

**Workshop 2:**  
**Playing and Staying Safe Online**  
Student Handouts







## Table of Contents

Lesson 1: I Know/I Want to Know	1
Lesson 1: Video Summary: Staying Safe Online, Part 1	2
Lesson 1: Guidelines for Creating Strong Passwords	3
Lesson 1: Password Activity	4
Lesson 1: Reputation Management: Profile 1	5
Lesson 1: Reputation Management: Profile 2	6
Lesson 1: Reputation Management: Profile 3	7
Lesson 2: Video Summary: Staying Safe Online, Part 2	8
Lesson 2: Online Citizenship Rules	9
Lesson 2: Actions to Take with Online Bullies	11
Lesson 3: Video Summary: Staying Safe Online, Part 3	12
Lesson 3: Street Smart Activity	13

© 2010. Internet Keep Safe Coalition. All rights reserved.

This product has been developed, copyrighted, and distributed for incidental, classroom use. Copies and reproductions of this content, in whole or in part, are authorized for incidental, classroom use. Copyright language and distribution restrictions must be included on all reproductions whether electronic or hard copy. For questions please contact the Internet Keep Safe Coalition at [ikeepsafelegal@ikeepsafe.org](mailto:ikeepsafelegal@ikeepsafe.org)

(c) IKSC 2010 Copying allowed for incidental, classroom purposes.





Workshop 2  
Lesson 1: Personal is personal

I Know/I Want to Know

I Know	I Want to Know
<p>How to keep personal information private online. Give example:</p> <hr/>	<p>How to keep personal information private online. Your questions:</p> <hr/>
<p>How to behave online and what to do if someone misbehaves. Give example:</p> <hr/>	<p>How to behave online and what to do if someone misbehaves. Your questions:</p> <hr/>
<p>How to avoid dangers online. Give example:</p>	<p>How to avoid dangers online. Your questions:</p>

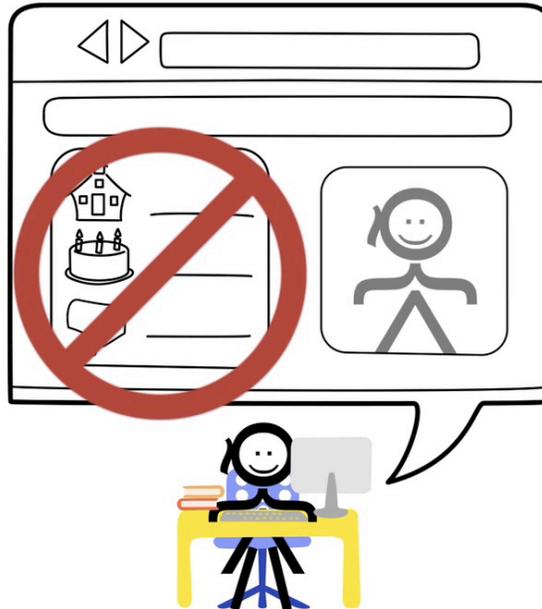
## Workshop 2

### Lesson 1: Personal is personal

Video summary: Staying Safe Online, Part 1

#### Private is Private. Don't share private information.

1. Personal is personal. Keep your private stuff private.
  - a. Don't post personal information (name, age, school, address, phone number).
  - b. Mark privacy settings.
  - c. Keep passwords private.
2. Pick a password no one else is likely to guess.
3. Think before you post or share information.



## Workshop 2

### Lesson 1: Personal is personal

#### Guidelines for creating strong passwords

##### DOs:

- Use at least eight characters.
- Use combinations of letters (upper case and lower case), number, and symbols.

##### DON'Ts :

- Don't use a word from the dictionary.
- Don't use any private identity information (name, address, email, phone number, social security number, mother's maiden name, birthdates, etc.).
- Don't use a password that is easy to guess, like your pet's name, your nickname, name of your school, baseball team, etc.

