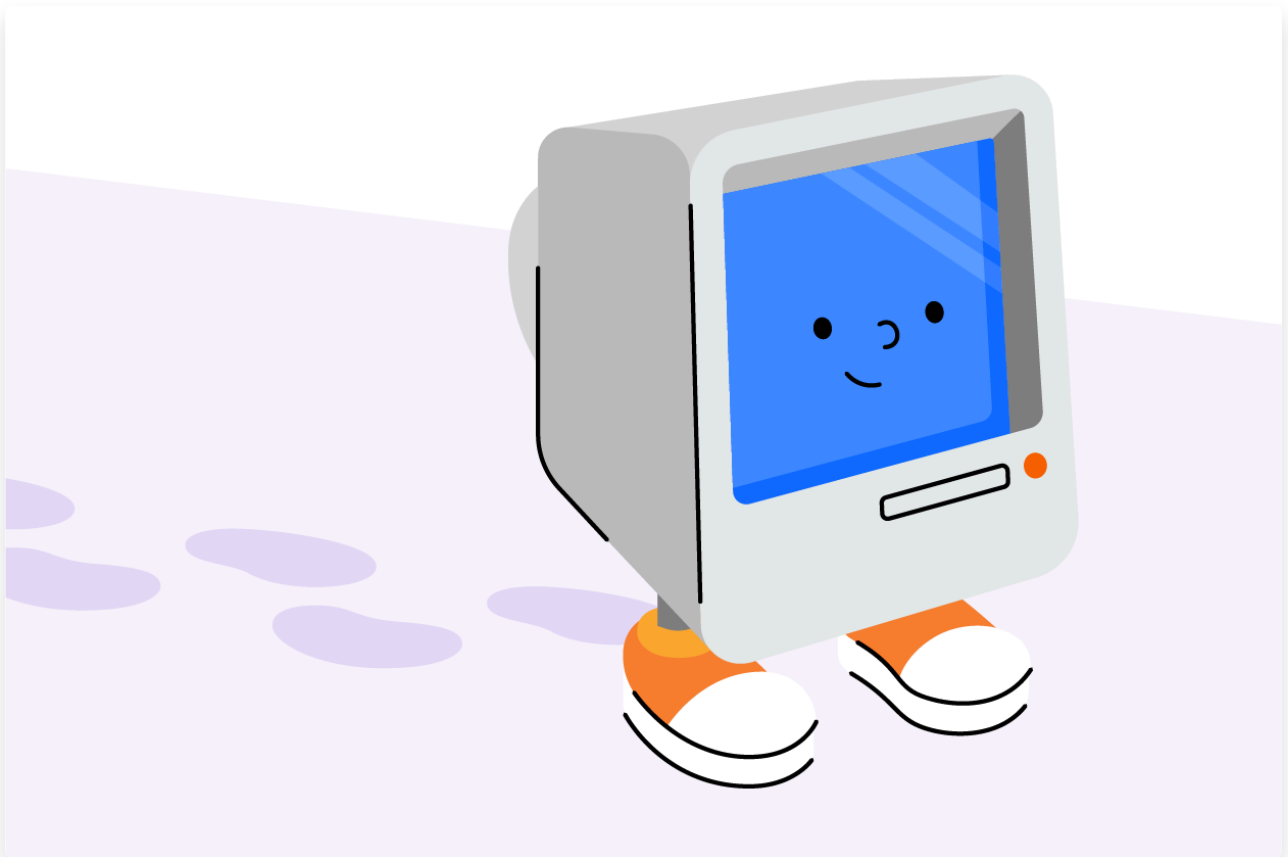


Online Behaviors and Digital Records

Textbook

Cyberbullying and Digital Footprints



Information placed online can be saved permanently. You might think that once a picture or message is removed, it is gone, but your digital footprint is a record that remains. Everything you share online creates a record. This record is available as part of your digital footprint.

Digital Footprint

A digital footprint is the collection of all information you have posted online. Videos, pictures, updates, and schoolwork can stay with you. Even if an application states that content is temporary, it may not be. Once you send or post something, it can become a permanent part of your digital footprint.

