar! Nice job!"

-\$ INTERRUPTIONS

"Marcus + you interrupted.
Interruptions cost \$1. Next time,
raise your hand and wait to be called
on to earn a \$1."

ASSESSMENT/EXIT TICKET



1. Distribute **9.10.6 Sharing Email Addresses With Others Exit Ticket** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



DIFFERENTIATION

T1

Using Tier 1 **Sharing Email Addresses With Others Exit Ticket** [9.10.6.1], students will answer multiple choice questions about email accounts.

T2

Using Tier 2 **Sharing Email Addresses With Others Exit Ticket** [9.10.6.2], students complete Vocab block about using email, or Trace 'n' Learn card [9.10.6.3].

T3

Using Tier 3 **Sharing Email Addresses With Others Exit Ticket** [9.10.6.3], students complete Trace and Learn.



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [9.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+\$ PARTICIPATION

"Nice job, participating, Marcus. You earned a participation dollar. Let's hear more about your work."

-\$ OFF TASK

"Marcus, you're off-task. Being off-task cost a dollar. Look at the screen and listen carefully to earn dollars for following direction/participating. Marcus, you're off-task. For every minute that you are not participating, it will cost a \$1. Look at the screen and listen carefully to earn dollars for following direction/participating."



IMMEDIATE FEEDBACK/NEXT STEPS

1. Read off Dollar Earnings Tracker and announce how many dollars each student earned during the lesson.
2. Students will fill in their dollar earnings from the lesson using their My Digitability Earnings sheet. Have students staple this sheet into their notebooks so they can use it for the entire unit.
3. If time permits, you can either have students log into their student accounts for independent practice or continue on to the next lesson plan.
4. Ask students what they will do with their money. Spend it or save it?



DIFFERENTIATION

- T1** Login independently using **password cards**.
- T2** Login independently using **password card** with the help from a Tier 1 partner for any required troubleshooting.
- T3** Teacher or Tier 1 assistance to help student login using their **password card**.

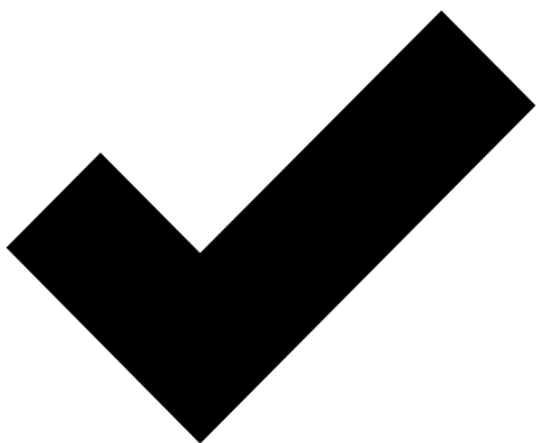


Behaviors	Name						
Successful +\$ Participation/Contributing Sharing/Helping/Collaborating Greeting a Guest Following Directions/Staying on Task Encouraging/Complementing	EX: Sam						
Problematic -\$ Off Task Off-Topic/Inappropriate Comment Disrespect/Teasing Complaining/Whining Arguing Interrupting UMAPA							

