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Managing Your Digital Footprint



Student Handbook

I Know / I Want to Know / I Have Learnt

I Know	I Want to Know	I Have Learnt
How to keep personal information private online. Give one example:	How to keep personal information private online. Your question:	
How to behave online and what to do if someone misbehaves. Give one example:	How to behave online and what to do if someone misbehaves. Your question:	
How to avoid dangers online. Give one example:	How to avoid dangers online. Your question:	

Video Summary Staying Safe Online

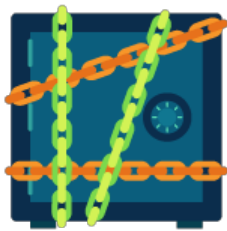
Tip 1:

Tip 2:

Tip 3:

Tip 4:

Tip 5:



Guidelines for creating strong passwords

DOs:

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

DON'Ts:

- Don't use any private identity information (name, address, email, phone number, NRIC number, mother's surname, 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 share your password with anyone other than your parents or a trusted adult.
- Use a **different** password for **every** account you have online.
- Try to change your password regularly -- recommended every six months.

One Idea to Create Memorable but Strong Passwords

1. Think and create a fun sentence you can remember. You can pick your favourite song title, book title, movie title, sports team, etc. (Example: Stanley Yeo likes to cycle and swim at East Coast Park).
2. Choose first letters or first two letters.
3. Change some letters to symbols.
4. Make some letters upper case and some lower case. (Example: SYl2c&s@ECP)

Password Activity

Stanley Yeo lives in Ang Mo Kio with his family (father Keith, mother Jenny, brother Steven, sister Stephanie and a dog Venus) at Block 123 Avenue 5. His birthday is March 4, 2002. He loves swimming, cycling and reading books. He just finished reading Harry Potter and the Chambers of Secrets and really loved it! He opened a new email account and is considering which password to use. Please help him choose between the following passwords:

Password	Strong*	Moderate**	Weak***	Why
Yeo				
Avenue5				
03042002				
KeJe0304				
Harry0304				
StVe123				
Cyc@ecp96				
SYl2c&s@ECP				

- * 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 guess by bad software but may be guessed by someone who knows you.
- *** Weak passwords commonly use personal information, are easy to crack and can be guessed by someone who knows you.

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

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

The sentence

The password

1.

2.

Online Citizenship Guidelines

Online Citizenship Guidelines:

- Treat people online like you would treat them in person. 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. Don't attack 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.
- Compare these guidelines with the Media Literacy Council's Core Values and Skills found on <http://www.medialiteracycouncil.sg/about-us/Pages/MediaLiteracyCoreValues.aspx>
- Learn the rules of different communities online and follow them. Write down one action that you can do to follow these rules.

Tips and Tricks:

- Avoid using all capital letters. IT LOOKS LIKE SHOUTING and is difficult to read.
- E-mail: be cautious when choosing "Reply to All" (This button enables you to reply to everyone included in the email and not simply to the "sender").
- E-mail: Don't use CC (Carbon Copy) to copy your message to everyone, just to those who really need it (Usually used when the message is not sent directly to the individual, but the sender would like them to view the message).
- Don't spam.

Community Guidelines for YouTube

- Keep it clean. YouTube is not a place for sexually explicit content.
- Don't post shocking, dangerous or violent content.
- Don't engage in bullying or threatening behaviour on YouTube.
- Don't post hateful comments or videos.
- Don't be a spammer!
- Do respect other people's opinions.
- If you repeatedly violate the guidelines, your account may be suspended. Be a good citizen.

Community Rules

Name of Group:

Purpose of Group:

Do:

1.

2.

3.

Don't:

1.

2.

3.

Actions to Take with Online Bullies

Don't respond

If someone bullies you, remember that your reaction is usually exactly what the bully wants. It gives him or her power over you. Who wants to empower a bully?

Don't retaliate

Getting back at the bully turns you into one and reinforces the bully's behaviour. If you are bullied in a chat, leave the "room."

Save the evidence

The only good news about cyber bullying is that the harassing messages can usually be captured, saved, and shown to someone who can help. Save evidence even if it's minor stuff - in case things get worse.

Block the bully

If the harassment is coming in the form of instant messages, texts, or profile comments, follow these tips: Use preferences or privacy tools to block the person.

Reach out for help

You deserve backup. Of course you know there are different kinds of help, from talking with a friend to seeing if there's a trusted adult who can help. It's usually good to involve a parent but - if you can't - a school teacher and/or counsellor can sometimes be helpful. If you're really nervous about saying something, see if there's a way to report the incident anonymously at school. Sometimes this can result in bullies getting the help they need to change their behaviour.

Use reporting tools

If the bullying took place via a social network, use that service's reporting or "abuse" tools. The social network will likely have "social abuse-reporting" tools, which allow you to forward hurtful content to a trusted friend or directly ask someone to take offensive content down. If the abuse threatens physical harm, you may have to call the police, but think about involving a parent or trusted adult if you do.

Be civil

Even if you don't like a person, it's a good idea to be decent and not sink to his or her level. Research shows that gossiping and "trash talking" others increases your risk of being bullied.

Don't be a bully

You know the old saying about walking a mile in someone's shoes; even a few seconds of thinking about how another person might feel can put a big damper on aggression. That's needed in this world.

Be an upstander, not a bystander

Forwarding mean messages or just standing by and doing nothing empower bullies and hurts victims even more. Stand up for your peers, or report the behaviour to a trusted adult.

How Much To Share

Name:

Age:

Date of Birth:

Hometown:

Education:

Address:

Hobbies:

Languages:

Occupation:

Cell Phone Number:

Email Address:

Status Update:

Other: