**Materials**
- Pencils/markers
- Poster paper
- Computer access

**Standards Alignment**
- CASEL Relationship Skills
- CASEL Responsible Decision Making

**Learning Objectives**
1. Differentiate the negative and positive aspects of an online community.
2. Identify when to seek help from a trusted adult.
3. Describe the potential consequences of spending a lot of time online.
4. Identify methods to create a healthy balance between online and offline time.

**NOTES** (differentiation, student groupings, additional questions, etc.)
OPENING
2 min
Discuss as a class

Discuss the learning from lesson 3:
• What are some positive aspects of an online community?
• What are some negative aspects of an online community?
• What are some things that tell you your online and offline balance isn’t healthy?

Suggested answers:
What are some positive aspects of an online community?
• You can find digital resources that you don’t have locally
• It’s a good way to connect with friends/family that are far away

What are some negative aspects of an online community?
• It can hurt your mental health, your friendships, and your grades
• Blue light from devices can make it hard to sleep

What are some things that tell you your online and offline balance isn’t healthy?
• If you only feel happy when you are online
• Your mental health is suffering - if you always feel anxious or depressed about what you’re missing online

NEW LEARNING
1 min
Discuss as a whole group

“Today we are going to get into pairs and list out our academic and personal goals for the week and ways we can manage our online and offline time to achieve these goals.”

Notes:
Below are some suggested apps that are great for tracking and finding the right balance:
• Phone settings on most devices track your online time; check your settings to learn more
• Suggested tracking apps, feel free to use an app of your own choice
  - Moment - Screen Time Control (iPhone)
  - ZenScreen (Android)
“You will have 10 minutes to brainstorm ideas with your partner and make notes on the handout. Please be prepared to share one academic or personal goal with the class and explain how you plan to achieve this. How will this affect your online and offline time for the week? Use the handout titled ‘Ignition Digital Wellness & Safety’ to better manage your online time.”

**Academic Goal Examples:**
- Get an ‘A’ on my English test
- Practice geometry problems 1 hour/day for 5 days

**Personal Goal Examples (this includes extracurricular activities):**
- Ride my bike to and from school
- Practice piano 3 hours this week

**Note:** Print out the student handouts for the in-class activity located at the end of this lesson.

Share out one goal for the week and how you plan to achieve this. How will this affect your online and offline time for the week?

“Great work everyone! Today we learned about both the positive and negative aspects of an online community. We also brainstormed some goals for the week. We will soon learn how to find our own balance of online and offline time while still trying our best to achieve all of our personal and academic goals.”

Complete the rest of questions 3 and 4 on the student handout. Be prepared to share your results and next steps with your teacher.
Short Lesson 3: Student Handout (in-class activity)

Instructions: Complete questions 1-3 with a partner. Log your results for the week and reflect individually.

NAME ___________________________________________ DATE ________________________

1. What are 3 academic goals you would like to achieve by the end of the week?
   
   1. 
   
   2. 
   
   3. 

2. What are 3 personal goals you would like to achieve by the end of the week?
   
   1. 
   
   2. 
   
   3.
3. How will you achieve all of your academic and personal goals for the week while still managing your online and offline time? Please log how many hours you spend online and offline each day and your progress against your goals. List any apps or device tracking you used during this week. This is a work in progress, but through this exercise you will learn how to better manage your time to achieve the things that are most important to you.

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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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**Reflection:** Did your online and offline times surprise you? Did you manage to achieve all of your goals? Would you change anything in the future? If so, what would you change and why?

*Be prepared to share your findings and next steps with your teacher next week.*
Short Lesson 3:
Student Handout (in-class activity)

Instructions: Select 1 idea in each category to try for one week as you are tracking your online time. What works best for you?

**Idea 1**
Improving Communication

- Turn notifications off except for a small group of people (like your parents or guardians and a small group of close friends).
- Move all social media icons to the last page of your home screen.
- Check your email, texts, and social media only on a schedule (such as once an hour).
- Turn your phone to grayscale so it’s less distracting.
- Set a timer for email, text, and social media so you don’t stay on too long.
- Tell your phone to “forget” passwords for social media apps.

**Idea 2**
Improving Concentration and Focus

- Set your phone to Do Not Disturb while you study (only allow calls from your parents or guardians).
- Put devices on silent when you study and close all apps and windows not related to your work.
- Set a timer for 5-10 minutes for occasional “tech breaks” to check your phone while you’re working.

**Idea 3**
Getting a Good Night’s Sleep

- Take all devices out of your room one hour before you go to sleep.
- Change the blue light settings on your phone to Night Shift/Night Light from evening until first thing in the morning.
- Stay off your devices for 1 hour before you sleep; instead, read a paper book or listen to music (keeping volume low and phone away from you).

**Idea 4**
Improving Well-Being

- Try “mindful breathing” - especially when you feel stressed or after being on a device for a long time: take three deep breaths, counting to three each time, and focusing only on your breath. You can also try a “mindful meditation” app!
- Take 10-minute breaks every 90 minutes of work (your breaks should be device-free, such as taking a nap, exercising, daydreaming, talking to someone face-to-face or over the phone - but not texting).