






YAS MODULE: Privacy and Safety Online

WHAT'S INSIDE:

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 - What is a “digital footprint”?
 - Cleaning Up Your Digital Footprint
 - Keeping safe on your favourite networks
 - Reaching Out for Support
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Key Learning Objectives

-  Learn about privacy online and what impact technology can have on personal privacy
-  Develop knowledge and skills to protect personal information online
-  Be able to find and effectively use the privacy settings on different social media networks

Hello

Introduce yourself to the group:

Tell the group your name and a little about who you are and why you are here today.

Explain your role as a local YAS leader.

The Netsafe YAS are a group of young people who care about making a positive difference for other young people around the country. We discuss online safety topics and identify solutions to the challenges young people may face online. Together we can empower each other to make safer choices online and learn how to access support when things do go wrong.

Introduce your topic and explain what your action will cover.

Today we will be talking about our privacy and safety online and how we can protect our personal info. It's easy to post pictures, create new accounts, download the latest apps and chat with friends online without thinking of the info that's being shared. Let's look at why and how we can be safer online by protecting our privacy. To get started, let's start a conversation around the topic.

Kick it off

An energiser or ice breaker activity is a great way to start your Action. An effective energiser will be fun, energetic and make everyone feel more comfortable participating in your Action.

Create discussion with conversation starters

Before you begin, you can introduce the group to your topic by giving them questions to think about and discuss. Here are some examples or you can make up your own.

- 1 What comes to mind when you hear the word “privacy”
- 2 How does privacy differ online and offline?
- 3 What are some ways that you protect your privacy offline?
- 4 What’s the best advice you’ve heard for keeping yourself safe and your personal info protected online?
- 5 Do you think social media networks have a duty to protect the privacy of their users?

Exploring privacy and safety online

Just like in our offline lives, it's important to understand what info about ourselves is ok to share and which isn't to keep us safe. We don't go up to strangers on the street and tell them where we live, give them our phone numbers or show them our favourite places to visit, but a lot of this info about us is online. We post, tweet, snap and stream info about ourselves everyday online, most of the time without even knowing we're doing it! Info about us is also collected by different platforms when we shop online, download the latest apps, sign up to websites, connect with our friends on social networks, and browse search engines. All this info together makes up our "digital footprint", a trail of electronic breadcrumbs you leave behind when you use the internet.

It's important to know about the simple things that will improve your privacy and help set up good online safety behaviours.



What is a digital footprint?

Just like the footprints you leave behind on a beach, every step you take online leaves an impression that lets another person see your activity, allowing them to follow your trail.

Unlike a beach footprint which will eventually fade away, information shared on the internet can sometimes stay there forever. It can be safe to assume that anything you do, publish or post online could possibly stay there forever and may not be easily 'washed away' - even if you try to delete your history.

The info you share online can be used to build up a picture of you as a person and your activities and interests. It's important to think about who can see that information, and to remember that even if you have tight privacy settings, others could copy the content and pass it on for the wider world.

In short, it pays to think before you put any kind of info online. Once you post something online, you may lose control of that content – it can be copied, shared and quickly attract unwelcome attention.

Why protecting our privacy online is important

When we're online we may actively publish our own info – for example by sharing personal info or images about a friend's birthday party, our interests or an event we're attending next weekend. We can also publish personal info without even knowing it, sending info about ourselves unknowingly to the online services, apps and platforms we use. This info could include our device IP address and our browsing behaviour (what we like to look at online).

Privacy protection is important to all of us but sometimes we can slip up and the info we share can be used to cause us or others harm.

The biggest risks our digital footprints have are that:

- Info shared could be used to online bully or harass;
- Intimate images or videos of ourselves or others could be used for image based abuse (sometimes called image-based sexual abuse, revenge porn or sextortion).
- Personal or work info could be used to attack you or your workplace, and
- Info about you or others found online could result in harm to reputation, like loss of employment or university acceptance.

It's important to be aware of what information about you is online. If you're concerned about any info you may have shared either knowingly or unknowingly, don't panic, there are some steps you can take to clean up your digital footprint.

Cleaning up your digital footprint

Sound scary? Don't worry! There are steps you can take to take control of what info about you is shared online.

To start, do a search online using your name and see what comes up. If there is info about you online that you don't want shared, you can delete it from the platform it's on or contact the platform to have it removed. Sometimes getting content removed can be hard, so it's best to think about what your posting or sending online carefully.

Think about who could see the content, especially if it's shared beyond the people you meant to share it with – family, friends, or potential employers. New Zealand employers and universities can and do review digital footprints when short listing candidates. It's important that where possible you check out, understand, and use the privacy settings on common platforms.

Here are some things to think about:

- Value your personal info – only share things that you wouldn't mind the entire world knowing;
- Be cautious about what you publish online and where you share;
- Think about your online privacy and check out platform settings before signing up;
- Manage your reputation – have a think about what the impact could be when publishing a photo, status update, comment, or review;
- Stop and think about the effect it could have on you and those around you longer term.

