

The Little Orange Book

YOUTH WORKBOOK

Digital Wellbeing

and Safety

**DIGITAL
WAIĀHAHA**

Hey!
Can you help?

This book design
is soooooo boring!
But the content
is great!

Can you design a
better one and be in to
win a \$500 prezzie
card? See page 23 for
more details!



TABLE OF CONTENTS

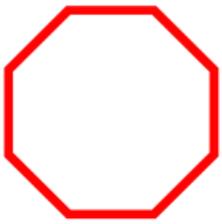
STOP, BLOCK & TALK®	
Digital wellbeing & safety	3
Protect your data	
Keep private info private	4
Digital Footprint	
Your permanent digital trail	6
Online Bullying	
Protect yourself from bullies	8
Body Image	
Comparing yourself to others	10
Addiction	
How much is too much?	12
Consent	
Can I take your photo?	14
Scams	
Can you spot a scam?	16
What is real?	
Fact and link checking	18
Safety and Wellness Tips	
You're in control	20
Helpful information	
Find help and more	22
Rewards and Recognition	
Reap the benefits	23

About

This handy booklet will empower you to stay safe, and in charge of your wellbeing every time you go online.



What do you think of this photo? Have a better idea? See page 23 for more details.



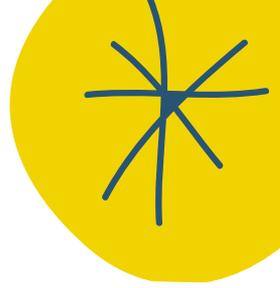
STOP



BLOCK



TALK®



for digital safety and wellbeing

The digital world is great! It allows us to play games, chat with friends and family, listen to music, watch videos and more. But we need to do these activities safely and be in control of our wellbeing.

There is a simple strategy we can use at home, school and anywhere we access the internet – **STOP, BLOCK & TALK®!**

How does it work?

When you come across something online that makes you uncomfortable, unsafe, scared or unsure, you **STOP** what you are doing. **BLOCK** yourself – don't engage – and block or report the person if needed. Then **TALK** to your trusted whānau and friends.



If you don't know how to **BLOCK** users in an app, search online or ask a friend.

What do you think is the crucial step in **STOP, BLOCK & TALK®?** It's **TALK!**

You must understand that you are not alone as you deal with things online, and **TALK**ing to friends and family members will ensure you stay safe and well.

Read on to see how **STOP, BLOCK & TALK®** is used in several everyday situations online.

Protect Your Data

Use these tips to keep your data, such as photos, videos and content you've created, and private info, including passwords, birthdays and other personal details, safe from hackers and scammers.



3 Steps to Create Strong and Easy-to-Remember Passwords

First, choose your favourite word and add an exclamation (!).

star!

Then, add your favourite year.

star!2021

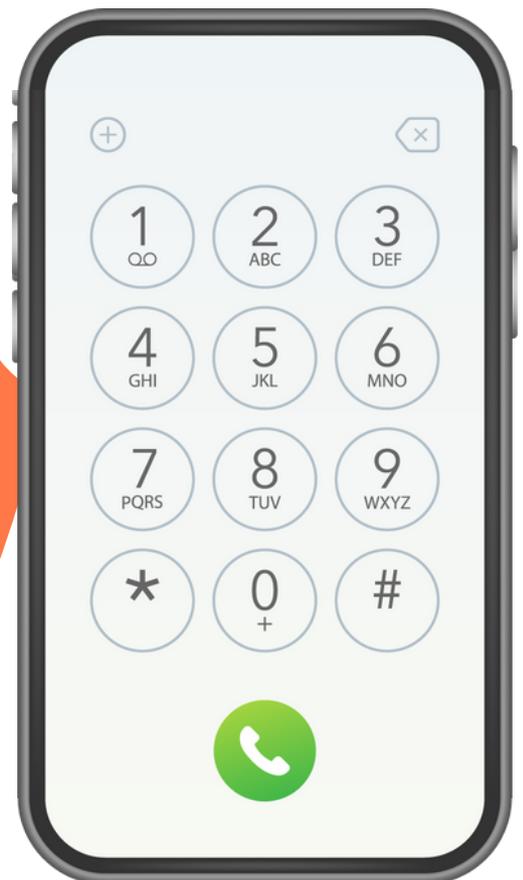
Use on every site that requires a password but include the first 3 letters (or you choose how many!) of the website or app name, capitalised.

Example for Minecraft: **MINstar!2021**

2 Steps to Create Hard-to-Hack PINs

Choose your favourite word that is the same size as the required PIN. For example, a 5 digit PIN is required, so you choose the word **cloud**.

