# Before You Share

Check sources, protect privacy, and respect creators.

**9-12.R4** "Use digital and electronic tools appropriately, safely, and ethically."

NAME _____ DATE _____

## 1 READ AND MARK

Read it twice

**YOUR JOB** As you read, circle digital actions that could cause harm or spread false information, and underline actions that help prevent those problems.

### Maya's Heat Safety Podcast

1. For a school podcast about summer heat, Maya found a screenshot that claimed the Harbor City library would stay open overnight as a cooling center. The image had no date, and its account name was cut off. Before sharing it, Maya searched the city website on her own rather than tapping the screenshot's shortened link. A current city notice listed the library's daytime hours and named a different building for overnight shelter. Maya saved the notice's web address and the date she viewed it. She changed her script so listeners would not travel to the wrong place.

2. Next, Maya asked classmates to record short interviews about finding shade on their walks home. One classmate described a medical condition and mentioned the exact bus stop near her house. Maya had recorded the conversation on her phone, but she did not upload the file to a shared class folder. She asked which details the classmate wanted in the podcast and offered to cut the recording before anyone else heard it. The classmate approved a brief comment about shade but asked Maya to remove the health detail and bus stop. Maya kept the edited file in a folder limited to her project group.

3. For music, Maya found a dramatic song on a video site. Its page did not explain whether others could reuse it, so she chose music from a collection that allowed reuse with credit. She checked the license terms and named the musician in the episode notes. A writing tool suggested a catchy sentence with an unverified claim about heat illness. Maya left the claim out rather than trusting the tool's wording. In the final notes, she linked the city notice and explained that the interview was edited with the speaker's permission. Listeners could check the public information without learning a classmate's private details.

## 2 ANSWER WITH EVIDENCE

Use the passage

1. Why was checking the city website safer and more useful than sharing the screenshot or tapping its link?

2. How did Maya use her recording tool while respecting her classmate's privacy?

3. What made Maya's second music choice more ethical than using the song from the video site?

4. What did Maya do with the writing tool's suggested claim, and why was that an appropriate choice?

## 3 YOUR TURN

Your own words

You are making an online flyer for a school coat drive. In 4 to 5 sentences, explain how you would handle an unsourced donation statistic, a student's quote about needing a coat, and an image whose reuse rules are unclear. Include how readers could check your final information.

**ANSWER KEY**

# Before You Share

**GRADE 9 · 9-12.R4**

## PART 1 · READ AND MARK

As you read, circle digital actions that could cause harm or spread false information, and underline actions that help prevent those problems. Accept any marking that follows this job and points at the right text.

## PART 2 · ANSWERS

| # | QUESTION | ANSWER |
|---|---|---|
| 1 | Why was checking the city website safer and more useful than sharing the screenshot or tapping its link? | **The screenshot had no date or complete account name, and its shortened link hid its destination. The current city notice showed that the screenshot's claim about overnight hours was wrong.** |
| 2 | How did Maya use her recording tool while respecting her classmate's privacy? | **She did not put the original recording in a shared folder, asked which details could be used, removed the health detail and bus stop, and limited access to the edited file.** |
| 3 | What made Maya's second music choice more ethical than using the song from the video site? | **She checked that the music could be reused with credit and named the musician. The video site did not explain whether reuse was allowed.** |
| 4 | What did Maya do with the writing tool's suggested claim, and why was that an appropriate choice? | **She left out the unverified claim instead of assuming the writing tool was accurate.** |

## PART 3 · YOUR TURN (SAMPLE ANSWER)

I would look for the donation statistic in a reliable published report and leave it out if I could not verify it. I would ask the student for permission before using the quote and let them choose whether to be named. I would not share details about the student's home or finances. I would replace the image with one whose license allows reuse and give the creator credit. I would link the report and record when I checked it so readers could inspect the statistic.

Accept other plans that verify or omit the statistic, obtain permission and protect the student's privacy, and confirm image reuse rights or choose another image. The response should also give readers a way to check any statistic included.