Introduction to Protecting Personal Information Online

PART OF THE PRIVACY AND SECURITY MODULE

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Introduction

The Digital Matters subjects and lessons are designed to help children navigate online issues in a way that allows them to take risks and explore consequences without real world implications.

Digital Matters is split into two sections: Interactive Learning and Once Upon Online. **Interactive Learning** is the lesson content that students will learn in school while **Once Upon Online** can be completed multiple times with different results in the classroom and at home with a parent. Each path helps children learn about the subject and achieve defined learning outcomes.

Interactive Learning takes about 60 minutes to complete on its own. It is recommended that Once Upon Online be completed as its own lesson, which takes about 45 minutes.

Once Upon Online can take from 15 to 45 minutes to complete, depending on the ability of the child and which activities are being used at the time. See the lesson plan for more detail.

Privacy and Security Fast Facts

When discussing online information with children, the following statistics may be useful:

- 66% of children aged 12-15 know how to block people when playing games

- only 41% of these children actually blocked anyone they didn't want to talk to

- 52% of parents of children aged 8-11 had rules in place about whom their child gamed with/against

- 3/4 of 12-15s on social media know how to block someone from sending messages

- 1/3 of parents sat with or helped their children online

- only 32% of parents say they have used parental controls

- one of the biggest concerns of parents in the UK is companies collecting information about what their child is doing online

Source: Children and parents: media use and attitudes report 2020/21 (Ofcom)

digital matters

The Lesson

The Introduction to Protecting Personal Information Online lesson is split into two sections.

The **objective** of the **Interactive Learning** section is:

- To understand the role privacy and security play in keeping our personal information safe online

By the end of the **Interactive Learning** section, **students should be able to:**

- describe simple strategies for creating strong passwords and keeping them private

- describe strategies for keeping personal information private, depending on context

- describe simple ways to increase privacy on apps and services that provide privacy settings

The **objective** of the **Once Upon Online** section is:

- To understand the consequences of choices online and how to seek support when it's needed

By the end of the **Once Upon Online** section, **students should be able to:**

- understand that online services have terms and conditions that govern their use

- explain what to do if a password is shared, lost or stolen

- give reasons why someone should only share information with people they choose to and can trust.

- explain that if they are not sure about something or feel pressured then they should tell a trusted adult

Before the lesson

Preparation

1. Read through the lesson plan and content in this pack to ensure full understanding of the timing and structure. Ideally, the Interactive Learning and Once Upon Online sections will take place separately from one another to keep children from getting fatigued.

    Before the lesson, you may want to read through the:
    - Companion Guide
    - Cross-Curricular Links
    - Letter to Parents (see more below)

    For Interactive Learning, you will need the:
    - Baseline/Summative Assessment (to be returned to following Once Upon Online)
    - Lesson Plan
    - Lesson Slides

    If you have a **limited internet connection** and are leading the activities at the front of the classroom, you will need the:
    - Interactive Learning handout
    - Once Upon Online template (also includes take home activity reflection questions)

2. Check online connections and room/device bookings so children can fully participate in the activities. Alternatively, see instruction below if children will not have internet access but teachers will.

3. To access the app, simply go to https://internetmatters.org/digital-matters/ and login as a teacher. Students will get to the app the same way but will not require any account access. Simply guide them through to the correct subject (Privacy and Security) and lesson (Introduction to Protecting Personal Information Online) to get started. Further instructions can be found in the lesson plan notes.

4. Familiarise yourself with your school's policies in safeguarding, child protection, online safety and Relationships Education. If a child discloses personal things that have happened to them, it is important that you take the right steps as aligned with your school's policies to support them.
    - Further reading: Keeping Children Safe in Education

Letter to Parents

This letter should be sent to parents before you start using the app so parents know how they can access the web app and support their child. If you are using the app at separate points throughout the school year, it may be important to send it out each time. Be sure to send it out early enough for parents to explore the app in their own time before supporting their child at home.

The letter is able to be edited to align with your school's preferred letter layout and can make mention of specific topics if you so wish.

