

# The Complete Guide to





# Technology SafeKEY

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# Technology SafeKEY Guide

## Introduction

Hello!

Thank you for taking interest in this wonderful opportunity to serve the next generation of leaders.

Technology SafeKEY was created by the Communications & Marketing Committee during the 2013-2014 term. It was created for the district to have a service opportunity available all throughout California-Nevada-Hawaii Key Club and to help give the future leaders the tools to understand the effects of technology, protect themselves from harm, and have a brighter future.

This program differs from any other out there. Not only is it completely created by students for students, but it also gives a hands-on experience for those who are a part of the experience (both the presenter and the audience). There are many other ripple effects from taking on this service project such as helping the community come together, having a student realize they may be a cyber-bully, enhancing presentation skills, and even inspiring young students to join Key Club when they finally start high school.

Of course, Technology SafeKEY can only be a success if you take initiative and take action to implement it throughout your community. We have compiled this guide with all of the resources. Now all you have to do is communicate with local elementary schools, middle schools, high schools, and/or your local community centers to present Technology SafeKEY!

Don't be scared, you will be amazing. We cannot wait to see all of the effects this program will have on others (including you)! You will serve, grow as a leader, and impact so many lives.

We have given this program a test run to the district board, and it was received really well. Not only were there laughs but also a multitude of questions that showcased how serious a problem cyberbullying and improper Technology use is. Just imagine what it must be like for students who have already left negative digital footprint.

**Let's take the step to BEE the solution.**

Wishing you the best of luck,

2013-2014 Communications & Marketing Committee



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## Instructions

- **PowerPoint Presentation**- Download the SafeKEY powerpoint presentation from the CNH CyberKey and go over it with the group of presenters to ensure you understand the topic well and will present with confidence and poise.
- **Contacting Others** | Page 5- Follow these steps to set up a day to present at a local school or a community center.
- **Presentation Tips** | Page 7- The PowerPoint will have to be presented in an effective manner, so be sure to read over these tips to improve upon your presentation and public speaking skills.
- **Handout** | Page 8- Print and make sure each member of the audience will be able to have a handout. It compiles all of the information on the Technology SafeKEY presentation and program to the audience.
- **Interactive Activities**- Be sure to include at least one interactive activity to make a lasting impression!
  - **Scenarios** | Page 9- Depending on the age range there are a multitude of different stories to share with students to understand how the issue applies to their lives. Keep your audience in mind when choosing which scenario to use. Read aloud a scenario to explain the consequences of improper technology use
  - **Skit** | Page 10- Perform a provided skit to engage the audience and also connect to real-life situations that they may be going through. Be sure to remember to explain what went wrong and what should have happened. Please rehearse the skits before presenting it!
  - **Reflection Questions** | Page 12- Ask your audience a reflection question or multiple questions if they are applicable to the age group. It will help reinforce what they have learned and apply it to real-life situations. This is a great activity to do when no one asks any questions.
- **FAQ** | Page 13- When you open up the time to questions you should be ready to give helpful answers. In the miscellaneous section, there are a couple of predicted questions that should be able to be answered by the presenter.



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## Contacting Others

1. You will need the following contact information

- Name of School or Community Center
- Address
- Name of Principal or Community Center Coordinator
- Phone Number
- Email

2. Then consider the following questions regarding time frame

- How long do you need to present?
- When are you available to present?
- Will you be able to present during school?

After compiling contact information, introduce yourself as well as the program you plan to present. Who you contact can vary from the school secretary, PTA president, principal, or event coordinator. Contact method can also vary as well from a phone call to an email. No matter what, be sure to be professional about it. If they ask for more information, don't hesitate to even show them this guide or even the presentation itself for them to be assured it will be beneficial. On the next page, you will find a sample email you can use as a template to stay professional while getting your point across.



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## Contacting Others : Sample Email

Hello location/name of principal,

My name is your name, a current grade year attending school. I am a member of Key Club and enjoy taking part in community service.

California-Nevada-Hawaii Key Club has created a program called Technology SafeKEY which gives students under 9th grade the KEY to being safe when using technology. Technology SafeKEY is different from any other program since it was created BY students FOR students and even gives students an interactive experience that they will always remember.

I would love to present to location about the dangers of technology, how to safely utilize it, prevent cyberbullying, and protect themselves against cyber bullying. It would only take time frame you need and would benefit the students of location tremendously.

Please e-mail me back if you are interested in this opportunity for students to be educated about online safely by someone who can easily connect to them. Hopefully we can discuss the logistics of the presentation soon!

Thank you.

Your Name

Youremail@mail.com

Yourphonenumber



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## Presentation Tips

### Eye Contact

Be sure to make the audience feel included in your presentation.

