

DIGITAL LITERACY CURRICULUM



PARENT'S WORKSHOP NOTES
HELP YOUR CHILD STAY
SAFE ONLINE

Parent's Workshop Notes

Note: The purpose of these hand-outs is to recap and summarize the different concepts that were delivered throughout the workshop. The Notes can be utilized as a reference in the future by serving as a reminder of the key concepts and as a document to share with family and friends.



Cyber Safety For Parents

Cyber safety — safe and responsible use of Information and Communication Technology

As a parent you have to remember that:

The online world is changing everyday so cyber safety cannot be learnt once and forever – you have to stay up-to-date with it if you want to protect your child effectively. If something is inappropriate in the real World it is also inappropriate in cyber space. You have the right and also the duty to monitor and influence your child's online activity. Participating in our children's online activities and discussing them is the best way to be able to protect and guide them through cyber space.

Before you start talking to the students about cyber safety you have to be convinced that it is really important and really worth talking about.

Useful Links:

- <http://www.safespace.qa/en/home.aspx> — MOTC's website devoted to cyber safety
- <http://www.fosi.org/> — Family Online Safety Institute's website; useful hints and current events
- <http://www.ictqatar.qa/en> — MOTC's website: useful contacts, current events, news from IT world.
- <http://www.stopcyberbullying.org/index2.html> — anti-cyber bullying website, resources, tips and news
- <http://www.connectsafely.org/> — resources, tips, forums

Ask yourself these questions:

- What can happen to children when they chat with strangers?
- What kinds of pictures can endanger our children? Why?
- Who uses the internet? Do only decent people have access to internet?
- Can our children tell right from wrong with 100% certainty?
- What can I do about that? How can I influence my children's cyber space experience?



Cyber Bullying For Parents

Cyber bullying is writing, posting and popularizing in cyberspace different data with the intention of causing harm to another person or group of people. This term is used for the phenomenon including children or youth. For adults there is another term – cyber harassment. It has a very negative influence on our mood and our sense of safety and any case of cyber bullying should be reported and should not be tolerated.

Cyber bullying is very bad and no one has right to cyber bully others. Fortunately, all cyber bullies leave traces online and they can be easily tracked. If your child has experienced cyber bullying – ask for support from the school's IT Staff. If your child admitted or is suspected of being a cyber bully – do not panic! Children make mistakes as they are a vital component of the learning process. Talk to your child and make it clear how much you disapprove of such behavior. You might also consider asking for support from the teacher. If it is possible – try to talk to the victim's parents and apologize. Together you can decide whether your child should apologize to the victim in person or would it make things worse. Whichever solution you choose one thing is certain – the cyber bully has to realize that cyber bullying is bad and will not be tolerated.

What does a cyber bullied person feel?

All the bad feelings (fear, anger, shame etc.). It is different for different people but the common thing is they do not feel safe.

What can we do as bystanders?

Report cyber bullying, support the victim, isolate victim from the offender (e.g. take the victim with you to go report cyber bullying), explain to the victim it's not their fault. Stay calm and supportive. Look for solutions not revenge or punishment.

What makes cyber bullies be cyber bullies?

Different things. Sometimes they are weak and they want to hide it. Sometimes they have some trouble and they want to take revenge on the whole world.



Examples:

- Writing bad messages
- Sending bad pictures
- Posting untrue information about others
- Using bad language talking to people online

Who can be a cyber bully?

Weak people who want to defend their position through being mean to others. People who don't know or don't want to obey the rules of social life.

Who can be cyber bullied?

Everyone. There are different reasons for cyber bullying but each of us can face it one day. That's why it's so important to give support to a person being cyber bullied. We might also need it one day.

Who can fight cyber bullying?

All of us. And we are all obliged to react. Only this way we can make cyber bullies stop being mean to others.

What do we do as parents?

Talk to children BEFORE we discover cyber bullying. Prevention is better than cure. Have our eyes wide open to notice cyber bullying as early as possible – our child can be upset, avoid going to school etc. Or the opposite (if our child happens to be the bully) – he/she can be talking badly of a particular classmate, making ironic comments, acting aggressively when asked what's happening etc.