Start with ground rules

Some of the scenarios and topics during the lesson, particularly during Once Upon Online, might be sensitive or triggering for some students. It's important to establish a positive learning environment where:

- No student is put on the spot to share what they think or the choices they make. All conversations about student choices should be one-on-one as they complete the story. Class discussions should ask for volunteers rather than choosing students to contribute.

- Students are not interrupted. Class discussions should have a one speaker rule. Facilitate the discussions so that each student who wishes to contribute can without others interrupting or putting them down.

As a part of your PSHE lesson, you may wish to create rules specific for the lesson that promotes a more sensitive approach to topics.

What if students don't have access to devices?

The lesson and its resources can be completed as a whole class. As a teacher, login as normal and project the screen on the board.

As you go through Interactive Learning and/or Once Upon Online, students can complete the tasks displayed on screen in their own notebooks, on provided handouts and through teacher discussion. See the offline handout for students.

Show the activity or question on screen and agree as a class which options should be chosen. Depending on your resources, you may have students take turns choosing the answers on the screen. Use the discussions as normal.

During Once Upon Online, use our Story Template for children to track the class' answers. If they are able to do the journey at home with their own devices, they will have a record so they can make different choices.

During the Lesson

Supporting Students with Additional Needs

If you have any students with additional needs throughout the lesson, have them work together in a group with the support of yourself or another adult in the classroom. They can discuss the tasks with each other and have the adult read out the content for them if they need it.

Accessibility support is also provided by clicking the accessibility icon to allow students to adjust font size, screen colour, screen reading and more. You may need to help them set this up at the beginning of the lesson and provide them headphones where necessary.

Encouraging Student Questions

Throughout the lesson, students may have questions about the topic. Before teaching the lesson, arm yourself with additional knowledge on the subject by using the provided Additional Resources at the end of this document.

Anonymous Questioning

To support students asking questions without judgement, we suggest implementing an Ask-It Basket/question box. Throughout the lesson, students can write down and submit questions into the basket that you can answer without singling any one student out.

The Ask-It Basket should be clearly labelled and identifiable to the students interested in using it. At the beginning of the lesson, you can introduce it and ask every student to submit at least one question

anonymously about privacy and security. This will avoid anyone feeling singled out if there are only a few questions in the box that make it easy to guess who submitted it.

In the lesson plan, you are given stop points to answer some of these questions and you may add other points where you see fit. If some of the questions relate to information already in the lesson, you may choose to answer it at that specific point.

Suggested Answers

This lesson will promote questions about privacy or security online. Below you'll find potential questions and suggested answers. These might be questions that are asked in front of the entire class or are during students' individual story journeys one-on-one. In the case of the latter, ensure that the conversation remains quiet and as private as possible in the classroom setting.

Possible Question	Suggested Answer
How can I tell if my password is strong?	Our lesson will discuss what makes a strong password. Generally, a strong password will: • Use letters (upper and lowercase), numbers, and symbols • Be eight characters long or more • Not use obvious names or dates • Be something you will remember but others can't guess • Never be shared (note: some schools will have programmes or standards that require passwords to be known by the teachers or standard across the board – be sure to clarify why your school might do this) If your password uses your year or date of birth or your name, it can be easily guessed.
What should I do if I accidentally share personal information online?	Tell a parent, carer or teacher (give students specific examples of teachers designated to help with online safety/safeguarding). They will be able to help you take it down or report it on the website to take it down. Always think before posting.
How can I tell if my account is private?	When you login to your app, game or platform, you can click on your profile settings and check that they are secure (guides can be found here). Your parents can also check by using the guides on internetmatters.org to help make your devices safer to use.
What is: a deepfake, doxxing, an algorithm, etc.?	Information on a number of topics can be found on the Internet Matters website and in the glossary.

