سيف سبيس
Safe Space

DIGITAL LITERACY
CURRICULUM

TEACHER'S WORKSHOP NOTES
CYBER SAFETY

State Of Qatar
Ministry of Transport & Communications

State of Qatar
Ministry of Education and Higher Education

Teacher's Workshop Notes

Note:
The purpose of these Workshop Notes is to recap and summarize the different concepts that were delivered throughout the workshop. The Workshop 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 Teachers

Cyber safety is the safe and responsible use of Information and Communication Technology.

When teaching cyber safety remember:

1. Do not scare students.
2. Give examples for situations you discuss – it makes them more real.
3. Talk about the benefits of IT and add some hints about the threats – remember not to reverse the proportions.
4. In your teaching practice mention cyber safety issues from time to time to give students a chance to get familiar with them.
5. Use "Hints for parents" and "Hints for students" Workshop Notes – they have been created to assist cyber safety teaching.

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.

Ask yourself these questions:

1. What can happen to students when they chat with strangers?
2. What kinds of pictures can get our students into trouble? Why?
3. Who uses the internet? Do only decent people have access to internet?
4. Can our students tell right from wrong with 100% certainty?
5. What can I do about that? How can I influence my student's cyber space experience?

DIGITAL LITERACY CURRICULUM

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

Cyber Bullying
For Teachers

Cyber bullying is writing, posting and popularizing in the 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 the adults there is another term – cyber harassment. It has 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 marks online and they can be easily tracked. The only thing you need to do is to report them – tell your teachers or parents or any adults that you trust.

What does a cyber-bullied person feel?
All the bad feelings. 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 the 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, talk to the parents of the other student involved. Stay calm and supportive. Look for solutions not revenge or punishment.

What makes the 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:
1. Writing bad messages.
2. Sending bad pictures.
3. Posting untrue information about others.
4. 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 social rules of 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 can we make cyber bullies stop being mean to others.

What do we do as teachers?

1. Talk to students BEFORE we discover cyber-bullying. Prevention is better than cure.
2. Have our eyes wide open to notice cyber-bullying as early as possible.
3. Separate the victim from the offender.
4. Talk to the victim and to the offender.
5. Inform parents and talk to them in person (even if we think the problem is gone, we inform the parents – they have right to know and also it decreases the possibility of reoccurrence of cyber-bullying).
6. Monitor the behavior of the involved parties very carefully.
7. Keep talking about cyber-bullying to all students.

Talking to a bully:

1. What if someone bullied you – what would you feel?
2. What will your parents say about what happened? Why would they say so?
3. What rules of school 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.)
4. 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.)
5. What can you do in future to avoid disappointing and hurting others? (Discuss, ask teacher for help, talk to parents etc.)

DIGITAL LITERACY CURRICULUM

Digital Fingerprint
For Teachers

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, files 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 and 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 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:
1. If you put your picture online it stays there even when you are an adult.
2. Anyone can change the things you put online and blame you (e.g. draw something on your picture to make you look silly).
3. 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 the students realize they can be traced and they are not anonymous whenever they do something online.

Make students 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.

DIGITAL LITERACY CURRICULUM

TEACHER'S WORKSHOP NOTES
CYBER SAFETY

Online Reputation
For Teachers

Online Reputation is the opinion about yourself you build online through posting data, interacting with people, sending messages, signing in 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 internet connection.

Examples:
1. If you post scientific papers people can think of you as a scientist.
2. If you post party pictures of yourself people might think you are not modest enough.
3. If you post animal pictures people will think you like animals.
4. 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 students are trying to destroy online reputation of their classmates?
Contact school IT staff and ask for support. Contact the parents of the students involved – they have right to know and they are also in a position to take steps. There is always a procedure for reporting misuse of a website.

Ok, but IT'S already there! I want it to disappear!!

We're sorry to inform you that the information you put online usually stays online. The professionals can do their best to hide it and protect it from the view of other people but there is never 100% guarantee.