Separate the victim from the offender – if our child is the victim we first have to resolve the problem and make sure the environment is safe before we send the child back to the place where the cyber bullying took place; if our child is the bully we can suggest to the teacher moving him/her to another class not to oppress the victim more or we can consider banning the use of devices so that the bullying is not possible anymore; if we are able to do it we can consider accompanying our child during classes for a while.

Talk to our child and consider talking to other people involved (the other child, his/her parents, teacher etc.)

Monitor the behavior of our child very carefully



Talking to your child when you find out he/she is a bully:

What if someone bullied you – what would you feel?

What do you think I feel as your dad/mom? (and comment on it – talk about what you feel) REMEMBER that “You are bad, you disappointed me is NOT about your feelings.” Talk about yourself being i.e. sad, upset, angry, ashamed etc.

What do you feel now? (This kind of emotional exchange helps the conversation become really intimate and honest.)

Do we really want to feel like this? Do we need to hurt each other to be able to sit and talk?

What rules of our family life have you broken (even if the bully thinks there was nothing wrong with his/her behavior – show him the rules he/she has broken) – do we hurt people? Have you ever seen mom or dad hurting people? Do we lie to people? Do we ridicule people? Do we like people to suffer?

Who did you hurt with your behavior? Who will be disappointed or angry because of what you did? (the victim, parents, principal, teacher, other students etc.)

What can you do in future to avoid disappointing and hurting others? (discuss, ask the teacher for help, talk to parents etc.)

Talk to your child when you find out that he/she has been cyber bullied:

This is not your fault.

It is very good that you told me – we can do something about it together. (Or “This is very good that I got to know...”)

No one can treat you this way. I will not let anybody hurt you again.

Let the child speak about his/her feelings and the actual course of actions – having opportunity to talk about it can be really therapeutic.

Together try and make a plan of what should happen next – does your child expect apologies? Does she/he want to have a small break and stay at home for one or two days?

Convince your child to speak to the teacher together so that you make sure the cyber bullying won't happen again and the teacher will ensure safe environment for your child to enjoy his/her day at school without fear or shame.



Digital Fingerprint For Parents

Digital fingerprint is “a mark” you leave online each time you use internet. All devices have their specific encoded “ID’s” (e.g. IP number for computers) and therefore all actions taken with use of them can be traced.

Once information, file or any content goes online, there is no way of erasing it completely. For regular people it might be difficult, but for trained specialists working on internet protection it is not a problem to find out who, when and from where is, for example, sending upsetting emails to a person.

How much time does it take for the deleted data to disappear from the cyber space?

Forever. It never disappears. Imagine your email. When you delete an email it goes to the recycle bin. And stays there. You can delete it. Where does it go? To the main server. You can say it goes to a bigger bin each time you delete it from the smaller one. It's the same with all information online. You can move it to “a bigger bin”. Yes, it makes it more difficult to get them back. But it is not impossible. So – THINK before you put anything online. And try to predict if you will still be happy those things being available online in ten years from now.

Examples:

- If you put your picture online it stays there even when you are an adult.
- Anyone can change the things you put online and blame you (e.g. draw something on your picture to make you look silly) bad pictures
- Your digital fingerprints are part of your online reputation – if you put inappropriate movies online everyone can see you put it and people will start thinking badly of you.

Make your child realize they can be traced and they are not anonymous whenever they do something online.

Make your child realize that the rules in the cyber space are just the same as in real world – they are adjusted but they are not different rules – what is prohibited offline is also prohibited online.



Online Reputation For Parents

Online reputation is the opinion about yourself you build online through putting data, interacting with people, sending messages, signing to different websites etc.

Online reputation is very important for several reasons:

1. This will influence the way people will receive us in private life;
2. This will also be searchable to future employers and will affect their judgment;
3. Once we are adult and experienced, our children or employees can also see it and make judgments;
4. For ourselves, we usually prefer to see ourselves as decent people doing the right things in life.