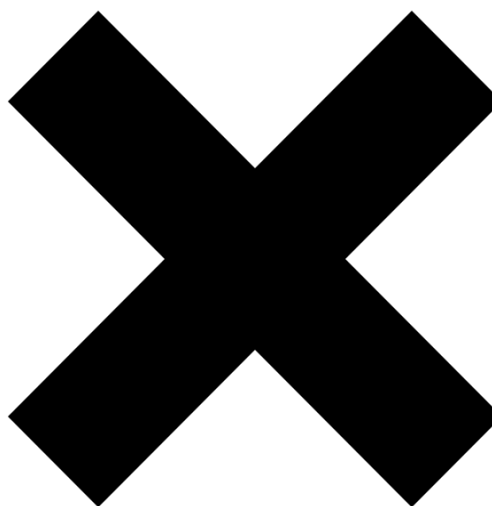


YES OR NO IMAGE EXCHANGE CARD

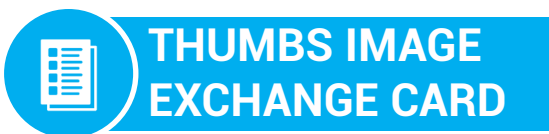
9.IEC.Y/N



Yes



No



9.IEC.THUMB

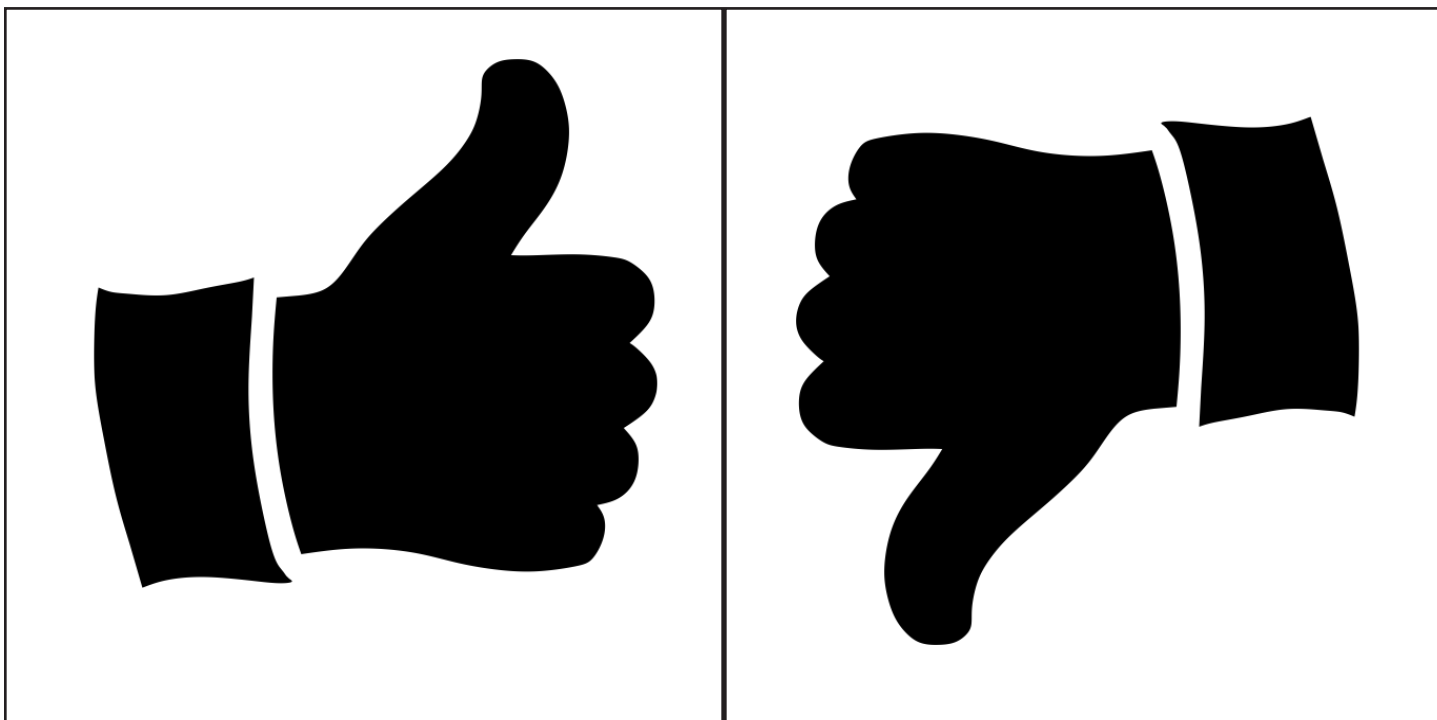




IMAGE EXCHANGE CARDS

9.10.IMAGE

Directions: Cut out

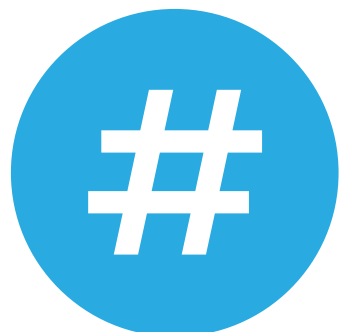
Street Address



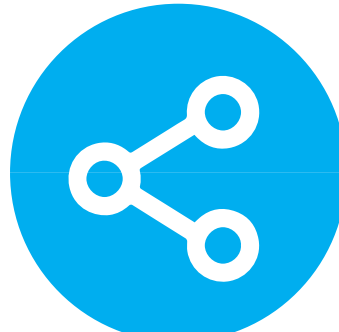
Email Address



Phone Number



Sharing







WORD WALL PRINTOUT

9.10.6



An email address is private information. You should not share someone else's email address without their permission.



DIFFERENTIATION

Choose to cut out badge and definition or only badge for your classroom wall.



T1

SHARING EMAIL ADDRESSES OF OTHERS EXIT TICKET MULTIPLE CHOICE

9.10.7.1

1. If you know someone's personal information you should:

- a. Share it with everyone
- b. Keep it to yourself
- c. Post it on social media

2. Someone else's email address is:

- a. Private information
- b. Public information
- c. Everyone's business

3. If you want to share someone's email address you should first:

- a. Post it online.
- b. Tell them.
- c. Ask them permission.

4. Private information about someone else should:

- a. Be shared
- b. Is yours to share
- c. Is not yours to share



T2

SHARING EMAIL ADDRESSES OF OTHERS EXIT TICKET VOCAB BLOCKS

9.10.7.2

Name: _____

Date: _____

<p>Define</p>	<p>Sentence</p>
<p>Examples</p>	<p>Draw</p>

Sharing Email Addresses
of Others



T3

SHARING EMAIL ADDRESSES OF OTHERS
EXIT TICKET TRACE 'N' LEARN CARDS

9.10.7.3

Sharing Email Addresses of Others

An email address is
private information.
You should not share
someone else's email
address without their
permission.



WORKPLACE CONNECTIONS

9.10.WC.1

Directions: Your friend wants to know your brother’s email address. What should you tell him?



WORKPLACE CONNECTIONS

9.10.WC.2

Directions: Your friend wants to know your brother's email address. Circle the appropriate responses below.

1. You have to ask his permission first.
2. Share it with your friend.
3. Email it to your friend.
4. Post it online.
5. Tell your brother.



WORKPLACE CONNECTIONS

9.10.WC.3

Directions: Point to the emails that are NOT appropriate to share in the workplace.

You have to ask his permission first	Share it with your friend
Email it to your friend	Post it online
Tell your brother	



READING MAZE

9.10

Directions: Write in or circle the best answer to complete the sentence.

Sometime you may know private information about other people. When you know private information about other people you _____

(should, should not)

share that information. Private information about others _____.

(is, is not)

yours to share. Someone else's email address is _____ information.

(should, should not)

You share someone else's email address without their permission. If you want to share their email address, then you must ask that person for their _____.

(permission, opinion)