So again, the best advice to take good care of your online reputation is: **think before you click!** Your students 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 students about online reputation

Do not start from 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 your students 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 need 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 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

DIGITAL LITERACY CURRICULUM

Privacy settings
For Teachers

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:**

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

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 antiviruses, 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 for 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.

DIGITAL LITERACY CURRICULUM

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

- **http://blog.schoollibraryjournal.com/neverendingsearch/2011/11/08/protecting-your-reputation-online-4-things-you-need-to-know/** — 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 Teachers

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

The name "Parental controls" can be misleading as those settings are equally useful for teachers. So do not avoid this tab just because it suggests parents as the primary users.

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 a serious mistake! 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.

The sample icons for parental controls panel are:

As teachers we should explore cyber space and look for news for ourselves but we should also keep in mind that parents and students often count on us as mentors, facilitators and advisers. Therefore it is very important that we know where to find parental controls, how to adjust them and why we need them at all.

Talk to parents!

Make them aware how important this is to use parental controls. Explore the adjustments on your own and then teach parents how to use it. They count on you. Remind parents that they need to manage their child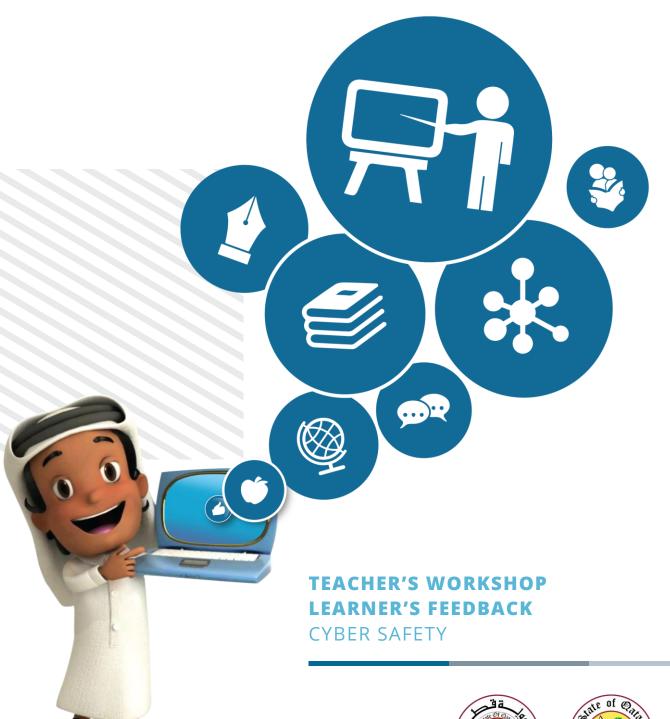ren's time and limit the time they spend online. They also need to decide what is and what is not allowed online for the children in their family. This is their right and their obligation! And your right and obligation as a teacher is to support them.

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

DIGITAL LITERACY
CURRICULUM

TEACHER'S WORKSHOP
LEARNER'S FEEDBACK
CYBER SAFETY

Learner's Feedback

Dear Teacher/Technical Staff Member,

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

Thank you for your cooperation,
Cyber Safety Team

Name of school: _____

Your name: _____

Email / phone number : _____

Subject you teach: _____

Grades you teach: _____

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. WAS THERE ANY TOPIC THAT WAS COMPLETELY NEW FOR YOU COVERED IN THE WORKSHOP? WHICH? ◯ YES ◯ NO

Your comment:

_____

_____

_____

_____

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

Length: ◯ Good ◯ Too Long ◯ Too Short

Your comment:

_____

_____

_____

_____

Appropriateness: (Inappropriate)   (Appropriate)

①   ②   ③   ④

Your comment:

_____

_____

_____

_____

DIGITAL LITERACY CURRICULUM

TEACHER'S WORKSHOP LEARNER'S FEEDBACK
CYBER SAFETY

New Ideas:

(No new ideas)   (A lot of them)

① ② ③ ④

Reason behind your answer:

_____

_____

_____

_____

Inspiration:

(Not Inspiring)   (Inspiring)

① ② ③ ④

Reason behind your answer:

_____

_____

_____

_____

Usefulness:

(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.