

GEPT Elementary School Phone Manners Handout

School Phones and Digital Manners: Using Technology at the Right Time

全民英檢初級校園手機使用與數位禮貌講義 | Topic: School Phones and Digital Manners: Using Technology at the Right Time

Teacher Notes 教師備課

- Level: GEPT Elementary / CEFR A2
- Class time: 50-90 minutes
- Skills: reading for main ideas, daily-life vocabulary, pair speaking, short opinions
- SEO topic: 免費英文講義 | 全民英檢初級校園手機使用與數位禮貌閱讀口說練習

Warm-up Questions 暖身口說

- In class, students should ____.
- Phones can help students when ____.
- Phones can be a distraction because ____.
- Good digital manners mean ____.
- Before I post a photo, I should ____.

A. Vocabulary 單字解析

Word	Part	中文	Easy meaning	Example
phone	n.	手機	a small device for calling, messaging, and using apps	Please put your phone in your bag.
focus	v.	專心	to give attention to one thing	I can focus better when my phone is away.
distraction	n.	分心的事物	something that takes your attention away	A loud phone can be a distraction in class.
policy	n.	規定	a rule made by a school or group	Our school has a phone policy.
silent	adj.	靜音的	making no sound	My phone is on silent mode.
permission	n.	允許	the right to do something	Ask for permission before using your phone.
emergency	n.	緊急狀況	a serious or dangerous situation	Students can use phones in an emergency.
respectful	adj.	尊重他人的	showing care for other people	It is respectful to listen when someone is speaking.
message	n./v.	訊息；傳訊息	words sent by phone or computer	I will message my mom after school.
screen	n.	螢幕	the part of a phone or computer you look at	Do not look at the screen during a lesson.

B. Reading 1 | The Phone Basket

Ms. Lin teaches English at a junior high school. At the start of class, she puts a small basket on her desk. Students can put their phones in the basket or keep them in their bags on silent mode. The rule is simple: phones are not for class time unless the teacher says so.

Ben does not like the rule at first. He says, 'What if my mom messages me?' Ms. Lin answers, 'If there is an emergency, the school office can help. During class, your job is to focus.' Ben nods, but he still feels a little worried.

During the lesson, Ben notices something. He listens more carefully because his phone is not on his desk. He talks with his partner and finishes the worksheet faster. After class, he checks his phone. There is only one message, and it is not urgent.

Ben learns that putting his phone away does not mean he cannot use it. It means he is choosing the right time to use it.

Reading Check

What rule does Ms. Lin have at the start of class?

Answer: _____

Why does Ben focus better during the lesson?

Answer: _____

C. Reading 2 | Why Schools Make Phone Rules

Many schools around the world are making rules about phones. Some schools ask students to turn phones off during class. Some schools ask students to keep phones away all day. The rules are different, but the reason is often the same: schools want students to learn better.

Phones can be useful. Students can use them to look up words, take photos of homework, or contact family after school. But phones can also be a distraction. A message, game, or short video can make students stop listening.

A good phone policy should be clear and fair. Students should know when they can use phones, where they should keep them, and what to do in an emergency. Teachers should also explain why the rule is important.

The goal is not to say phones are bad. The goal is to help students use technology at the right time and in a respectful way.

Reading Check

Name one useful thing students can do with phones.

Answer: _____

What should a good phone policy explain?

Answer: _____

D. Reading 3 | Digital Manners After School

Phone manners are important after school too. On Monday, Amy takes a funny photo of her friend Kevin in the classroom. She wants to post it in the class group. Kevin sees the photo and says, 'Please do not post that. I do not like it.'

Amy feels surprised. She thinks the photo is funny, but she deletes it. Their teacher says, 'Good digital manners mean asking before posting photos of other people. A joke is not funny if it makes someone uncomfortable.'

That night, Amy writes three phone rules in her notebook. First, ask before taking or posting photos. Second, do not send messages when you are angry. Third, put the phone away when someone is talking to you.

Amy still enjoys using her phone, but now she thinks before she taps. She wants to be a kind and respectful digital citizen.

Reading Check

Why does Amy delete Kevin's photo?