To manage your digital footprint, follow these guidelines:

- **Content:** Ensure the information you share is appropriate for public viewing. Use standard rules of online conduct, also known as digital etiquette.
- **Permissions:** Share only information that you have the right to share. Sharing content without permission could violate copyright rules.
- **Identity:** When necessary, use only your first name. Avoid using your full name.

- **Security:** Keep your passwords and personal information private. Do not share them with others.
- **Protection:** If you encounter harmful online activity, report it to an adult.

Harmful Online Activity

Harmful online activity happens when someone uses technology to bother, embarrass, or threaten another person. This can happen through messages, pictures, videos, or online games.

Individuals who engage in harmful online activity might use fake usernames to hide their identity. However, all online actions and posts can be traced and become part of their permanent digital footprint.

Steps to Take if You Encounter Harmful Online Activity:

If you are a target of harmful online activity, or if you see it happening to someone else, follow these steps:

1. **Do Not Respond:** Don't reply or message back. That can make the problem worse.
2. **Block Communication:** Use the settings on the app, game, or website to block the individual. This will prevent them from sending you messages or seeing your posts.
3. **Document the Incident:** Save a record of what happened. Take a screenshot of unkind messages or comments. If it is an email or recording, ask an adult to help you save it. This documentation helps adults understand the situation.
4. **Inform an Adult:** Show the documentation to a parent, guardian, or teacher. They can help you with the next steps to ensure your safety.

Digital Netiquette and Communicating Online

The Internet is a system for sending messages and sharing information. This process involves sending data in packets through networks. We use various digital tools for communication.

Here are some ways we communicate using the Internet:

- **Email:** This is a digital method for sending letters. You can type a message, attach files, and send it to an email address.
- **Texting (or Messaging):** These are short, quick messages sent using applications on phones or computers.
- **Uploading:** When you place a file, such as a picture, video, or document, onto the Internet for others to see, you are uploading it.
- **Online Surveys:** This is a method to collect answers to questions from multiple people using the Internet.
- **Screenshots:** A screenshot is a digital image of what is on your computer screen. It can be used to show a problem or share visual information.

When we use the Internet for communication, we follow rules of conduct called Netiquette.

Here are important Netiquette rules:

- **Be Respectful:** Use appropriate language and tone.
- **Review Before Sending:** Once content is sent online, it can be difficult to remove. Check your messages and content before sending.

- **Protect Private Information:** Do not share your full name, home address, or phone number online without permission from a trusted adult.
- **Ask for Permission:** Always ask for permission before sharing a picture or video of another person, or content someone else created.

Following Netiquette helps maintain an orderly system for online communication and sharing.

Critical Thinking Questions

1. Why is it important to consider what you post online, even if you can delete it later?
2. What makes harmful online activity different from problems that happen at school?

Questions (5)

1. What is a digital footprint?

MULTIPLE CHOICE

Choose the correct answer:

- A. A footprint left on the ground
- B. All the information posted online that stays with you permanently
- C. A temporary folder of information

2. How can you keep a positive digital footprint?

MULTIPLE CHOICE

Choose the correct answer:

- A. Share funny memes without permission
- B. Post negative comments about others
- C. Follow rules for online use
- D. Keep your passwords written down

3. What is cyberbullying?

MULTIPLE CHOICE

Choose the correct answer:

- A. A positive message between two friends
- B. Online actions that break rules
- C. An online event with cars

4. True or False: You should always keep your password private.

MULTIPLE CHOICE

Choose the correct answer:

