Cybersmart Access

Upper Primary
Drop Box
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Before you start

This unit is designed for students with special education needs aged around 10-11 years-old. This unit may also be suitable for mainstream students aged 10-11 or slightly younger.

For some general information about what young Australians are doing online visit the ‘Aussie teens online snapshot’ section at https://esafety.gov.au/about-the-office/research-library/aussie-teens-and-kids-online.

Teacher background information

Students can practice their online safety skills with the Drop Box game and other supporting activities. Drop Box requires students to choose what to do with messages to stay safe. Real looking messages are received via SMS, email and social networking with prompts for students to identify an associated response to each message as either ‘Bin’ ‘Discuss with Adult’ or ‘Safe’.

Unit overview and objectives

This unit aims to help students learn:

1. that personal information can be used to identify or locate them
2. that they leave private clues when they are online
3. how to check that photos and videos are safe for posting

By the end of this unit, students will be able to:

1. understand actions they can take to ensure they are safer online
2. implement strategies to protect their private information but still communicate with friends online
3. check photos and images to ensure they are safe before posting

Unit duration

The time allocated to this unit will depend upon the prior knowledge and skill levels of your students.

It comprises four activities, each designed to take approximately one or two 45-minute lessons. If teachers wish to consolidate the learning further, there is an extension activity listed.

Required resources

- Drop Box Game Cybersmart Access: https://www.esafety.gov.au/access/games_index.html
- Cybersafety Traffic Lights Poster: Attachment A
- Our Online Messaging T chart: Attachment B
- Perfect Pic: Attachment C
- Perfect Pic: Teacher Notes: Attachment D
- Spot the Differences: Attachment E
- Spot the Differences Teacher Notes: Attachment F
Further information

If students are worried or upset by something that has happened online they can contact Kids Helpline which provides free, confidential online counselling for children and young people, 24 hours a day, 7 days a week.

For more information, contact:
Office of the Children’s eSafety Commissioner
Tel: 1800 880 176
Email: enquiries@esafety.gov.au

Activity 1: Sorting Online Messages

What you will need:

- Three small containers or bins-coloured and labelled. Prepare a green, blue and red label. Write Safe on the Green label, Discuss with an adult on the Blue label, and Bin on the Red label.
- Cybersafety Traffic Lights Poster: Attachment A
- Worksheet 1: Our Online Messaging T chart: Attachment B
- Support Sheet 1-Online Game Messages: Attachment D
- Access to the Online Drop Box game: https://www.esafety.gov.au/access/games_index.html
- Interactive whiteboard
- Computer and internet access: one per two to three students

Activity preparation

As a class, brainstorm the kinds of digital messages we send and receive daily. Prompt students to think about good messages and annoying ones, such as scams and ads. Ask them to name as many messages as they can think of – from email, any messaging apps they use, gaming apps, any social media they use, direct messages from mum or dad. Using student responses fill in the Our Online Messaging T chart (Attachment B) on a poster, whiteboard or the interactive whiteboard. If this is too hard for students you can show them examples of messages you get.

- Ask students to brainstorm which they should do with different types of messages: how do they know a message is Safe, when should they Bin a message and when should they Discuss with an adult.
- Print off and read the Seal it, Stop it, Show it icons in the Cybersafety Traffic Lights Poster at Attachment A. Talk about the rules in the poster and what they think about them. Change or add some rules if needed.
- Print and cut out the game messages at Attachment D or create your own.

Managing messages safely

Set up some small containers (bins) with green, blue and red lids. Label the green-Safe the blue-Discuss with an adult and the red-Bin. Model reading and binning a safe and an unsafe message in the appropriate bins. Ask students to take turns putting messages into the correct bin talking through reasons for binning.

Once you are comfortable that students understand why they put different messages into different bins you may like to introduce the online game Drop Box on the interactive whiteboard or in pairs. Show students a few basic features i.e. There are three levels and there is a timing listening option.

Give students a chance to explore the game—in pairs or trios, or do it as a class if needed.

To finish the lesson ask students what they should with various types of messages.