Answer: _____

What are Amy's three phone rules?

Answer: _____

E. Dialog Practice 口說對話

Dialog 1 | At the Start of Class

Teacher	Please put your phone away or put it in the basket.
Ben	Can I keep it on my desk?
Teacher	Only if we need it for the lesson.
Ben	OK. I will put it on silent mode.
Teacher	Thank you. Now let's begin.

Dialog 2 | Asking for Permission

Student	May I use my phone to look up this word?
Teacher	Yes, but only for one minute.
Student	Thank you. I will close other apps.
Teacher	Good. Stay focused.
Student	I will.

Dialog 3 | A Family Message

Ben	My mom may message me during class.
Teacher	If it is an emergency, the office can call you.
Ben	So I do not need to check all the time?
Teacher	Right. You can check after class.
Ben	That makes sense.

Dialog 4 | Before Posting a Photo

Amy	This photo is funny. Can I post it?
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Kevin	Please do not. I do not like it.
Amy	Oh, sorry. I will delete it.
Kevin	Thanks for asking.
Amy	Next time I will ask first.

Dialog 5 | Phone-Free Talk

Dad	You are looking at your phone while I am talking.
Amy	Sorry. I will put it down.
Dad	Thank you. I want to hear about your day.
Amy	Today we learned about phone manners.
Dad	That is useful for everyone.

F. Speaking Practice 口說練習

Useful Speaking Frames

- In class, students should ____.
- Phones can help students when ____.
- Phones can be a distraction because ____.
- Good digital manners mean ____.
- Before I post a photo, I should ____.

Pair Interview

- Why does Amy delete Kevin's photo?
- What are Amy's three phone rules?
- Ask your teacher for permission to use your phone.
- Give one example of good digital manners.
- Write one school phone rule.

Role-play

Student A: Ask a question about today's topic.

Student B: Answer with one reason and one example.

Change roles. Try to use at least two vocabulary words.

30-Second Talk

Talk for 30 seconds about this topic: School Phones and Digital Manners: Using Technology at the Right Time

1. _____
2. _____
3. _____
4. _____

G. Quiz 測驗

What rule does Ms. Lin have at the start of class?

Answer: _____

Why does Ben focus better during the lesson?

Answer: _____

Name one useful thing students can do with phones.

Answer: _____

What should a good phone policy explain?

Answer: _____

Why does Amy delete Kevin's photo?

Answer: _____

What are Amy's three phone rules?

Answer: _____

Ask your teacher for permission to use your phone.

Answer: _____

Give one example of good digital manners.

Answer: _____

Write one school phone rule.

Answer: _____

H. Answer Key 答案

What rule does Ms. Lin have at the start of class? - Students put phones in a basket or keep them in bags on silent mode.

Why does Ben focus better during the lesson? - Because his phone is not on his desk.

Name one useful thing students can do with phones. - They can look up words, take photos of homework, or contact family after school.

What should a good phone policy explain? - It should explain when students can use phones, where to keep them, and what to do in an emergency.

Why does Amy delete Kevin's photo? - Because Kevin does not like the photo and asks her not to post it.

What are Amy's three phone rules? - Ask before taking or posting photos, do not message when angry, and put the phone away when someone is talking.

Ask your teacher for permission to use your phone. - May I use my phone to look up this word?

Give one example of good digital manners. - Ask before posting photos of other people.

Write one school phone rule. - Possible answer: Put your phone away during class.

Source Notes 來源參考

This handout is original classroom material rewritten for GEPT Elementary / CEFR A2 learners.

- UNESCO GEM Report phone bans in schools: <https://www.unesco.org/gem-report/en/articles/phone-bans-schools-are-spreading-worldwide-policy-debate-rages>
- Pew Research Center classroom cellphone distraction: <https://www.pewresearch.org/short-reads/2024/06/12/72-percent-of-us-high-school-teachers-say-cellphone-distraction-is-a-major-problem-in-the-classroom/>
- Pew Research Center teens and screen time: <https://www.pewresearch.org/internet/2024/03/11/how-teens-and-parents-approach-screen-time/>