Doing something that destroys our online reputation is in opposition to that goal and in a further perspective is usually to be regretted.

How much time does it take to build an online reputation? When is it ready?

Forever. It is never "ready". Building an online reputation is a process that never stops as long as you keep using your computer, mobile phone or other devices with an internet connection.

Examples:

- If you put your picture online it stays there even when you are an adult.
- If you upload scientific papers people may think of you as a scientist.
- If you upload party pictures of yourself people might think you are not modest enough.
- If you post animal pictures people will think you like animals.
- If you post music people will know you like music but they will probably also pay attention what kind of music you listen to.

And what if I find out my children are trying to destroy the online reputation of their classmates? For example they write rude comments on their profiles etc.

First, talk to your child and ask if what you suspect is right. If so - contact the school and ask for support. Together you can try and minimize the harm caused by your child. But But unfortunately the things written or posted online are very hard to delete.



So again, the best advice to take good care of your online reputation is: THINK BEFORE YOU CLICK! Your children should always be aware of the fact that anything they put online stays there and therefore they should also be careful with whom they share pictures or any other information as people can sometimes use it against them.

Talking to your children about online reputation does not begin with warnings and rules. Ask them to imagine themselves for example being thought of as irresponsible and unreliable. Ask them to imagine themselves making a funny face in front of a large audience. Describe a couple of similar

situations and allow them to imagine what they would feel. Let them feel it really strongly.

Only when you see they seem to be concerned – tell them that this is why we to protect our online reputation. If we don't do it we can post our pictures showing us walking on a roof top – which would make us look irresponsible. We could also post a picture of ourselves making a funny face during a birthday party. But do we really want it to be seen by all viewers of our account? We have to decide and manage our online reputation according to that decision.

Useful Links:

- <http://www.datesafeproject.org/2012/protecting-your-teens-online-reputation/> — protecting your reputation hints
- <http://www.parentinghelpme.com/parenting-help/how-to-protect-your-familys-online-reputation/> — different parenting tips
- <http://blog.schoollibraryjournal.com/neverendingsearch/2011/11/08/protecting-your-reputation-online-4-things-you-need-to-know/> — reputation tips for teachers
- <http://www.safetyweb.com/blog/social-networking-should-teachers-friend-students-online/> — reputation tips for teachers' own use



Privacy Settings For Parents

Privacy settings are the parameters of your account in different services which determine others' access to your account.

Use privacy settings to limit others' access to your data.

Privacy settings depend on what you want to reveal. Do not rely on what "everyone says". Use your own judgment and sense of modesty. Remember your profile is your "online territory" and you set the rules.

Looking for privacy settings of any service you should be looking for icons similar to those presented below:



The process of adjusting the settings is quite simple – just follow the hints and read carefully the descriptions of different functions.

Privacy settings are just one of the ways of protection – we shouldn't forget about anti-viruses, strong passwords and being simply careful with whatever we do online. Privacy settings protect us from the external influence or access but they do not decide us what to do or what not to do!

Having any problems with adjusting privacy settings – ask the school IT staff for assistance. You can also look for some tips online.

If there are no such icons and we cannot find the privacy settings – we can try contacting the service provider.



Useful Links:

- <http://www.facebook.com/help/privacy> — Facebook privacy settings help
- <https://www.privacyrights.org/fs/fs18-cyb.htm> — general hints on privacy settings
- <https://www.eff.org/wp/effs-top-12-ways-protect-your-online-privacy>
— defending your rights in digital world (hints)
- <http://www.edutopia.org/online-school-security-privacy> — some additional resources
on youth and IT



Parental Controls For Parents

Parental controls are the settings parents can adjust to manage the way their children use computers and services

This is a functionality of different services developed to help parents manage and monitor their children's activity within services or on devices in general.

The sample icons for parental controls panel are:



As parents we should explore cyber space and look for news to stay up-to-date with what our children are exposed to and to be able to join them in their online activities. One of the first things parents should localize in any service their children use is the parental control tab.

Where?