- they get a mean or rude message? (Bin and Tell and Adult)
- they get a reminder about a TV program or a sporting activity? (Safe)
- they have a photo showing your school? (Bin it)
- they receive violent photos or videos? (Bin and Tell Adult. Report it. Tell sender to stop and Block them if necessary)
- they receive a link to a rude photo of someone at school? (Bin and Tell Adult. Tell sender to stop and Block them if necessary)

To finish the lesson ask students what they should with various types of messages:
• they get a mean or rude message? (Bin and Tell and Adult)
• they get a simple reminder about a TV program or a sporting activity? (Safe)
• they have a photo showing your school? (Cut out school image)
• they receive violent photos or videos? (Bin and Tell an Adult. Tell sender to stop and Block them if necessary)
Activity 2: Sharing Safely Online

What you will need:

- Perfect Pic: Attachment C. Either print copies for students to share or put on Interactive Whiteboard.
- Perfect Pic: Attachment D. Either print copies for students to share or put on Interactive Whiteboard.
- Spot the Differences: Attachment E. Either print copies for students to share or put on Interactive Whiteboard.

Teacher Notes
Spot the Differences: Attachment F. Either print copies for students to share or put on Interactive Whiteboard.

Activity preparation

Ask students if they have shared personal photos or videos (photos or videos they have taken themselves) online.

- Where have they posted them or shared them?
- What kind of content is okay to share and what isn’t?

Teacher notes

Prompt students to consider:

- violent and bullying content is not okay.
- Content that provides personal information enabling children to be identified is not okay.
- Sexy, sexual or naked images are not okay—they can get in trouble and be shared around.

Perfect Pic activity

In pairs or a group ask students to consider Perfect Pic at attachment C. Ask students to consider which parts of the picture are not safe and to circle the unsafe options.

Discuss student findings. What reasons can they give for their identified hot spots? Use the Perfect Pic Teacher Notes at Attachment D to explain the cybersafety issues.

In pairs or a group ask students to consider the Spot the Differences worksheet at Attachment E. Ask students to spot the differences and write answers on the worksheet. Use the Spot the Differences Teacher Notes at Attachment F to explain the differences and why the changes improve cybersafety.
Activity 3: My safe personal profile

What you will need:

- Poster paper
- Cybersafety Traffic Lights: Attachment A
- Jigsaw video from CEOP [https://www.youtube.com/watch?v=_o8auwnJtqE](https://www.youtube.com/watch?v=_o8auwnJtqE)

Video is from the Child Exploitation and Online Protection Centre in the UK. Explores themes around grooming and online stalking. Teachers should view and consider whether the content is appropriate for their class before showing it to students.

Show student the Jigsaw video and talk about what is and isn’t safe to do online in a brainstorm session.

Ask students to create their own social networking profile. If they already use social networking they can use a format they are familiar with. You may like to draw an example profile on the whiteboard for them to copy.

Students to work individually to create their own personal profile. The profile must include a picture of some description (it can be a photo or a drawing) and some information about their interests. These will be shared with the class and the aim is to create a profile from which no one can identify the student but which is still fun. Students may need to adjust their profile if it allows them to be easily identified.

Create an ‘Ultimate personal profiles’ wall in the classroom to display the profiles.

Students can use the rules below and the Cybersmart Traffic Lights Poster at Attachment A to check that their profiles don’t give away too much information.

**Teacher notes**

Tips for profiles

- Ask students to use a profile they are familiar with.
- Keep personal details, such as my name, address, phone number, school and photos private.
- Post photos that don’t identify where I go to school, any teams or clubs I am in or my address.
- Don’t tell people where I hang out.
- Be friendly but not too flirty – this can attract the wrong people.

Extension Activity: Teaching others about cybersafety

What you will need:

- Cybersafety Traffic Lights: Attachment A
Activity preparation

Put students into pairs or trios and ask them to think about how they can help their friends, school and family to stay safe on mobiles and computers?

How can they teach younger students to stay safe on mobiles and computers?

If required students may like to revisit Drop Box and the other Cybersmart Access games to improve their cybersafety knowledge.

Pairs and trios should develop their own Cybersafety posters or songs for younger students covering three main messages. Students can choose messages from the Cybersafety traffic Lights sheet at Attachment A, the messages below, or make up their own.

Students should check their three messages with you prior to designing their poster, song or play.

Students can share posters, songs or plays with other groups.

