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**Activity**

Internet Safety/Cyberbullying Poster

MODULE 5: Word Processors

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 5: Word Processors

## Activity: Internet Safety/Cyberbullying Poster

The student creates a digital poster in Microsoft Word or other word processor application compatible with .docx files. The student will use various word processing elements to design the poster using sources from the Internet.

## Standards Assessed

* **04.02** Save and export documents in various formats (e.g., pdf, html, blog, hyperlinks).
* **04.03** Format text content in a document (e.g., font, paragraph attributes, spacing, text styles, text boxes).
* **04.04** Manipulate page layout and reusable content (e.g., page setup, themes, templates, page backgrounds, headers and footers).
* **04.05** Perform various image-editing tasks using word-processing software to create and format images, illustrations, shapes, etc.
* **04.06** Proofread and revise documents by validating content through the use of word processing tools (e.g. spell check, thesaurus, find/replace, autocorrect settings).
* **04.09** Demonstrate an understanding of fonts (serif and sans serif) and font styles (bold, italic, etc.)

## Teacher Notes

Teachers can use whatever word processor software is available for the students. Use other online resources to help students learn the details of a specific product. The teacher should find a resource for the students to access facts about internet safety and cyberbullying. Resources suggested for teachers: <https://sos.fbi.gov/resource-page>

## Estimated Student Completion Time

* 45 minutes x 2 classes to complete the activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

# Activity: Internet Safety/Cyberbullying Poster

**Students Instructions**: The Internet is a great tool. But it can also be dangerous. Create an Internet Safety/Cyberbullying Poster using Microsoft Word or other word processor application compatible with .docx files.

1. Choose one of the following **Internet Safety Themes**:

* Cyberbullying
* Social Networks
* Personal Information (what you should and should not post)
* Computer Health (emails, pop-ups, computer maintenance)

1. Create an Internet Safety Poster that includes the following criteria:

* Theme Topic (poster heading/title)
* Four Facts about the topic: <https://www.stopbullying.gov/cyberbullying/what-is-it>
* At least two images that relate to two or more of the four facts and topic
* At least one caption next to one of the images as a description of the image

1. Make sure you use the required elements listed in the table below.
2. Save your document based on the teacher’s instructions.

| **Required Elements** | **Possible Points** | **Points Earned** |
| --- | --- | --- |
| **Title/Topic**:  A creative title that stands out. |  |  |
| **Content/Theme**:   * Poster has a theme (Information is related). * Poster includes at least 4 facts. |  |  |
| **Creativity/Attractiveness**:  The poster is creative and attractive in design, layout, and neatness. |  |  |
| **Graphics**:   * Contains at least 2 images. * The graphics are not too large or overpowering. * Graphics are related to the topic |  |  |
| **Spelling/Grammar:**  There are no grammatical mistakes on the poster. |  |  |
| **Total Points** |  |  |