

Empowerment Technologies

12

QUARTER 1

MODULE
4

**Online Safety, Security, Ethics, and
Etiquette: *Netiquette and Intellectual Property***



Empowerment Technologies – Grade 12
Quarter 1 – Module 4: Online Safety, Security, Ethics, and Etiquette: Netiquette and Intellectual Property
First Edition, 2020

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**Online Safety, Security,
Ethics, and Etiquette:**
Netiquette and Intellectual Property

Introductory Message

For the Facilitator:

Welcome to the Empowerment Technologies with Grade 12 Self-Learning Module on Online Safety, Security, Ethics, and Etiquette: Netiquette and Intellectual Property!

This Self-Learning Module was collaboratively designed, developed and reviewed by educators from the Schools Division Office of Pasig City headed by its Officer-in-Charge Schools Division Superintendent, Ma. Evalou Concepcion A. Agustin, in partnership with the City Government of Pasig through its mayor, Honorable Victor Ma. Regis N. Sotto. The writers utilized the standards set by the K to 12 Curriculum using the Most Essential Learning Competencies (MELC) in developing this instructional resource.

This learning material hopes to engage the learners in guided and independent learning activities at their own pace and time. Further, this also aims to help learners acquire the needed 21st century skills especially the 5 Cs, namely: Communication, Collaboration, Creativity, Critical Thinking, and Character while taking into consideration their needs and circumstances.

In addition to the material in the main text, you will also see this box in the body of the module:



Notes to the Teacher

This contains helpful tips or strategies that will help you in guiding the learners.

As a facilitator you are expected to orient the learners on how to use this module. You also need to keep track of the learners' progress while allowing them to manage their own learning. Moreover, you are expected to encourage and assist the learners as they do the tasks included in the module.

For the Learner:

Welcome to the Empowerment Technologies Self-Learning Module on Online Safety, Security, Ethics, and Etiquette: Netiquette and Intellectual Property!

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning material while being an active learner.

This module has the following parts and corresponding icons:



Expectations - This points to the set of knowledge and skills that you will learn after completing the module.



Pretest - This measures your prior knowledge about the lesson at hand.



Recap - This part of the module provides a review of concepts and skills that you already know about a previous lesson.



Lesson - This section discusses the topic in the module.



Activities - This is a set of activities that you need to perform.



Wrap-Up - This section summarizes the concepts and application of the lesson.



Valuing - This part integrates a desirable moral value in the lesson.



Posttest - This measure how much you have learned from the entire module.



EXPECTATIONS

At the end of the learning period, the students shall have:

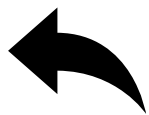
1. understood the concept of digital citizenship, netiquette, intellectual property and fair use;
2. assessed and applied appropriate actions in the real-life situations or conflict regarding online usage or interaction; and
3. done a self-evaluation regarding yourself as a digital citizen.



PRETEST

Directions: Match column A to column B. Read the definitions carefully and write your answer on the blank above the definition.

| A | B |
|-----------------------|--|
| DIGITAL FOOTPRINT | 1. _____ a type of hacker who do hacking legally |
| FAKE NEWS | 2. _____ an act of saying mean things online, usually in ALL CAPS, and more often in public forums (or group chats) |
| INTELLECTUAL PROPERTY | 3. _____ fabricated stories, news or information that was made to deceive people |
| FLAME | 4. _____ a recorded online activities and upload files of the users |
| WHITE HAT | 5. _____ it can be protected by patents, copyright, and trademarks. |



RECAP

Before we proceed on how to avoid the Internet threats, as well as we won't be a threat to anyone online, let's review the past lesson. Classify the following terms by writing **malware** or **cybercrime**.

| | | | | |
|--------------------------|----------------------------|---------------------------|---|----------------------------------|
| 1. _____ Virus | 2. _____ Hacking | 3. _____ Trojan | 4. _____ Copyright Infringement | 5. _____ Cyberbullying |
|--------------------------|----------------------------|---------------------------|---|----------------------------------|



LESSON

Digital citizenship is the way we think, act and be online (Common Sense Org. n.d.). There's a certain set of standards that we must follow when we're online and that's called netiquette. This term created by compounding "net" and "etiquette" (from the Internet). Virginia Shea, referred to as "Ms. Manners" of the Internet, wrote the 10 core Netiquette rules (Albion.com.n.d.):

Rule 1: While conversing online, remember always that there is a vulnerable human like you behind the screen of our device. Let's be mindful toward others about our words and apply the golden rule. We might think what we're saying is a joke, though other people might take it differently.

Rule 2: Whatever laws or values we follow in real life, they also apply in digital space and we must follow them as a responsible user.

Rule 3: Know first on what platform you are and who are your audiences before interacting with others on any platform. Netiquette varies according to which platform you are.