##### Safety guidelines:

- Don't give your password to anyone but your parents.
- Use a different password for different services you register with.
- Change your password on a regular basis, at least every six months.

##### How to remember your password:

- Create a descriptive sentence.
- Choose first letters or first two letters.
- Change some letters to symbols.
- Make some letters upper case and some lower case.

Example: Monica Green Loves to ski and hike at Lake Tahoe.

Password: MGI2s&h@LT

## Workshop 2

### Lesson 1: Personal is personal

#### Password Activity

Monica Green lives in San Francisco with her family (father Frank, mother Margaret, brother John, sister Jessica and a dog Rover) at 914 Noe St. Her birthday is March 4, 1996. She is a Giants fan and loves hiking, skiing and reading books. She just finished reading Harry Potter and the Chambers of Secrets and really loved it! She just opened a new Gmail account and is considering which password to use. Please help her choose between the following passwords:

Password	Strong*	Moderate**	Weak***	Why
Green				
FrMa0304				
914NoeSt				
Giants914				
Harry0304				
MoRo914				
03041996				
Sk@ta96				
MGI2s&h@LT				

▶ Please make up 2 more safe passwords for her that will be easy for her to remember. Use these guidelines:

- Create a descriptive sentence.
- Choose first letters or first two letters.
- Change some letters to symbols.
- Make some letters upper case and some lower case.

The sentence	The password
1.	
2.	

- \* Strong passwords are based on a descriptive sentence that is easy to remember and difficult to decipher.
- \*\* Moderate passwords are passwords that are strong and not easy to hack by software but may be guessed by someone who knows you.
- \*\*\* Weak passwords use personal information, are easy to crack and can be guessed by someone who knows you.

Workshop 2  
Lesson 1: Personal is personal

Reputation Management: Profile 1



**Name:** Anna McKenna  
**Location:** Palo Alto, CA. See [map](#)  
**Gender:** Female  
**Age:** 4/14/1963  
**Occupation:** Art instructor  
**Hobbies:** Snorkling, reading, museums  
**Contact information:** [anna@gmail.com](mailto:anna@gmail.com)

Anna's WALL:

**Anna** is surprising her husband for his birthday. Big party - Tapas, chocolate cake and chocolate Fondue... Yummy!

**Sharon** is planning to attend the surprise party. Remind me, what's the address?

**Anna** 415 Waverly St. Give me a call when U R close: (650) 333-3444

**Anne** is tired after a wonderful party. Hawaii, here we come! Packing for early departure tomorrow morning. Can't wait to relax for a week...

Photos:

Workshop 2  
Lesson 1: Personal is personal

Reputation Management: Profile 2



**Name:** Ellen White  
**Location:** Chicago  
**Gender:** Female  
**Age:** 14  
**Occupation:** Student, Jefferson Middle School  
**Hobbies:** Partying  
**Contact information:** (872) 333-3334

Ellen's WALL:

**Ellen** just finished uploading new photos. Check them out!  
**John** ooooh girl. You are hot!  
**Miles** sexxy  
**Carlo** Smokin...  
**Ellen** Thanks guys. Was fun partying last night.  
**Brie** You are one GORGEOUS girl  
**Ellen** is feeling depressed today. No fun. Why doesn't he love me?  
**Brie** Erik is a morron. You'll get over him

Workshop 2  
Lesson 1: Personal is personal

Reputation Management: Profile 3



**Name:** Chang  
**Location:** California  
**Gender:** Male  
**Age:**  
**Occupation:** Student  
**Hobbies:** Hanging out  
**Contact information:**

Chang's WALL:

**Corey** Hello my lovely friend - how are things? X (smack!)

**Chang** All good. Moving again. Urghhh

**Corey** Where to?

**Chang** Not sure yet. Will keep you posted. Will send my new address via email once i know.

Photos:

## Workshop 2

### Lesson 2: Be Respectful to Yourself and Others

#### Video Summary: Staying Safe Online, Part 2

Be respectful to yourself and others. If you encounter a bully, block and tell.