A few actions you can take now to improve your privacy online:

- **Give your passwords a makeover:**
Are you still using your old password for all your online accounts? Then it could be time to spice things up! A strong password will help keep your information safe so be sure to use a combination of letters, numbers, and symbols – and keep this secret to yourself.
- **Get to know those privacy settings:**
Speaking of protecting your information, do you know if what you post online really is private? You can check by diving into the privacy settings of your most loved social media accounts to be sure.
- **Clean up that digital footprint:**
Have you ever done an 'egosearch'? If you haven't now is a good to use a search engine to look up your own name to see the results. If you're seeing your whole life story come up, it may be time for a clean-up. Go through your social media accounts and delete any personal information you don't want shared with the entire world. Once your information is out there it can be hard to get it back, so always think carefully before you hit post and create a digital footprint.

Keeping safe on your favourite networks

Actively managing your privacy settings on your favourite social networks can go a long way towards keeping control of your personal info. Whether it's your email address, your date of birth or the pictures from last weekend's party, your info could end up causing you harm if it ends up in the wrong hands.

How to keep your info private on your favourite networks:



Firstly, there is some information that is public on Facebook by default and you cannot change it. They are your name, profile picture, cover photo, gender, networks, username, and user ID. If you're a minor, Facebook will automatically hide info like your age and school from the public.

Facebook uses four distinct levels of privacy;

- **Public**, which can be seen by anyone on Facebook
- **Friends**, Visible to only your friends
- **Custom**. Create custom groups or list, also options like "Friends of Friends"
- **Only Me**. Only visible to you.

You can use Facebook's privacy tools to assign these privacy levels to each individual aspect of your profile (for example your posts or photo's tagged with your name). Learn how to change your privacy settings on Facebook.



If you are under the age of 16 your account will be set to private by default. This means you have to accept someone as a follower before they can view your profile, stories and images. If you're over 16 your account is set to public by default, which means anyone can view your profile, stories and images. Even when your account is set to private, anyone can still view your user name, main profile pic and bio.

To change your Instagram to private, open your account setting (On Android the three dots menu in the top right hand corner, On iOS the edit your profile button next to your profile picture), tap account privacy, then select private. Learn more about your privacy settings and Instagram.



By default, all your tweets are public. To make your tweets private view the top menu, tap profile, then settings and privacy, tap privacy and safety, tap protect your tweets to make your account private. Learn more about Twitter's privacy policy in their privacy section. .



By default, only friends you've accepted on snapchat can view your stories and see your snaps. Only people you choose (either all friends or select friends) can see your location on snap maps (represented by your bitmoji). Learn more about your privacy settings on Snapchat's privacy centre;

"**Everyone**" which is public or

"**My Friends**" which is your pre-approved network.



TikTok sets your account to private by default if you are 13-15 years old. This means only people you approve as followers can view your profile or watch your videos. The direct message function and stitching tool are off by default. If you are 16-17 years old, you have the option to choose to set your account to private when signing up. Other functions like stitching and followers saving your videos are limited if you are 16-17 years old.

To make your account private, tap profile in the bottom right, then tap the three lined icon in the top right, tap settings and privacy, go to private, tap private account on.

See TikTok Support for more info about teen privacy settings.

Reaching out for support

Where can young people go for advice?

Netsafe has the responsibility to help resolve reports related to alleged harmful digital communications and will be able to tell you about your options. Some of the things they can do include:

- contacting website hosts, Internet Service Providers (ISPs) and other content hosts to ask them to takedown or moderate posts that are viewed as offensive or harmful
- using advice, negotiation, mediation and persuasion to resolve online issues
- informing people about their options if they wish to apply to the District Court



Netsafe is available to help seven days a week. You can:

Call 0508 NETSAFE (0508 638 723)

Email help@netsafe.org.nz

Online report at netsafe.org.nz/report

Text 'Netsafe' to 4282

Other services for young people

Police – Call 111. If you or someone you know are at risk of imminent danger or a crime is being committed contact 111 immediately for help.

Shine – 0508 744 633 A free helpline to provide support to people who have been victims of family violence.

Women's Refuge – 0800 REFUGE or 0800 733 843 A free support service to people who have been victims of domestic or family violence.

Help (Auckland) – 09 623 1700 or info@helpauckland.org.nz A free 24 hour helpline to support victims of sexual assault.

Help (Wellington) – 04 801 6655 or contact online A free 24 hour helpline to support victims of sexual assault.

Youthline – Call 0800 376 633, Free TXT 234 or email talk@youthline.co.nz Youthline provides a free counselling service for young people.

Lifeline Suicide Crisis Helpline – 0508 TAUTOKO (0508 828 865) A free 24 hour suicide crisis helpline operated by trained counsellors.

Need to Talk – Free text or call 1737 A free 24 hour call or text help line operated by trained counsellors.

Rape Prevention Education – Contact online Provides education and information to prevent sexual violence.