Rule 4: Remember you 're not the only cyberspace user. When posting or uploading something online, make sure it is worth the other people's time. Respect the bandwidth, the cables and channels' information-carrying capacity, as everybody in cyberspace attempts to connect online.

Rule 5: It's a cliché but it's safe to say, "Think before you click." Don't post anything you might soon regret like a wild party night photo. Always remember that it leaves a digital footprint whatever you posted and/or deleted online. Your cyber avatar is an extension of your real-life self, so make it look good for not just everyone, but your future self as well. You may encounter

someone from the Human Resource office in the future, who scrolls your online profile account meticulously.

Rule 6: Avoid sharing the fake news and believing it. Just because it does have lots of likes and shares, it doesn't mean it's genuine. Do critical thinking. Don't settle for one single source. Look for more and trust worthier sources. Fake news can victimize everyone, your parents included.

Rule 7: Flame or an act of expressing mean or insulting online messages and aims to humiliate others. Often, they use ALL CAPS (shouting). It is popular among the youth now, and they do it in an exclusive community chat "Rambulan." If you have entered these wars of flame, you have already broken Rule No. 1. Avoid getting involved in this.

Rule 8: As the old saying goes, "do not touch what is not yours." This saying is not only applicable in our lunch boxes or packages; it is also applied in our personal accounts and messages; whether it is written or electronic. The privacy of others must be respected regardless of whether you are in a relationship or married couple. Note to yourself: offering your partner password for the social networking site does not mean loyalty. Confidence, honesty and respect remain the foundation of a strong relationship.

Rule 9: Were you aware that hacking can be a respectable work? White hat hacker, also known as ethical hacker, who has the same features as black hat hackers, except they are paying workers also company contractors and they do it legally. No matter what strength or information you have, do not misuse it like them (US Norton n.d.). Note also that a great power comes with a great responsibility.

Rule 10: Whether it's a spelling error, a senseless question or an unnecessary long answer, it's normal for us, human, to commit a mistake. Let's forgive the error of another user.

In addition to these core rules which we will apply, we must also abide by the provisions of Republic Act No. 8293 or recognized as the Philippines Intellectual Property Code. Copyright infringement is one of the cybercrimes mentioned in the previous class. This is usually done by students when they copy-paste a sentence or paragraph from a website and place it in their procrastinated essay without proper attribution or reference to the source, and make it like their own concept, in short, plagiarism. Another way to violate it, when the student took pictures of the content of the thesis or a book without the consent of the author. It seems an easy move, but we are already committing a major crime.

Not only are we the recipient of information; we are also a producer and provider. Any original creation—an invention, a form of literary work, or a research—has what we call **intellectual property** (IP). Intellectual property

has 6 forms based on the World Intellectual Property Organization (WIPO), namely:

1. **Copyright** – It is the owner's legal right to literary or creative work and has a logo C or © attached on it.
2. **Patent** – A creator's exclusive right on his invention. With that the owner can decide how the invention will be used by others.
3. **Trademark** – It is a sign used to distinguish good or service within a company and it used this TM logo.
4. **Industrial Design** – This is a distinct aesthetic (visual) feature of a company, such as the curved bottle shape, the black check mark on the rubber shoes, etc.
5. **Geographical Indication** – The manufacturer of the products used if they have distinct qualities and a reputation or identity characteristics, such as yema cake made in Quezon Province, footwear from Marikina, etc.
6. **Trade Secret** – This is an intellectual property right on any sensitive or confidential information which may be available for sale.

However, **integrated circuit layout designs (topographies)** are an added type of intellectual property in Republic Law No. 8293. It also protects the placement of integrated circuits (or known as chips) to produce digital devices that have more and advance functions. Since it needs a large amount of money and time from highly qualified specialists, it is considered as another form of intellectual property by the Philippine Government.

These are the tips that might help you avoid copyright infringement:

1. **Understand.** Typically, students commit copyright infringement when they copied a sentence or paragraph from a book, when they used it, but failed to cite it or include it in their reference list, and when they photocopied a portion of it. When you see this passage, the content is protected by copyright:

All rights reserved. No part of this material may be reproduced or transmitted in any form or by any means—electronic or mechanical including photocopying—

2. **Be responsible.** Although you have not noticed a copyright page, or the author has written that you can use it freely and for a variety of purposes, it is still our responsibility to know more about whether something is protected by copyright and to ask the author's permission. It is a form of respect to the original creator.

3. **Be creative.** Include your creativity particularly if it is attributed to you in each of your work or outputs.

4. **Know the law.** How well do you know the copyright law? Did you know there's a loophole in the Philippine Intellectual Code? As written in Section 185 of Chapter VIII, you may use copyrighted work under the Fair Use provisions. **Fair use** is permission to use works that are protected by copyright, such as books, music and lyrics, etc. for the following purposes: teaching, news reporting, criticizing or commenting, and comedy or parody (Common Sense Education 2014).

