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# TECH MANNERS AND SCREEN RESPECT TOOLKIT

**Ages 7-15**

Teach kids to use technology with respect, self-control, and honesty - at home, school, and youth groups.

Free printable toolkit with a family tech contract, group tech covenant, practice scripts, role-play scenarios, and a simple 7-day plan.

*MannersMatterNow.com - Because manners still matter*

Best For: Parents, Caregivers, Teachers, Youth Leaders

Age Bands: 7-9, 10-12, 13-15

Time to Use: 10-20 minutes per lesson + quick practice in the moment

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## At-a-Glance Contents

Section	What You Get
Adult Coaching Plan (Home)	Step-by-step plan to set screen rules calmly and clearly
Mini-Lesson Plan (Group/Class)	15-20 minute lesson for school/church/after-school
Core Values	Respect, self-control, honesty - simple definitions and examples
Family Tech Contract	Editable template you can print and sign
Group Tech Covenant	Template for classrooms, youth groups, and clubs
Practice Scripts	What to actually say when screens cause conflict
Role-Play Scenarios	Real-life situations kids can practice
7-Day Tech Manners Plan	Daily progression with reflection prompts
Worksheets	Reflection logs, trackers, and pause plan cards
Optional Faith-Based Add-On	Character prompts (optional)

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# Parent / Teacher Guide

## Why Tech Manners Matter

Technology can help kids learn, connect, and have fun. It can also hurt focus, tone, and respect if it becomes the boss. Tech manners teach kids to use screens as a tool, not a controller.

This toolkit helps adults set clear boundaries and helps kids practice respectful habits: paying attention to people, using kind language online, and putting devices away without drama.

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## How to Use This Toolkit (Simple Plan)

1. Start with the Adult Coaching Plan and decide your non-negotiables (times, places, content).
  2. Teach one Core Lesson at a time (10-15 minutes).
  3. Use the Practice Scripts during real moments (keep it calm and short).
  4. Co-create and sign the Family Tech Contract (home) or Group Tech Covenant (class/group).
  5. Use the 7-Day Plan to build habits with short daily practice.
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## Teaching Tips That Work

- Keep the tone calm: we are a team, not you are in trouble.
- Connect rules to values (respect, self-control, honesty), not just control.
- Make consequences predictable, short, and connected to the problem.
- Praise cooperation and self-control, not just screen-free time.
- Model respectful tech use as an adult (phones down during important conversations).

# Core Lessons

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## Core Lesson 1 - The 3 Values for Tech Use

Focus: Respect, self-control, honesty.

Time: 10-15 minutes

Best For: Ages 7-15 (home, school, youth groups)

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### Kid-Friendly Definitions

- Respect: I treat people and devices with care. People come first.
- Self-control: I can pause and put it away when I need to.
- Honesty: I tell the truth about what I watch, play, and say online.

### Memory Line

Tech is a tool. It does not run me.

### Quick Practice

Ask: "What is one way tech can help? What is one way it can hurt?" Then pick one value to practice today.

## Core Lesson 2 - The Pause Plan (Before I Post or Reply)

Focus: A simple self-control routine.

Time: 10 minutes

Best For: Ages 7-15

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### The 3-Second Pause

1. Pause: stop your fingers for 3 seconds.
2. Ask: is this kind? is it true? is it necessary?
3. Choose: post it, fix it, or delete it.

### Practice

Practice rewriting a rude or sarcastic message into a respectful one.

## Core Lesson 3 - People Come First

Focus: Screens down when people are talking.

Time: 10-15 minutes

Best For: Ages 7-15

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### People-First Rule

If an adult is talking to me, I pause my screen, look up, and respond respectfully.

### Repair Line

Sorry - I was distracted. I am listening now.

### Quick Practice

Do a 60-second drill: adult says the child's name; child pauses, looks up, and answers respectfully.

## Core Lesson 4 - Safe and Honest Tech Choices

Focus: Ask permission, avoid unsafe content, tell the truth.

Time: 10-15 minutes

Best For: Ages 7-15

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- Ask before downloading apps or joining new chats.
- Do not talk to strangers online without adult approval.
- Tell a trusted adult if you see something scary, rude, or confusing.
- Do not hide accounts or delete history to cover mistakes.

# Adult Coaching Plan (Home)

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## Step 1 - Get Clear as the Adult(s)

Before you talk to your child, decide with any other caregivers:

- What times are non-negotiable no-screen times? (meals, church, homework first)
- What places are screen-free? (bedrooms at night, bathroom, at the table)
- What content is never allowed? (violent or rude videos, talking to strangers online)
- What consequences are reasonable and calm, not harsh?

## Step 2 - Set the Tone

Tell your child ahead of time:

Tonight after dinner, let us have a short family meeting about screens and devices. I want us to make a plan together so tech can be used in a way that is safe and respectful.

## Step 3 - Start with Listening

- What do you like about your devices or screen time?
- What do you think could be a problem if we do not have any rules?
- Have you seen kids use tech in a disrespectful way? What happened?