Then use the keypad to the right and substitute the letters for numbers. **cloud = 25683**



MORE TIPS:

- Don't use birthdates or pet names for passwords and PINs.
- Never share information online that you wouldn't share with a stranger in person. For example, your home address, full name, pictures of your bedroom, bathroom and other personal info.

WORKSHEET

Protect your data



Evaluate your skills by answering the following questions. *There are multiple correct answers.*

What should you **not** use as passwords?

Four horizontal lines for writing an answer to the question about passwords.

What type of information should you **not** share with strangers?

Four horizontal lines for writing an answer to the question about sharing information.

How can you use STOP, BLOCK & TALK[®] to protect your data?

Four horizontal lines for writing an answer to the question about using STOP, BLOCK & TALK.

What can I start doing today to protect my personal data?

Four horizontal lines for writing an answer to the question about starting to protect personal data.

Digital Footprint

Did you know that everything you do online may be available for others to see forever?

Your digital footprint consists of everything you share online and everything posted about you that you are tagged or named in. Did you know your digital footprint also includes all your interactions, like link clicks, Google searches and videos watched too?

You leave a trail of where you've been each time you interact with devices. Your family, friends and even strangers may see what you've been up to online. So always be kind to others and mindful of what you are doing. Then you won't ever have to worry or be embarrassed about your actions online.

HELPFUL TIPS:

- Think of your interactions online as a way to promote your personal brand, aka your fabulous self.
- Always assume anyone could see everything you share or do online.
- Before you send a message, leave a comment, post a video or share any content, take a moment to ask yourself if you would be embarrassed if your grandma, teacher or other friends saw it.

STOP, BLOCK & TALK[®]

protect your digital footprint

STOP and review what you wrote or created,

BLOCK yourself from posting embarrassing or mean content,

TALK to a parent or friends if you are unsure or need an opinion on what you want to post.



Digital Footprint

Evaluate your skills by answering the following questions. There are multiple correct answers.

What is your digital footprint, and what does it consist of?

List 3 reasons you should care about your digital footprint.

How can STOP, BLOCK & TALK® protect your digital footprint?

What can I start doing today to protect my digital footprint?



Online Bullies

Unfortunately, not everyone is kind online. Use these tips to stay safe from bullies and to ensure you are not a bully.

You may come across individuals or groups who say or do mean things to you online. The best thing you can do is ignore them. Once they realise they can not get a reaction out of you, they will leave you alone.

Get a trusted adult involved if the bullying becomes repetitive or threatening or they tell you to harm yourself. You control the situation when you talk about it to trusted adults.

Are you acting like a bully?

Think before sending that message. What school or family values are you demonstrating? Are you being kind and promoting your awesome self?

HELPFUL TIPS:

- If you are bullied, take control by talking to a trusted adult.
- If you and your trusted adult need additional help, contact NETSAFE for assistance.
- Learn how to take screenshots. Ask a friend or search Google for help.
- Take screenshots of the mean communication, and give them to your trusted adult. Then delete it from your device to ensure you don't reread it and stir up painful emotions.

STOP, BLOCK & TALK®

protect yourself from bullies

STOP interacting with the bully to reduce or stop their power over you.

BLOCK users, take screenshots and report users.

TALK to a trusted adult. Need more help? Check out page 22.



Online Bullies

Evaluate your skills by answering the following questions.
There are multiple correct answers.

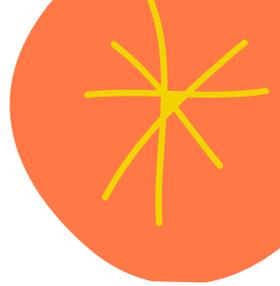
List 3 ways you can take control back from the bullies.

How can you ensure you aren't mistaken for being a bully?

How does STOP, BLOCK & TALK[®] help you deal with bullies?

What can I start doing today to protect myself from bullies?





Body Image

Be mindful of how you feel about yourself and how you look.

Every body is perfect!

It's normal to compare yourself to others online – even boys do it too! This is a good thing when you feel encouraged or motivated. However, if you feel sad, lonely, have FOMO (fear of missing out) or have other yucky emotions, chat with your trusted adult or friends. You are not alone; nearly everyone will have these emotions at some point.

Remember that what you are comparing yourself to isn't always real. Most people only post flattering images or awesome experiences. Celebrities, influencers and even people like you use filters or special software to change their appearance.

HELPFUL TIPS:

- Focus on your great qualities. Make a list.
- Only follow people who make you feel good about yourself.
- Write down what you are grateful for today. Do this daily.
- If the people you follow don't make you feel great about yourself, unfollow or pause.
- Take a break from any apps or activities that make you feel bad about yourself.
- Talk about how you feel with your friends or trusted adults.