1. Respect yourself.
2. Don't put up with bullies. Ignore or block people who harass you.
3. Don't be a bully. You can be blocked or banned.
4. If something happens online that makes you uncomfortable, tell a trusted adult.



## Workshop 2

### Lesson 2: Be Respectful to Yourself and Others

#### Online Citizenship Rules:

- Treat people online as if you are offline. Treat others as you would like to be treated.
- Be respectful, polite and considerate to anyone you meet. Don't use anonymity to abuse your power online.
- Think before you post. Protect your reputation.
- Don't be a bully. Do not use verbal abuse, don't attach or disrespect anyone by swearing, insulting, harassing or calling names. Do not write or respond to personal insults because it can give you a bad reputation.
- Avoid using all capital letters. IT LOOKS LIKE SHOUTING and is difficult to read.
- Use emoticons to convey your tone of voice and add personality and humor.

**Popular emoticons** (see more: <http://netlingo.com/smileys.php>):

:~)	:-@	:-O	:-X	:-(
happy	cursing	surprised	big kiss	sad
:-D	:~)	:-{	;-)	
laughing	wondering	angry	wink	

- Keep communication short and focused.
- Use abbreviations.

Examples (see more Internet Slang/Lingo: <http://www.internetslang.com/>):

- BTW = By the Way.
- <G> = grinning.
- <TOY> = Thinking of You.
- <LOL> = Laughing Out Loud.
- <ROTFL> = Rolling on the Floor Laughing.
- <BRB> = Be Right Back.
- <LMK> = Let Me Know.

## Workshop 2

## Lesson 2: Online Citizenship Rule (Continued)

- E-mail: be cautious when choosing “Reply to All.”
- E-mail: Don’t use CC (Carbon Copy) to copy your message to everyone, just to those who really need it.
- Use BCC (Blind Carbon Copies) when sending a message that will go to a large group of people who don’t know each other.
- Respect other people’s time and privacy. Think before sending large attachments.
- Don’t spam.
- Respect Copyrights. Don’t copy information without getting permission.
- Learn the rules of different communities online and follow them. Different communities online have different rules.



## Workshop 2

### Lesson 2: Be Respectful to Others and Yourself

#### Actions to Take with Online Bullies:

- None
- Tell an adult (teacher, parent, or other trusted adult)
- Flag message.
- Block user.
- Delete message.
- Inform administrator.
- Contact law enforcement such as Cyber Law Enforcement Organization and report cybercrime.



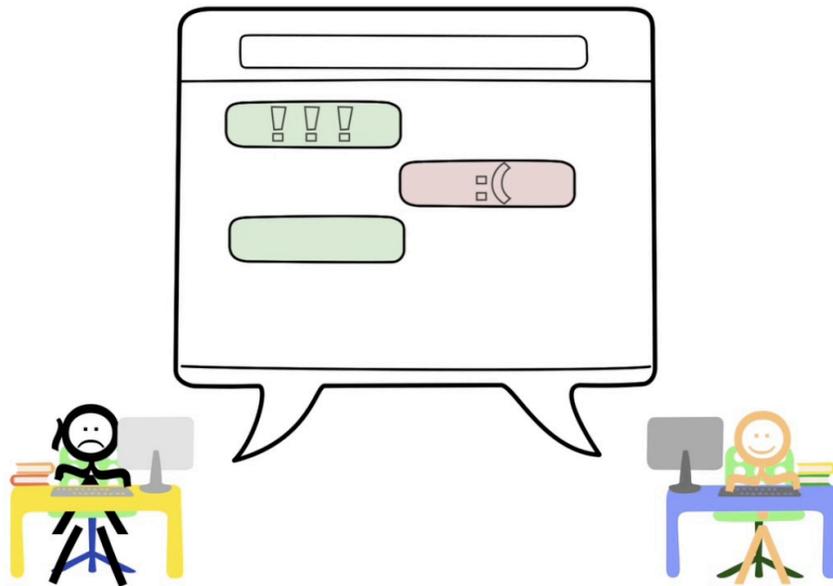
## Workshop 2

### Lesson 3: Be Street Smart

#### Video Summary: Staying Safe Online, Part 3

Be “Street Smart.” Be cautious with new people you meet online.