## Step 4 - Teach the 3 Core Values

Respect. Self-control. Honesty. (See Core Lesson 1.)

## Step 5 - Co-Create and Sign the Contract

Walk through the template together, choose clear rules, agree on consequences, and sign it. Post it where your child can see it. Review it in one month and adjust if needed.

## Mini-Lesson Plan (Class / Church / After-School)

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Age range: 7-15 (adjust language). Time: 15-20 minutes.

Goal: Students understand why tech boundaries matter and help create a Group Tech Covenant that shows respect and self-control.

### Materials

- Whiteboard or poster
- Markers
- Printed or written Group Tech Covenant Template

### Lesson Steps

1. Warm-Up (3-4 min): List helps vs hurts on the board.
2. Quick skit (3-4 min): device during instruction; discuss respect.
3. Teach 3 values (3-4 min): respect, self-control, kindness.
4. Create covenant (5-8 min): choose 3-5 rules for this space.
5. Commit (2-3 min): agree, sign, and post the covenant.

# Practice Scripts (Copy-Ready)

Use these scripts during real moments. Keep it calm and brief.

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## Asking for Screen Time

- May I have screen time now, please?
- What needs to be done first before I use my device?
- How much time do I have today?

## Putting It Away Without Arguing

- Okay. I am saving and putting it away.
- Can I have two minutes to finish this level, please?
- Thanks for the reminder. I am turning it off now.

## When You Get Corrected

- Yes ma'am / yes sir. I will fix it.
- Sorry - I forgot. I am putting it away now.
- I understand. I will try again.

## Online Kindness

- That is not kind. Let us keep it respectful.
- I do not want to talk about people like that.
- I am going to log off for a bit.

## Repair After a Mistake

- I was rude online. I am sorry. I will delete that message.
- I broke the rule. I accept the consequence. I will do better next time.
- I need help. I saw something that made me uncomfortable.

## Role-Play Scenarios (Home or Group)

Practice these in pairs. One person reads the situation. The other practices a respectful response.

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### Scenario 1 - Device During a Conversation

A parent is talking to you and you keep looking at your phone. What do you do?

Try a respectful script:

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### Scenario 2 - Group Chat Drama

Someone posts something mean about a classmate. What do you say or do?

Try a respectful script:

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### Scenario 3 - Secret Screens at Night

You are tempted to use your device after bedtime. What is a respectful choice?

Try a respectful script:

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### Scenario 4 - Watching Something Not Allowed

A friend sends a video your parents would say no to. What do you do?

Try a respectful script:

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### Scenario 5 - Posting a Photo

You want to post a picture of a friend. What do you do first?

Try a respectful script:

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### Scenario 6 - Gaming Anger

You lose a game and feel like yelling or insulting someone. What is the Pause Plan?

Try a respectful script:

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### **Scenario 7 - Homework First**

You want screens but homework is not done. What do you say?

Try a respectful script:

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### **Scenario 8 - Leader Instructions**

A leader says devices away. You want to finish a message. What do you do?

Try a respectful script:

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# 7-Day Tech Manners Plan

Use this daily progression to build habits one day at a time.

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## Day 1: People First

Practice looking up when someone talks. Use the repair line if needed.

## Day 2: The Pause Plan

Practice the 3-second pause before replying or posting.

## Day 3: Screen-Free Times

Practice devices away during one routine (meals, homework, church).

## Day 4: Kind Words Online

Practice rewriting one rude message into a respectful one.

## Day 5: Ask Permission

Practice asking before downloads, new chats, or new content.

## Day 6: Put It Away Cheerfully

Practice turning it off when time is up - no arguing.

## Day 7: Review and Reset

Review: what worked, what needs adjusting, and one goal for next week.

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## Daily 30-Second Reflection

- "One good tech choice I made today was..."
- "One thing I will do better tomorrow is..."

# Family Tech Contract (Home) - Copy-Ready Template

You can edit this language to fit your family and your child's age.

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Family Name: \_\_\_\_\_

Child(ren): \_\_\_\_\_

Date: \_\_\_\_\_

In our family, we want to use phones, tablets, computers, TVs, and game systems in a way that shows:

- Respect for others (and for God, if your family uses faith language)
- Self-control with our time and choices
- Honesty about what we do online

So we agree to the rules below.

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## 1. Devices Covered

- Phone(s): \_\_\_\_\_
- Tablet(s): \_\_\_\_\_
- Computer(s): \_\_\_\_\_
- Game system(s): \_\_\_\_\_
- TV / streaming accounts: \_\_\_\_\_
- Other: \_\_\_\_\_

## 2. When I Can Use Screens

School nights: screens between \_\_\_\_\_ and \_\_\_\_\_; all screens off by \_\_\_\_\_ pm.

Weekends/holidays: screens between \_\_\_\_\_ and \_\_\_\_\_; daily limit \_\_\_\_\_ hours.