STOP, BLOCK & TALK®

protect your body image

STOP following people or using apps that make you feel bad about yourself.

BLOCK users that don't make you feel good about yourself.

TALK to a trusted friend or adult. You're not alone. Many people have these feelings.



Body Image

Evaluate your skills by answering the following questions. There are multiple correct answers.

When is comparing yourself to others a good thing?

What can you do to help yourself feel better about yourself?

How does STOP, BLOCK & TALK[®] help with body image?

What can I start doing today to promote a positive body image?



Device Addiction

When used appropriately, devices have many positives.

But can you have too much of a good thing?

Be on the lookout for these warning signs:

- have tired eyes after device use;
- feel panic, anxiety, dread or fear of missing out (FOMO);
- don't finish tasks like chores or school work so you can spend more time on devices;
- hide your device use from teachers, parents or other whānau;
- or pay more attention to your device than to your family and friends around you.

Most people, including adults, will deal with these issues or emotions at some point. It's normal. Just focus on getting back in control.

HELPFUL TIPS:

- Set time limits for how long you use devices.
- Prioritise hanging out with friends and family in the real world.
- Use your devices actively – create, learn or do activities.
- Spend less time using them passively, like watching and scrolling.
- Tell yourself that you are in control and have power over your device use! Don't let it control you.

STOP, BLOCK & TALK®

protect yourself from device addiction

STOP and think. Are you in control of your device, or is it in control of you?

BLOCK yourself from constant device use. Ensure you participate in lots of offline activities.

TALK to a trusted adult if you start to feel any of the bad emotions listed above.



Device Addiction

Evaluate your skills by answering the following questions.
There are multiple correct answers.

List 3 signs that you may not be in control of your device use.

Three horizontal lines for writing answers.

What can you do to stay in control of your device use?

Three horizontal lines for writing answers.

How does STOP, BLOCK & TALK[®] help you stay in control?

Three horizontal lines for writing answers.

What can I start doing today to stay in control of my device use?

Three horizontal lines for writing answers.





May I take your photo?

Do you take your family members, friends or teachers' things without permission? What about their photo?

Imagine you are hanging out with a friend, and they have a cool new tablet you'd like to check out. You don't just grab it and take it home with you. You ask for permission to borrow or use their tablet.

While their digital footprint isn't something you can pick up and put into your pocket, it still belongs to them. Next time you take that photo of your friend, ask them if it is OK. Get your friends, whānau and teacher permission to add to their digital footprint.

Has someone taken a photo of you or posted pictures you don't like or didn't want? Ask them to take them down or untag you. It is your digital footprint, and you should have control!



STOP, BLOCK & TALK[®]

for photo posting permission

STOP and think about whose digital footprint is affected if you post a photo or video.

BLOCK yourself from posting about others without their permission.

TALK to your friends, whānau or teachers before posting their photos.



May I take your photo?

Evaluate your skills by answering the following questions.
There are multiple correct answers.

Why should you ask before you take or post someone's photo?

What can you do if someone takes or posts a photo you don't like?

How does STOP, BLOCK & TALK[®] help with photo consent?

**What can I start
doing today to
apply this
knowledge?**



Scammers and Hackers

Unfortunately, some people will try to hack your account or steal your data. Protect yourself with these tips.

Scammers and hackers want something from you. They could be trying to get into your accounts, trick you into sharing information such as photos or other personal details and often try and trick you out of money.

A common scam is when you are sent a link and asked to help a friend reset their account details. Always call your friend or message them directly and ask if they need your help.

Another scam is when someone asks you to send them photos of you for payment. Talk to your trusted adult immediately if you are ever offered money or gifts from strangers.

HELPFUL TIPS:

- Ensure all your social media accounts are private.
- Only allow friends to send you direct messages.
- Ignore messages from strangers.
- Delete all message requests.
- Only accept friend requests from people you know offline.
- Don't share personal information online.
- If you are offered money, clothing or other items, assume it's a scam and get help from an adult.

STOP, BLOCK & TALK

stop scammers and hackers

STOP and make sure you use strong passwords and don't share personal information with strangers.

BLOCK message requests and inappropriate contact from strangers.

TALK to friends or trusted adults if you suspect you've been hacked or scammed.



Scammers and Hackers

Evaluate your skills by answering the following questions.
There are multiple correct answers.

List 3 ways you could get scammed or hacked.

What can you do to protect yourself from scams and hacks?

How does STOP, BLOCK & TALK[®] help protect you?

**What can I start
doing today to
protect myself from
scams and hacks?**



What is Real?

Links, articles, websites, apps and people may be different from what they seem. Use these tips to separate real from fake.



Is it legit? An easy way to fact check.