- A. True
- B. False

5. What should you do if you see cyberbullying happening online?

MULTIPLE CHOICE

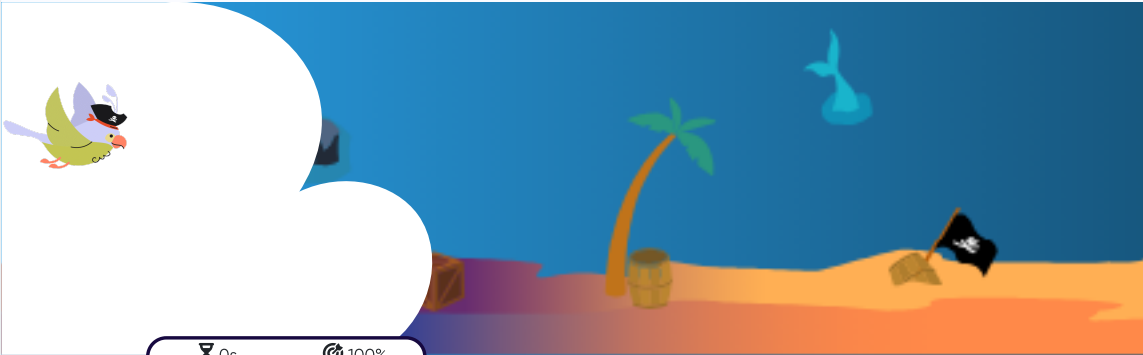
Choose the correct answer:

- A. Encourage the bad behavior
- B. Ignore it
- C. Tell an adult

Games (2)

1. Cyberbullying and Digital Footprints Typing Game

Full Screen Audio Instructions Restart Pause



⌚ 0s 🎯 100%

A

 digital footprint is all y

2. Cyberbullying and Digital Footprint Category Game

Full Screen

Audio

Instructions

Answer Key

Pause

Clear All

Check Order

Attempts: 0

Remember to only share information online that you are allowed to share.

Always share personal information online.

Say things online that are hurtful.

Keep your passwords and personal information private.

If you see cyberbullying happening online, don't tell anyone.

Make sure the things you say and share are positive and uplifting.

Always use your last name on a profile.

Avoid using your last name on a profile.

If you see cyberbullying happening online, tell an adult immediately.

A Positive Digital Footprint

A Negative Digital Footprint



Blocks Pro Challenges (2)

1. Stand Up to Cyberbullying

2. Digital Footprints

Answer Keys & Solutions

Questions

1. What is a digital footprint?

MULTIPLE CHOICE

Correct Answer:

- A. A footprint left on the ground ✗ Incorrect
- B. All the information posted online that stays with you permanently ✓ Correct
- C. A temporary folder of information ✗ Incorrect

Explanation:

A digital footprint is all your information you ever posted online.

2. How can you keep a positive digital footprint?

MULTIPLE CHOICE

Correct Answer:

- A. Share funny memes without permission ✗ Incorrect
- B. Post negative comments about others ✗ Incorrect
- C. Follow rules for online use ✓ Correct
- D. Keep your passwords written down ✗ Incorrect

3. What is cyberbullying?

MULTIPLE CHOICE

Correct Answer:

- A. A positive message between two friends ✗ Incorrect
- B. Online actions that break rules ✓ Correct
- C. An online event with cars ✗ Incorrect

4. True or False: You should always keep your password private.

Correct Answer:

A. True

✓ Correct

B. False

✗ Incorrect

Explanation:

Passwords give access to your account information.

5. What should you do if you see cyberbullying happening online?

Correct Answer:

A. Encourage the bad behavior

✗ Incorrect

B. Ignore it

✗ Incorrect

C. Tell an adult

✓ Correct

Explanation:

Adults can help when they know about a situation.

Games

1. Cyberbullying and Digital Footprints Typing Game

Typing game - no answer key needed. Students practice typing the provided content.

2. Cyberbullying and Digital Footprint Category Game

Category Solutions:

Category 1: A Positive Digital Footprint

- Make sure the things you say and share are positive and uplifting.
- Remember to only share information online that you are allowed to share.
- Avoid using your last name on a profile.
- Keep your passwords and personal information private.
- If you see cyberbullying happening online, tell an adult immediately.

Category 2: A Negative Digital Footprint

- Say things online that are hurtful.

- Always share personal information online.
- Always use your last name on a profile.
- Tell other people your passwords.
- If you see cyberbullying happening online, don't tell anyone.

Scoring:

- Gold: 1 attempts or fewer
- Silver: 2 attempts or fewer
- Bronze: 3 attempts or fewer

Students must sort items into their correct categories.