Students could share and collaborate on their digital efforts in an online wiki gallery. Students display their cybersafety posters around the school and in school newsletters. They could also use the posters, songs or plays to coach younger students in helpful cyber hints.

Some examples of messages could include:

- Ask a parent or trusted adult before going online.
- Keep personal details, such as my name, address, phone number, school and photos private.
- Keep my passwords private.
- Tell a parent or trusted adult if something is rude, scary or doesn’t feel right.
- Ask a parent or trusted adult before filling in forms.
- Ask a parent or trusted adult before buying anything.
- Avoid talking with people whom I do not know in real life, unless I have asked a parent or trusted adult.
- Ask a parent or trusted adult before meeting in real life someone whom I only ‘know’ online.
- Check with a parent or a trusted adult if something does not seem quite right. Be polite online.
Protect your private information. Treat it like a toothbrush and don’t share it. Remember that people online may not be who they say they are. Online ‘friends’ are still strangers even if you have been talking to them for a long time.

**Don’t post this stuff**

Personal information includes:

- your full name
- rude or mean photos
- photos that show where you live, go to school or do sport
- addresses
- school information
- sports clubs or dance groups
- telephone numbers
- places you like to spend time

This is your special stuff – it is yours to keep.

**Use settings**

Get an adult to help you set Privacy Settings to Private so only your online Friends can see your stuff.

**Use a nickname**

When you use chat rooms in games or instant messenger, use a nickname instead of your real name.

**Don’t share your passwords with any friends**

Always keep your passwords secret. You can share them with your parents but that is all. Your parents can help you make a good password that is hard to guess.

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**Get help if people are mean to you**

Stop or block people who send you nasty messages. Show a parent or teacher you like and they can help you block the person and report them online.

If they keep being mean they can get into big trouble with the Government as it is not okay to be mean online. Get a parent or teacher you like to look at this page: [https://www.esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/i-want-to-report-cyberbullying](https://www.esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/i-want-to-report-cyberbullying).

**Don’t be mean to other people**

You don’t want to hurt anybody’s feelings. Even if everybody else is being mean…it is better to stay out of it.

People can see what you don online and you can get into big trouble.

**Don’t open attachments or click on links from people you don’t know in real life.**

They might have viruses in them or be trying to trick you.

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**Get help if you feel sad or scared**

If you see anything that makes you sad, scared or worried online show it to your parent or a teacher you like.

**Check if somebody wants your photo**

If somebody asks you for photos or asks you too much about yourself tell a parent or teacher.

**Check if somebody wants to meet you**

If somebody asks to meet you in real life check with a parent or teacher.

**Get help if something makes you feel yuck**

If anything makes you feel yucky online show it to a parent or teacher. They can help.

**Tell somebody if you see people being mean**

If someone you know is being nasty to someone online, tell a parent or teacher. Don’t be mean back or you will get in trouble.
Attachment B: Worksheet 1: Our online messaging

Name: ______________________________________

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esafety.gov.au
In this Photo: Mrs Crawford
My school principal getting in her car

Why is this picture better to post to a public space?
In this Photo: Mrs Crawford
My school principal getting in her car.

1. School sign has been obscured by teacher. It is not a good idea to show everyone which school you go to.
2. The teacher is now standing in front of the name of the school
3. The teacher’s car has been removed. You shouldn’t show everyone your teacher’s car especially the registration.
4. The teacher’s tag has been removed. It shows her name and the school that you go to and where she works.
5. The description has been removed. It shows the school you go to and it shows the teacher’s position and the school where she works. Remind students that they should ask permission before posting pictures of others on the Web.
In this Photo: Me, Kim Betts, Emma Carling, Jody Wells
My team, Newtown Thunder winning the trophy.

Why is this picture better to post to a public space?
Attachment F: Spot the Differences – Teacher Notes

1. Picture has been cropped so you can only partially see the team name.
2. The sign has been removed so people can’t see the team name or which town the is from.
3. Names have been removed so your friends can’t be identified as easily.
4. Tags have been removed so your friends can’t be identified as easily.
5. Description has been removed as it names the team you play for.
6. A friend has been removed. Perhaps they didn’t give you permission to post this image.

In this Photo: Me, Kim Betts, Emma Carling, Jody Wells
My team, Newtown Thunder winning the trophy.
cyber(Smart:)