Found a new app, a friend shared something with you, or a stranger offered you money or gifts? Use your favourite search engine, like Google, to ensure it's legit.

SEARCH

Is *name of website/app* legit

Is *offer* legit

EXAMPLE

Is netflix.com legit?

Is free shirts from abc.com legit?

For news articles and other research, find multiple sources. Don't just use the first Google results.

2 Steps to Ensure Safe Link Clicks

Be careful when you click on links. You can verify where the link will take you by putting your cursor  over the link and looking at the bottom left side of the browser window.

Take a look at this phone as an example. If you don't recognise the URL, don't click!



REMEMBER:

- Trust your gut!
- If it seems too good to be true, ignore it.
- Don't share any information or links without fact-checking.
- Never share information online that you wouldn't share with a stranger in person. For example, you don't tell strangers your home address. So don't share that online.



What Is Real?

Evaluate your skills by answering the following questions.
There are multiple correct answers.

How can you ensure the app or offer you found is legit?

How can you fact-check news articles or research found online?

How can you tell the link you want to click is legit?

**What can I start
doing today to apply
this knowledge?**



SAFETY AND WELLBEING TIPS

You Are in Control

Be empowered to manage your safety and wellbeing when using digital devices. Keep these tips in mind while on a device.

✓ Think before you post. Are you sending good into the world? Be kind online.

✓ Most young people will come across something unpleasant online. Talk to your trusted adults.

✓ Don't ignore gut feelings. If it doesn't feel right talk about it – trust your gut.

✓ Your identity belongs to you. Share details about yourself to trusted friends and family only.

✓ Ask permission to take photos of other people and before posting them online. It is their digital footprint.

✓ Remember everything you do online will be online forever.

✓ If someone pressures you to do something online, stop interacting with them and talk to a trusted adult.

✓ Do not accept gifts from strangers online. Tell your parents or whānau if you've been offered a gift.

✓ Help your friends to protect their digital footprint by encouraging them to be kind online.

✓ Communicate with others online as you would to them in person.



Safety and Wellbeing Tips

Evaluate your skills by answering the following questions.
There are multiple correct answers.

What would you do if you came across something scary online?

Four horizontal lines for writing an answer.

How can you help your friends protect their digital footprint?

Four horizontal lines for writing an answer.

How do you use STOP, BLOCK & TALK[®] to stay safe online?

Four horizontal lines for writing an answer.

What can you start doing today to manage your wellbeing and safety?

Four horizontal lines for writing an answer.



Helpful Information

Keep this page with you at all times



TRUSTED ADULTS

Make a list of your trusted adults. Include friends, whānau, teachers and coaches.



NEED TO TALK?



WHO TO CONTACT

Need more help?

NETSAFE - 0508 NETSAFE, netsafe.org.nz
help@netsafe.org.nz, or text 'Netsafe' to 4282

Are you feeling overwhelmed or just need to talk? Call or text **1737**. Emergency? Dial **111**.

ADDITIONAL RESOURCES



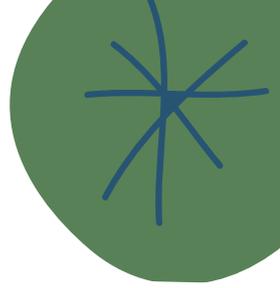
In your web browser, type in
<https://digitalwaitaha.org.nz/resources>

Or scan the QR code to the left.

*Did you find this resource helpful?
Would you like to support our mission?*

*Find out more at
<https://www.digitalwaitaha.org.nz/get-involved>*

Contest and Rewards



BE RECOGNISED FOR YOUR EFFORTS

CONTEST

Are you keen to win a share of \$500 and \$1000 for your school or community group?

There are a few simple requirements.

Your group must submit the following to be eligible:

- a redesign of the cover with orange still the primary colour;
- include at least one example page layout;
- and a description of why you chose this design.

sponsored by



WAITAHA
REGIONAL DIGITAL EQUITY

More details, tips, entry form and T&Cs at <https://digitalwaitaha.org.nz/contest>

REWARDS

You've done the work now get a reward!

Head to <https://digitalwaitaha.org.nz/rewards> to download a certificate.

We will update this page frequently with other reward offers, so please bookmark it and check back often.



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MORE INFORMATION

Digital Waitaha

Digital Waitaha Charitable Trust was founded in 2021 to empower all individuals to be safe, ethical and responsible digital device users who successfully manage their digital wellbeing and safety.

Please check out our website to learn more about our in-class kura programmes, whānau evenings, Ask A Digital Expert sessions and other programmes and resources.

EMAIL:

help@digitalwaitaha.org.nz

THE SOCIALS:

Digital Waitaha



WEBSITE:

digitalwaitaha.org.nz