Once Upon Online: Introduction to Protecting Personal Information

Each child starts with the following scenario:
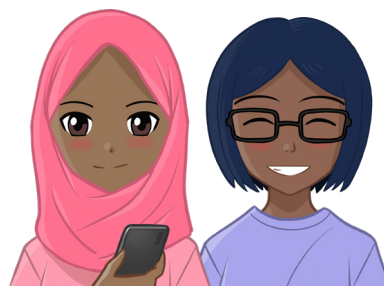
Part 1: Elan Stays Connected

When 13-year-old Elan's mum told her to put her phone away at dinner, she should have listened. If she had, she wouldn't be sitting in her room, trying to entertain herself without a SINGLE device in sight!

All she wants to do is play Era of Heroes, Elan's FAVOURITE online game, and earn the daily prizes for logging on. Even though she hasn't really played every day, she has logged in every day for the past FORTY-SIX days.

And on day 50, she gets her bonus prize -- 50,000 Game Points to spend on in-game items and one mystery ULTRA RARE item.

Luckily, she logged in earlier that day, but what about the next four days?!

At school, Elan tells her friend, Duha, about her problem and Duha offers to login daily for her until she gets her devices back.

What should Elan do?

Children answer four questions using their knowledge of privacy and security to get the characters to a positive endpoint. Once they finish, they can start the journey again and explore other options in a safe environment. Suggest children choose options opposite of their preferred choices to learn about the real-world consequences and take time to discuss these conclusions.
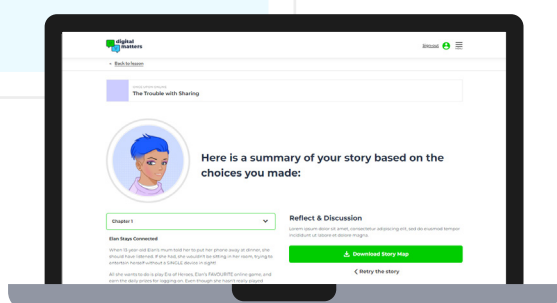
After the Lesson

Take Home

When a child finishes their online journey, they will be able to print out or download a PDF that outlines their choices and journey. This handout will also have a set of reflection questions, which you may ask them to complete for homework on their own or with a parent or carer.

You can also ask students to redo the journey at home with a new goal like choosing all of the answers that are opposite to their preferred choices to see what the outcome might be or choosing a different first choice so they can explore the issue and story in different ways.

It's a good idea to discuss the different outcomes and reflections in the next lesson or the next day to help consolidate their learning and understanding of the topic.

Additional Resources

You can find more information about privacy and security at any of the websites below.

Internet Matters

Privacy and Identity Theft Advice Hub

It can be difficult to maintain a child's privacy as they may not understand what information is safe to share online, or what default privacy settings are on the sites and devices they're using. Explore the Internet Matters advice hub to learn more about what practical tools parents can use to stay in control of their child's data online.

What is doxxing and how can you keep your child safe?

Doxxing is a scary problem that can put children in danger. However, there are things parents can do to ensure they are protected online. Colette Bernard from PixelPrivacy.com explains what you need to know.

Set Up Safe

Getting children's devices set up safe will help parents make sure that they get the best out of their device. This checklist gives some simple tips to give them a head start.

BBC Own It: Are you giving away more than you think online?

A resource for children to help them understand how their information is used by companies online.

BBC Own It: 8 Tips for Staying Safe Online

Tips written for children to help them stay safe and keep things positive online.

Childnet: Privacy Settings

Common questions from children and helpful answers about privacy settings and helpful.

Childnet: Privacy and Data

Tips and frequently asked questions about privacy and data answered in terms that are easy for children to understand.

Childnet: Manage your safety and security online

Tips for children to be safer and more secure online.

ESET UK Newsroom

Get the latest information on security and privacy from Digital Matters' partner, ESET.

National Cybersecurity Alliance: Privacy Tips for Teens

Help children take an active role in staying safe online with these tips.

National Cyber Security Centre - Cybersprinters

Educational game for teaching cyber security to children aged 7-11 at primary schools, clubs and youth organisations. The game comes as part of a pack of educational resources which illustrate what good cyber security practice looks like.

SWGfL: What is Online Safety?

The first step to staying safe online is understanding the risks and harm that come with sharing private information. Be prepared by learning what online safety is.

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