No-screen times (check all that apply):

- During meals
- During homework (unless part of the assignment)
- 1 hour before bedtime
- At church/youth group (unless leader allows it)
- During family outings (meals out, visits, etc.)
- Other: \_\_\_\_\_

## 3. Where I Can Use Screens

Screen-free places:

- Bedrooms after \_\_\_\_\_ pm
- Bathroom
- At the dining table
- Other: \_\_\_\_\_

Allowed places:

- Living room
- Family room
- Kitchen (not at table)
- Other: \_\_\_\_\_

#### 4. What I Can Watch, Play, and Do

- I agree not to watch or play things that are violent, cruel, or hateful.
- I agree not to use apps, games, or websites without parent permission.
- I agree not to talk to strangers online without adult knowledge and approval.

Our family always-no list:

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Our ask-first list (apps/games/websites):

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#### 5. How I Treat People Online

- Use kind, respectful language in texts, chats, and comments.
- Never bully, tease, or embarrass someone online.
- Never share someone else's picture or words without permission.
- Tell a trusted adult if I see something scary, rude, or confusing.

#### 6. School, Chores, and Responsibilities

- Homework, chores, and responsibilities come before entertainment screens.
- If responsibilities slip, screen time may be reduced.

#### 7. If I Break the Contract

First time: \_\_\_\_\_

Second time: \_\_\_\_\_

Repeat problem: \_\_\_\_\_

#### 8. Parent/Caregiver Responsibilities

- Model respectful tech use.
- Explain rules calmly and listen to questions.
- Protect kids from harmful content and unsafe situations.
- Admit mistakes and apologize when needed.
- Review this contract regularly.

#### 9. Signatures

Child(ren): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver(s): \_\_\_\_\_ Date: \_\_\_\_\_

# Group Tech Covenant (Class/Church/After-School) - Template

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Group Name: \_\_\_\_\_

Leader(s): \_\_\_\_\_

Date: \_\_\_\_\_

In this group we want to respect our leaders and each other, focus on learning and growing, and use tech in a way that helps, not hurts.

So we agree to these tech rules when we are together:

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## 1. Device Use During Group Time

- Phones and devices stay:  in backpacks  face-down on tables  in a basket/box
- We only use devices when a leader gives permission.

## 2. Pictures and Posting

- We ask before taking pictures of anyone.
- We never post or share pictures from this group without permission.

## 3. Kind Speech

- We speak respectfully in chats and texts.
- We do not embarrass people online.

## 4. Consequences

If someone breaks the covenant, the consequence is:

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# Worksheets (Copy-Ready Pages)

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## Worksheet 1 - My Tech Pause Card

Cut out and keep near your device.

PAUSE - ASK - CHOOSE

Ask: Is it kind? Is it true? Is it necessary?

If not, fix it or delete it.

## Worksheet 2 - Tech Manners Tracker (7 Days)

Name: \_\_\_\_\_ Week of: \_\_\_\_\_

Day	People first? (Y/N)	Pause plan used? (Y/N)	Device away on time? (Y/N)	One win
Day 1	—	—	—	_____ _____
Day 2	—	—	—	_____ _____
Day 3	—	—	—	_____ _____
Day 4	—	—	—	_____ _____
Day 5	—	—	—	_____ _____
Day 6	—	—	—	_____ _____
Day 7	—	—	—	_____ _____

## Home and Group Follow-Through

Use one or two of these questions at dinner, in the car, or after group time.

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### Daily Check-In Questions (Adults)

- Did you put your device away the first time today?
- Did you use kind words online today?
- Did you pause before replying to something annoying?
- Was there a moment you needed self-control? What did you do?
- What is one tech choice you feel proud of?

### Praise That Builds Character (Adult Scripts)

- I noticed you looked up and answered right away. That showed respect.
- You paused before replying. That was self-control.
- You told the truth about what you saw online. That was brave and honest.

## Optional Faith-Based Add-On

Optional character connection ideas for families and faith-based programs. This section is optional and can be skipped.

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### Theme: Honor Others Online and Offline

#### Reflection Prompts

- How can I show respect to the people right in front of me?
- What does self-control look like when a screen is tempting?
- How can my words build others up online instead of tearing them down?

#### Optional Scripture Connection

"So whether you eat or drink or whatever you do, do it all for the glory of God." - 1 Corinthians 10:31

# Image Prompts (Copy/Paste for Your Designer or Image Tool)

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Cover image prompt (warm storybook watercolor style):

Warm storybook watercolor illustration with soft grain/paper texture and a warm beige/peach palette. A cozy family living room scene with a parent and two kids ages 8-13 sitting together calmly. One child is handing a phone to a parent with a respectful expression, and the parent is smiling kindly. Simple props, uncluttered background, gentle outlines. Leave clear space at the top for the title: 'Tech Manners and Screen Respect Toolkit'.

Inside flat-lay image prompt (printables spread):

Top-down flat-lay photo-style image of the toolkit printables spread neatly on a wooden table: family tech contract, pause card, script cards, group covenant, and a 7-day plan page. Warm, cozy lighting. Clean layout, readable real text, no logos.