1. Be “Street Smart.”
2. Use your common-sense when you go exploring.
3. Be skeptical of new people you meet online, even if they seem nice.
4. Don’t talk about sex with strangers.
5. If you decide to meet someone you only know from online:
  - a. Meet in a public space.
  - b. Bring friends with you.
  - c. Tell an adult where you are going.



## Workshop 2

### Lesson 3: Be Street Smart

#### Street Smart Activity

For each of the scenarios below, choose one or more options for a possible reply.

##### **Scenario 1:**

You are on a popular social network and you get an invitation from a stranger asking to be added to your network.

Jason. You seem like a fun person to hang out with. Let's have some fun together! Can you add me to your Friends list?

- Block Jason.
- Ignore Jason.
- "Hi Jason. Do I know you?"
- Add Jason to your Friends list.
- Check Jason's Profile. If he seems OK, add him to your Friends list.
- "Great to know new people in the neighborhood! I am new in this town. We can meet after school sometime (I go to Emerson Middle school)."

##### **Scenario 2:**

You get a text message on your cell phone from someone you don't recognize.

"Hey, this is Jen! Remember me from the summer?"

- Block Jen.
- Ignore Jen.
- "Hi Jen. Do I know you?"
- If you remember her, answer her "Hey! What's up? Nice to reconnect"
- If you are not sure: "Are you the girl with the red hair?"
- "I don't remember you, but we can still meet sometime."

**Scenario 3:**

You get an email from someone you don't know. You just finished putting together a website with links to Hip Hop music.

Subject: Your website

Body: "Hey, I just saw your cool webpage. What is your phone number? I want to talk with you about it in person. I have a wonderful offer for you, worth a lot of money! Philip"

- Put the email in the Trash.
- Ignore the email and leave it in your Inbox folder.
- Report email as Spam.
- Reply with your phone number.
- "Hi Philip, thank you for sending the note. Is there a phone number that I can reach you?"
- "Hi Philip. Thanks, but no thanks."

**Scenario 4:**

You attended a party last night. The next morning you get a message to one of your favorite social networks.

"Was great seeing you last night. Great party! Can I join your friends list?"

- Ignore.
- Block the message.
- "Sure!"
- Add him/her to your friends list.
- "Who are you? Do we know each other?"
- See if you can track who this is.

**Scenario 5:**

After Math class with Mrs. Beckstrom you get this message on your cellphone.

"I am Mark from your Math class with Mrs. Beckstrom. Did u understand the homework?"

- Ignore.
- Block the message.
- "Hi Mark. Are you the one sitting behind me?"
- "Sure. Can explain after school."
- "Call me at (650) 333-3444."
- "I don't take Math with Mrs. Beckstrom but with Mr. Sneider."



**Scenario 6:**

You get a chat from someone who you are not familiar with.

“I saw you in Math class today. U R CUTE! What is your address? I can come over 2 hang out.”

- Ignore.
- Block the message.
- “Who are you?”
- “Is that you Lizi? U R CUTE too! I live in 240 Circle Ct.”
- “Call me at (650) 333-3444 so I know who you are.”
- “240 Circle Ct.”

© 2010. Internet Keep Safe Coalition. All rights reserved.

This product has been developed, copyrighted, and distributed for incidental, classroom use. Copies and reproductions of this content, in whole or in part, are authorized for incidental, classroom use. Copyright language and distribution restrictions must be included on all reproductions whether electronic or hard copy. For questions please contact the Internet Keep Safe Coalition at [ikeepsafelegal@ikeepsafe.org](mailto:ikeepsafelegal@ikeepsafe.org).