



The Little Orange Book

YOUTH WORKBOOK Digital Wellbeing and Safety



STOP
BLOCK &
TALK



DIGITAL WAIHAHA



WAITAHA
REGIONAL DIGITAL EQUITY



ako ōtautahi
learning city
CHRISTCHURCH NZ



Digital Equity
Coalition Aotearoa

MARVELLE – YEAR 6
OUR LADY OF THE SNOWS

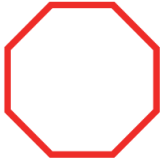
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This handy booklet will empower you to stay safe and in charge of your wellbeing every time you go online.



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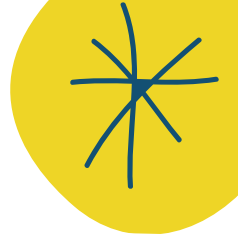
STOP



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

Safeguard your photos, videos, creative content, and sensitive details like passwords and birthdays from hackers and scammers with these essential tips.



3 Steps to 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 4 digit PIN is required, so you choose the word **star**.

Then use the keypad to the right and substitute the letters for numbers. **star = 7827**



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

Should I use my dog's name?

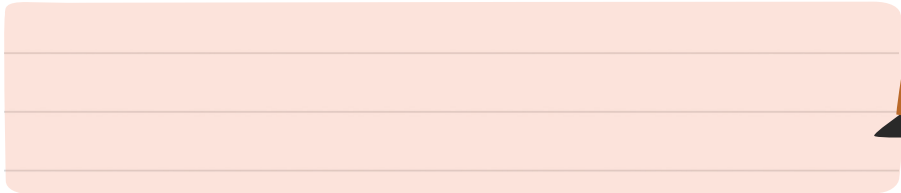
Evaluate your skills by answering the following questions. There are multiple correct answers.

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



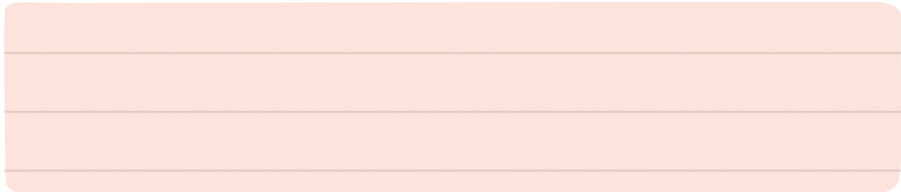
A large, light orange rounded rectangular box with horizontal lines for writing. To the right, a cartoon illustration of a person with brown hair, wearing a black t-shirt and brown pants, is leaning forward, looking at the box.

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



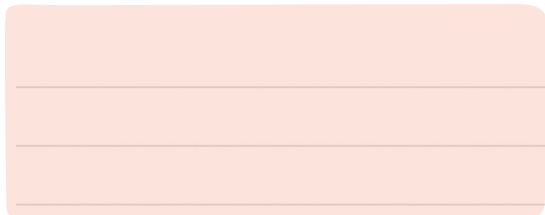
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How can you use STOP, BLOCK & TALK® to protect your data?



A large, light orange rounded rectangular box with horizontal lines for writing.

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



A large, light orange rounded rectangular box with horizontal lines for writing.

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 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

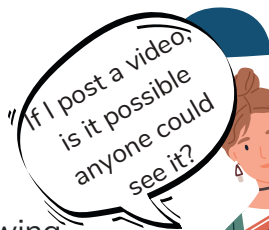
STOP and review what you wrote or created,

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.

WORKSHEET

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.

WORKSHEET

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, chat with your trusted adult or friends if you feel sad, lonely, have FOMO (fear of missing out) or have other yucky emotions. You are not alone; nearly everyone will have these emotions eventually.

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:

- 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.

WORKSHEET

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 offline.
- 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.

WORKSHEET

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.

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

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

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

May I take your 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.

WORKSHEET

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?

How should you handle unwanted photos or posts about you?

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

What can I start doing today to apply this knowledge?

Scams and Hacks

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.

WORKSHEET

Scams and Hacks

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 differ from what they seem. Use these tips to separate real from fake.

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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:

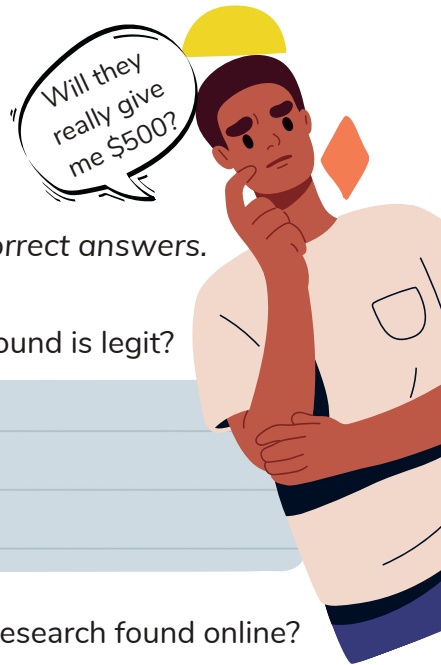
- Trust your gut!
- If it seems too good to be true, ignore it.
- Don't share any information or links without fact-checking.
- Never share information online that you wouldn't share with a stranger in person. For example, you don't tell strangers your home address. So don't share that online.



WORKSHEET

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.

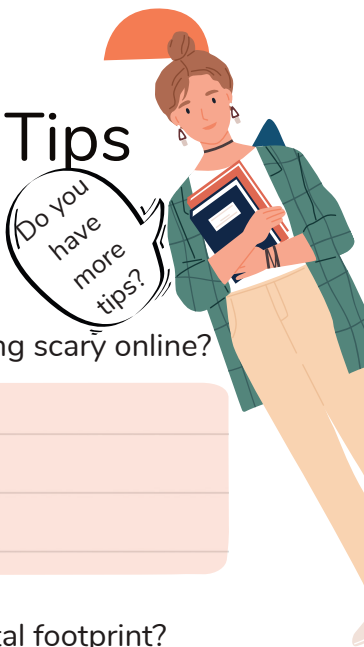
✓ Help your friends to protect their digital footprint by encouraging them to be kind online.

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

WORKSHEET

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?

How can you help your friends protect their digital footprint?

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

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

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.



WHO TO CONTACT

Need more help?



NEED TO TALK?

1737

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>

Rewards

BE RECOGNISED FOR YOUR EFFORTS

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