Usually somewhere in a visible place but each service places them a bit different so we should look for them on our own or write to the service's support asking for hints.

How?

Adjusting the parental controls is usually very simple. Once you open the right tab of parental controls you will see tick boxes and questions to be answered. When you place the mouse cursor over the question and wait you will usually get another hint (do not click – just wait and read). Unfortunately there is no right or wrong answer as long as the actual settings are considered – you have to decide for you and your child what is best in your case. Consider your child's age, maturity level, extent to which your child will be using computer unaccompanied etc.

Why?

Because we want to be sure our children and students are safe online, they are not exposed to inappropriate content, they do not spend too much time in front of computer, they have other life than the one in cyber space.



Important!

Even very young children use mobiles and PC's. Sometimes we are quite confident they wouldn't be able to use it without our help so we do not set passwords, we do not adjust parental controls and in general – we do not even switch off the devices when leaving them unattended... This is the biggest mistake

ever! One day we might discover we underestimated our child's abilities and come across our offspring playing with our smartphone or laptop. To avoid such situation it's much better to protect the devices and only allow as much access as we want.

Useful Links:

- <http://support.mozilla.org/en-US/kb/block-and-unblock-websites-with-parental-controls> — useful hints for Firefox
- http://www.nintendo.com/consumer/systems/wii/en_na/ht_settings.jsp — Wii parental controls
- <http://www.hightechdad.com/2011/08/05/10-ideas-for-facebook-parental-controls-and-what-you-can-do-until-they-are-there/> — some more hints (not only) for fathers



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**PARENT'S WORKSHOP
LEARNER'S FEEDBACK**
HELP YOUR CHILD STAY
SAFE ONLINE

LEARNER'S FEEDBACK

Dear Parent,

You have just participated in one of the Ministry of Transport and Communications Cyber Safety program workshops. To help us improve the training we would like your opinion.

Thank you for your cooperation,
Cyber Safety Team

Name: _____

Email/Phone number: _____

Name of Child: _____

Your Child's Age: _____

Grade: _____

**YOUR OVERALL
SATISFACTION WITH:**

	Lowest			Highest
WORKSHOP	①	②	③	④
TRAINERS' PERFORMANCE	①	②	③	④

1. TO WHAT EXTENT DID YOU ENJOY THIS WORKSHOP?

Didn't enjoy

Enjoyed very much

①

②

③

④

2. TO WHAT EXTENT THE INFORMATION PROVIDED WAS NEW TO YOU?

Not New

New

①

②

③

④

3. TO WHAT EXTENT DID THE WORKSHOP GIVE YOU THE OPPORTUNITY TO ASK QUESTIONS YOU WANTED TO ASK BEFORE?

I didn't get opportunity to ask questions

I asked all questions that I wanted

①

②

③

④

4. WHAT ACTIVITY FROM THE WORKSHOP DID YOU REMEMBER BEST? WHY?

Your Comment:

5. WHAT ACTIVITY SURPRISED YOU? WHY?

Your Comment:



6. WAS THERE AN ACTIVITY YOU FOUND UNNECESSARY?

☐ YES

☐ NO

Your comment:

7. WHAT OTHER TOPICS SHOULD BE COVERED IN FUTURE WORKSHOPS?

Your comment:

8. PLEASE COMMENT ON THOSE ISSUES CONNECTED TO THE WORKSHOP PRESENTED:

Length:

☐ Good

☐ Too Long

☐ Too Short

Your comment:

Was the workshop appropriate for you?

(Inappropriate)

(Appropriate)

①

②

③

④

Your comment:

Did you get new ideas from
the workshop?

(No new ideas)

(A lot of them)

①

②

③

④

Reason behind your answer:

Was the workshop useful for you?

(Not useful)

(Useful)

①

②

③

④

Reason behind your answer:

**9. PLEASE USE THE SPACE BELOW TO WRITE ANY SUGGESTIONS YOU WOULD LIKE US TO
CONSIDER WHEN IMPROVING THIS CYBER SAFETY WORKSHOP.**