- Separate the room into three sections and be sure to look at each periodically
- Have a specific person to look at in each section if it helps
- Walking slowly from one side to another once and a while can help as well

### Posture

- Back straight
- Hands at your side
- Only use hand gestures when necessary
- Don't sway. One way to stay planted would be to keep a hesitation stance where one foot is slightly at an angle (2 o'clock for the right foot/ 10 o'clock for the left foot) while the other is straight with the heel at the arc of the angled foot
- If you have to move walk slowly to keep from distracting the audience

### Voice

- Keep a professional presentation by avoiding words such as "um" and "like"
- Be sure to speak loud enough the person in the back of the room can hear you (even if you have a microphone)
- Keep a controlled voice and tone throughout

### Smile

There is nothing quite like a smile to make the audience feel happy and included. It also helps you seem confident.

It is simple, but really makes a difference.

### Preparation

- The more the better since you will know the material inside and out
- Someone who is prepared is more confident and overall do a better job



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## Think before you click!

### Technology SafeKEY

#### **Mission:**

- To educate the youth about online safety.
- To provide information on the hazards of unsafe browsing.
- To teach students how to safely utilize the Internet.

#### **Importance:**

Due to a growing reliance on technology on a day to day basis, it must be noted that harmful encounters on the computer DO occur – but they can be prevented if the proper measures are taken.

### Cyber-Bullying

#### **What is it?**

Cyber-bullying is hurting another person emotionally (with the possibility of provoking physical harm) by use of technology as a medium.

#### **How to be safe:**

- Ignore harassing or rude comments made online towards you or to others and confide in a trusted adult.
- Avoid posting inappropriate content.
- Screenshot the evidence.

### Identity

#### **Importance:**

Access to your personal information can allow others to utilize your identity in a dangerous fashion or circumstance.

#### **How to be safe:**

- Personal information, such as where you live and the school you attend, should not be open to the public. Keep your settings private!
- You should only be in online contact with people who you have already met in a live setting. Do NOT engage in online contact with people you do not already know.

### **What is considered inappropriate?**

- Making hurtful comments to or about another person.
- Posting something to embarrass or humiliate an individual.
- Sending anonymous hate.

#### **Consequences of Cyber-Bullying or Inappropriate Content**

- Removal from a sports team or club.
- Suspension or expulsion from school.
- Loss of trust between friends and family.
- Whatever you post will always remain online, even upon deletion.



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## Scenarios

1. Once upon a time, a boy named Chris broke up with his girlfriend named Carolyn. She was heartbroken and needed to express her feelings. She grabbed her phone and started "tweeting" away! She starts to vent out her feelings on the popular media site, Twitter. As she begins to pour her feelings out online, her friends begin to see all of her posts. The next day, Carolyn arrives to school and all of her classmates now know, from Carolyn's tweets, of Carolyn's heartbroken feelings toward Chris. Sadly, this results in some negative effects as her classmates began to tease her. She regrets using Twitter to express all of her anger and sadness from her relationship. Her actions online caused further problems to her life.

2. It's Friday night and Abraham is on his way to his friends birthday party. Abraham is a five-star recruit for basketball and is currently being offered athletic scholarships by Division 1 schools such as UCLA, Duke, and Kentucky. During the party, Abraham enjoys partying with his friends. Then, he decides to take a picture of himself and his friends. In this picture, Abraham is seen holding a wine cooler with his friends. Later that night, Abraham posts this picture and is unaware of the harmful effects it may result. The next couple days, Abraham receives terrible news from his recruiting schools as the colleges saw his picture online and have taken away the scholarships. Abraham is surprised and becomes depressed. The images he posted online left detrimental effects on his athletic career.

3. There was a girl named Beyonce at school who is utterly rude and unfriendly. She harassed and insulted people in her classes and peers around her. Beyonce was exclusively friends with a specific group of students who frequently engaged themselves in inappropriate activities outside of school. A new student transfers named Robert and one day, he is cruelly bullied in front of other peers due to a slight lisp in his speech. Feeling threatened and emotionally damaged, the boy turned to Facebook for help after a few weeks of persistent harassment. His tactic was to post an edited and exaggerated picture of the girl to "attack" her self-esteem the same way she damaged him. After he posted the inappropriate, embarrassing photo on Facebook, crude comments were posted and people were laughing at it in school, soon everyone had seen it. Indeed, this did damage the girl severely as she was thrown rude, negative comments in school for while. After the incident, she did not attend school for a month. The boy felt satisfied at first, but realized this was not the only way to approach a bully because in this method he had become the bully himself. Even though he did not intend to hurt her severely, the damage occurred and he had committed cyber-bullying.



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## Skit

### Skit #1

**1:** I'm so cute today; I'm going to post a selfie onto Facebook.

**2:** I'm just scrolling through Facebook. Dang, Person 1 needs to stop taking so many selfies of herself. Comments: Girl, might want to turn off that duck face of yours.

**1:** Who does he think he is? Comments: S-U-P-E-R, super ugly is what you are!

**2:** Comments: I needed Halloween decorations, so I printed out your face and put it around the house.

**1:** Comments: You're so immature, and actually you're so ugly- you make One Direction go the other way. This is dumb, stop wasting your time talking to me.