Privacy & Safety

YAS Sample Action Plan

Action Topic:

Privacy & Safety
Online

Group Type:

Year 9-13;
10-40 students

Resources I will need:

- Access to computers or mobile devices
- Paper
- Pens, pencils or markers
- Markers or coloured pencils

By the end of the action, my peers will:

Have learned about privacy online and what impact technology can have on personal privacy

Have developed knowledge and skills to protect personal information online

Be able to locate and effectively use the privacy settings on different social media networks

Key Words	Welcome & Introduction
<ul style="list-style-type: none"> • privacy • digital footprint • Netsafe 	<p>Introduce yourself and your role with the YAS: The Netsafe YAS is a programme that brings together young people to discuss online safety topics and identify solutions to the challenges they may face online. Together we can empower each other to make safer choices online and learn how to access support when things do go wrong.</p>
	<p>Introduce the topic: Today we will be talking about our privacy and safety online and how we can protect our personal info. It's easy to post pictures, create new accounts, download the latest apps and chat with friends online without thinking of the info that's being shared. Let's take a look at why and how we can be safer online by protecting our privacy. To get started, let's start a conversation around the topic.</p>
	<h3>Energiser</h3>
	<p>One Step to Safety (see instructions below)</p>
	<h3>Pre-Action Chat</h3> <ol style="list-style-type: none"> 1. What comes to mind when you hear the word "privacy"? 2. How does privacy differ online and offline? How is it the same? 3. What are some ways that you protect your privacy offline? Can these be used to protect us online as well? 4. What's the best advice you've heard for keeping yourself safe and your personal info protected online? 5. Do you think social media networks have a duty to protect the privacy of their users? Why or why not?
Teaching the Topic	
Instructions	Activities
<p>Use activities to help my peers understand the topic</p>	<p>Private Investigator (see instructions below)</p> <p>I Make the Rules (see instructions below)</p>
End of Action - Wrap up	
<p>Answer any questions from the group (if you are unsure, refer peers to a trusted adult or the Netsafe website)</p> <p>Continue the fun: discuss how as a group we can spread these online safety messages with more people in our school community (e.g. have everyone share the Netsafe text support number with 3 people)</p>	

Energiser – One Step to Safety

Goal

To help your peers identify their online safety status.

Instructions

1. Ask the group to stand in a line at one end of the room.
2. Explain to the group that you will be reading out a number of statements. If they would answer “yes” to the statement, they can take one step forward. If they would answer “no” to the statement, they can take one step back or stay on the wall.
3. At the end of the activity, have the group take a look at where they are in the room. Those further from the wall have thought about their online safety while those closest to wall can start to think about how they can be safer online.

Sample online safety statements:

- I change the passwords for my online accounts at least every three months.
- I know all of the people I’m friends with on my social media accounts.
- I have never shared my online passwords with anyone, including a close friend.
- I have all my social media accounts set to “private” so only my friends and followers can see what I post.
- I have never shared a photo of a friend online without asking them if it was ok first.
- In the last month I have spent at least one full day completely offline.
- My parents or guardians know about all of my social media accounts.
- I know what to do if something happens online that makes me upset or uncomfortable.
- If I search my name online, no personal information about me would come up.
- I think about my online safety every time I log onto the internet.

Continue the Fun

Do the activity again, but this time ask the group to take turns making up statements about online safety.

Activity 1 – Private Investigator

Goal

To help your peers discover what personal information about themselves is public and how to remove it if they want to.

You'll need



ACCESS TO COMPUTERS
OR MOBILE DEVICES



PAPER



MARKERS,
PENS OR
PENCILS

Instructions

1. After discussing digital footprints, explain to the group that one of the quickest ways to uncover what information about you is online is to search your name online and see what comes up.
 2. Tell the students that they are going to be privacy detectives. They will use their devices to search online and try to find as much information about themselves as possible. Ask them to write down everything they find.
**If students have popular first and last names and are getting too many search results for other people they can try searching "first name + last name + school name" or other similar combinations.*
 3. After the activity, ask the group to get into teams of 2-3 people and discuss what they found online. Have them discuss these questions:
 - Is there too much information about me publicly available online?
 - Could the information about me online harm me now or in the future?
 - Is there anything I can do now to be safer online?
-

Continue the Fun

Discuss as a group how you can remove or hide information about yourself online. Are there times where sharing personal information online can be beneficial? How can we do this safely?

Activity 2 – I Make the Rules

Goal

To help peers identify what they know about online safety and encourage them to use that knowledge to help others.

You'll need



PAPER



MARKERS OR
COLOURED
PENCILS

Instructions

1. Recap with the group what they know about online safety. If you have time, brainstorm all online safety topics and subtopics on a board at the front of the group.
 2. Split the group into smaller teams and ask each team to come up with a set of ten online safety rules that will help other young people be safer online.
 3. Groups can design a poster that showcases their 10 online safety rules and once finished, present it to the group.
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Continue the Fun

After the activity, ask the group if they'd like to put their posters up around the school or post it to their social media accounts to help others make safer online choices.