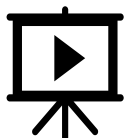


Image credit: Commons Wikimedia

Besides that, there are 4 fair use points which must be followed:

1. Small cropped part of the work can be used.
2. You must add your imagination to make it original by giving it a new sense.
3. The job must be done in a totally different way.
4. You are prohibited from using it for any profitable purpose.

Whether or not your work falls within the policy of fair use, giving credit to the creator as a respect and using it responsibly is still a good thing.



ACTIVITIES

I. ON THE SCENE: Read the situation carefully and encircle the best answer.

1. If you get an embarrassing picture from someone you know you should never ____.

- | | |
|----------------------------------|--|
| a. tell you parents or a teacher | b. talk to the person again |
| c. send it on to other friends | d. discourage the person from sending pictures like that |

2. The phrase “lurk before you leap” means ____.

- a. send your post to the moderator via email before posting it to a discussion group
- b. make sure there isn't a host moderating the chat before you scroll the chat screen

- c. post test messages to several USENET newsgroups before posting a real message.
- d. familiarize yourself with a discussion group before actively participating.

3. When in the heat of the moment it is best to:

- a. reconsider starting any flame wars on forums
- b. write now and regret later
- c. go with it
- d. type out harsh word furiously

4. Proper etiquette limits the writing in caps because it is equivalent to:

- a. misspelling
- b. shouting
- c. singing
- d. anger

5. It is OK to forward or post an email message that you received if

- a. the message is typed in all capitals.
- b. the author of the message has given you permission to forward or post it.
- c. it does not contain any copyrighted material
- d. the author of the message hasn't marked it as confidential

II. WHAT'S YOUR STAND: Compare the two photos. Based on the intellectual property lesson, identify which image follows the Fair Use provisions, and which is not. Justify your answer.





WRAP-UP

As a digital citizen, we must follow a specific rules or netiquette. Through Shea's 10 core rules of netiquette, we clearly understood how must think, being, and acting online. By following these rules, we could avoid Internet threats, and prevent to be a threat with the other users. Can you rephrase the 10 core rules? Rewrite it into 10 short statements.

Rule 1: _____

Rule 2: _____

Rule 3: _____

Rule 4: _____

Rule 5: _____

Rule 6: _____

Rule 7: _____

Rule 8: _____

Rule 9: _____

Rule 10: _____

This lesson also reminds us that we are information provided, not just a receiver. Since everything can be access through Internet, our intellectual property can still be protected through Republic Act no. _____ or known as _____. Through this law, you have the right over your work, and how people should use it. If you wish to use someone's work, just follow the provisions of _____. These topics are important for us to be safe and secured in the digital space.



VALUING

The concept of good moral and right conduct (or GRMC) are not only applicable at home and in school. Also, it is applied in the cyberspace. Being a digital citizen, it is our privilege, however it also a responsibility. We must follow the 10 core rules of netiquette to avoid threat and avoid becoming a threat to others. At this point, ask your how do you do as a digital citizen. Evaluate each category below by coloring the box before each statement.

| Color | Meaning |
|--------|---------------------|
| Red | Keep working on it. |
| Yellow | Almost there! |
| Green | I AM AWESOME! |

| | |
|--|--|
| | Protect private information for yourself and others. |
| | Stay safe online. |
| | Balance the time you spend online and using media. |
| | Carefully manage your digital footprint. |
| | Respect copyright and intellectual property. |
| | Stand up to cyberbullying when you see it happening. |
| | Respect yourself and others. |



POSTTEST

I. Directions: Read the definitions below the scrambled words. Spell out the words correctly.

| Your answer: | Definitions: |
|--------------|--|
| 1. | EETTTUQIEN a set of rules on how to think, act, and being online |
| 2. | ESU RIAF with its provisions, IP can be used in commentaries, criticisms, reporting, researching, and teaching |
| 3. | SWEN EKFA fabricated stories, news or information that was made to deceive people |
| 4. | LATIGID TNIRPTOOF a recorded online activities and upload files of the users |
| 5. | INTEELLTCAUL TYERPROP it can be protected by patents, copyright, and trademarks. |

- <https://www.bloombergquint.com/opinion/the-camcording-piracy-bill-is-a-shot-in-the-dark>
- https://commons.wikimedia.org/wiki/File:Fair_use_logo.svg



KEY TO CORRECTION

To check your progress, here are the answers for the following activities:

| | | | |
|-----------------|---------------|-------------|-----------------|
| PRETEST | 1. Malware | 1. C. SCENE | 1. Netiquette |
| 2. Flame | 2. Cybercrime | 2. D. | 2. Fair Use |
| 3. Fake news | 3. Malware | 3. A. | 3. Fake News |
| 4. Digital | 4. Cybercrime | 4. B. | 4. Digital |
| 5. Intellectual | 5. Cybercrime | 5. B. | 5. Intellectual |
| Property | | | |
| RECAP | | | |
| 1. ON-THE-SCENE | | | |
| POSTTEST | | | |

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