**2:** Then don't post ugly pictures of yourself on Facebook. You're so ugly- you make Hello Kitty say bye. You're really dumb. You should just get off the website because no one cares about you.

**1:** -starts crying and in completely serious manner- I can't believe these people. I'm never going to school ever again. I feel as if I'm alone and worthless. I'm just a waste of space and I don't want to live anymore.

### **Explanation from Person 1:**

I should not have engaged in this conversation because it made the situation escalate. By harassing Person 2, I also became a bully. I should not have kept the words to myself and if Person 2 continued to harass me, I should have deleted/block the individual, or reported it to the authorities if it became more serious.



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## Skit

### Skit #2

**A:** Blog Post: I feel really good about myself today. I got an A on my IB math test, my senior portraits came in and they look good and I also got the solo I auditioned for in orchestra.

**B:** Anon 1: I'm going to post on anon. Lol you are so full of yourself. Stop posting, nobody cares.

**A:** Response: This is my blog, I can post what I want.

**C:** Anon 2: I'm going to post on anon too. Your senior portraits look good? Sike, not with that face.

**A:** Thanks for reinforcing my insecurities.

**D:** Anon 3: Let me get on this anon hate! Everyone knows you only got the solo because you're the teacher's pet. You don't even play well.

**A:** Response: I tried really hard to get that solo...

**E:** These people are stupid, just block your anon settings and don't even worry about these people who have nothing better to do with their time.

**A:** Response: It's okay... I can deal with this.

**E:** Yeah, right, time to post on anon. Anon 4: Dude you ain't even golden no mo, you is silver now, you is atomic #47. You're the worst person in all of existence. Oh no, forgot to hit anon...

**A:** Response: It's stupid how everyone pretends to be my friends. I just want to be alone forever. I hate you all.

#### **Explanation by Person E:**

Person B, C, and D were not right to have attacked person A the way they did, especially under an anonymous name. I was representative of a seemingly supportive friend, when in reality I submitted an aggressive, anonymous message as well. If they were truly the blogger's friend, they would have been supportive of her accomplishments. Because they clearly were not, they should have kept their negative opinions to themselves. Person A should have stopped publishing the comments, disabled the option for anonymous submissions, and confided in a trusted friend or adult if she felt threatened or upset.



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## Reflection Questions

Question #1:

Age Range: 5th grade and up

Large portions of online technology used include social media accounts. There are a multitude of these sites which allow people to share information with friends and family; but if proper precautions aren't taken, strangers may be able to see your account. However, in real life an ordinary person would not share personal information with a stranger. Reflect upon social media accounts you have and the privacy settings you arranged for posts, pictures, etc.

Question #2:

Age Range: 5th grade and up

Cyberbullying is humiliating, teasing, and/or harassing someone through the use of technology. There is no voice to a post online; thus, someone can interpret a message in a different way than intended. It is recommended to stay away from saying hurtful things online or through a text. Have you ever posted something rude online or through a text? Or have you ever witnessed rude comments online? What are things that you personally can do to prevent cyberbullying?

Question #3:

Age Range: 3rd grade and up

Technology is sort of like a credit card, a credit card could be used to strengthen your credit score or it could ruin it, while technology could improve or tarnish your reputation. Essentially technology can give off a first impression. Sometimes colleges as well as employers use technology to judge a person's character. It is your sole choice to build your reputation or knock it down. How can you put forth a good first impression through technology? What are ways you could tarnish your reputation online?

Question #4:

Age Range: Kindergarten and up

We have just learned the importance of being safe using technology. What are ways you could be safe online? If you see something harmful (cyberbullying), how will you handle the situation? These things are very important to every technology user's personal safety. How will you spread the word of technology safety to prevent cyberbullying, identity theft, etc.?



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## Frequently Asked Questions

### Frequently Asked Questions

- What do you do if you are the cyberbully? *Stop cyberbullying and apologize immediately.*
- How do we know when cyberbullying is crossing the line? *Cyberbullying is never okay. The latter's feelings may be hurt detrimentally from the effects of cyberbullying.*
- What if the person finds you on every social media means? *Report this to a trusted adult and local authorities if needed.*
- What is the best way to hide your public profiles to people you do not know? *Change the setting to your account to private.*
- What KEY information should not be mentioned when deciding a nickname online? *Location, age, gender, etc.*
- If you are a victim of cyberbullying, what must you do? *Report it to a trusted adult and or local authority.*
- What are the possible consequences of improper use of technology? *College decisions, getting kicked off a sport's team, etc.*
- What is a guideline to follow when decide whether or not the content you are about to post is inappropriate? *If your grandmother wouldn't want to see it, then don't post it online.*
- If you are planning to report cyberbullying, what should you do to the evidence? *Screenshot it before it is deleted.*
- When is it okay to cyberbully? *Never is it okay to cyberbully.*