UNDERSTANDING YOUR ONLINE FOOTPRINTS:
HOW TO PROTECT YOUR PERSONAL INFORMATION ON THE INTERNET

SPEAKING NOTES FOR GRADES 4 TO 6 PRESENTATION

SLIDE (1) Title Slide

SLIDE (2) Key Points

- It can be really fun to use the Internet and devices that connect to it, like game systems and mobile phones.

SLIDE (3) Key Points

➡️ *Have fun without giving away too much personal information.*

- It's important to know certain things about the Internet, so that you can have fun without giving away too much of your personal information.
- In this presentation, you'll see how giving away too much personal information could end up worrying or embarrassing you later.

SUBTITLE SLIDE (4) – YOUR PERSONAL INFORMATION IS IMPORTANT. HERE'S WHY.

SLIDE (5) Key Points

➡️ *What is personal information?*

- Personal information can be information about you, like your name, age, address, e-mail address, phone number, birthday and the school you go to.

- Personal information can also include pictures and videos of you, and what you write online.

SLIDE (6) Key Points

➡ *Why would others want your personal information?*

- Your personal information tells people and companies things about you.
- Some people, organizations and companies want your personal information to figure out who you are, where you are, what you like, and much more.
- They might want your personal information for many different reasons, for example, to find out more about you or to try to sell you something.

SLIDE (7) Key Points

➡ *How can people and companies find your personal information online?*

- Almost everything you do online can tell somebody something about you.
- You leave footprints everywhere you go on the Internet. Online, your footprints are the words you type, the web sites you visit and the photos you post. If someone else posts something with your name or photo, that's your footprint too.

SLIDE (8) Key Points

➡ *So, what can you do?*

- You can control the personal information others see about you by thinking carefully about the footprints that you leave online and by understanding the different kinds of footprints that you leave online.
- There are lots of ways to do this. We'll talk about this throughout this presentation.

SUBTITLE SLIDE (9) – WHAT KINDS OF FOOTPRINTS DO YOU LEAVE ONLINE?

SLIDE (10) Key Points

➡ *FOOTPRINT #1: Surveys and contests*

- Lots of web sites have surveys, contests or giveaways that you can enter to win prizes, or quizzes that you can fill out just for fun. They can be fun – but they also usually ask you for some personal information in order to enter, play or participate.

SLIDE (11) Key Points

➡️ ***Nobody gives something for nothing.***

- Some people fill out surveys and quizzes without realizing that they are giving personal information to someone who is looking for it.
- A quiz, for example, can look like it's just for fun because you're answering silly questions – like what your favourite drink is or if you prefer the colour red or yellow – but those kinds of facts can give companies information about the types of things you would like to buy.

SLIDE (12) Key Points

➡️ ***So, what can you do?***

- If someone asks you for your personal information online, even if it's in a fun way, you should ask an adult you trust before you do anything.

> **Class discussion topic: Registering for a web site**
>
> Some web sites ask you to give personal information, like your name and e-mail address, before you use them. This is called registering for a web site. This is not necessarily a trick, as sometimes a web site has a good reason for asking you to register. But registering for a web site means you are giving out your personal information online, and you should always ask an adult you trust before you do this. Have you ever had to register to use a web site?

SLIDE (13) Key Points

➡️ ***FOOTPRINT #2: Photos and videos***

- It can be a lot of fun to look at photos and videos online. You may want to post your photos and videos too.
- People can tell a lot from a photo or a video. Sometimes they can tell how old you are, what you look like, where you've been, even where you live.

SLIDE (14) Key Points

- Sometimes people can copy photos and videos that you post online, and send them to other people. This means that people you don't expect may be able to see them.
- We will talk more about this later in this presentation.

SLIDE (15) Key Points

➡️ *So, what can you do?*

- Before you post photos and videos online, ask yourself whether it's okay if everybody sees them.
- Ask yourself if your photos and videos could change the way others think of you in a bad way. For example, could you lose a babysitting job based on how it makes you look? Could your coach bench you for the behaviour you're showing?
- It's a good idea to ask an adult that you trust before you post a photo or a video.
- And before you post a photo with someone else in it, you should ask them first. We will talk more about this later in the presentation.

Class discussion topic: Choosing photos to post online

If you want to post an image online, what could you use that won't tell people too much about you? Could you use a cartoon or a drawing of yourself? If you post a photo, what kind of things could someone find out about you? Would they know how old you are? Is there a way a photo could reveal where you live? (For example, is your house in the photo?)

SLIDE (16) Key Points

➡️ *What is photo tagging?*

- A tag is like a label that says what something is. Photo tags are used to say who's in a photograph.
- If someone "tags" a photo with your name, it means that people who see it can see your name, too.
- If a photo is tagged with your name, it is telling people you are in it and possibly showing people what you look like.
- If someone looks for you online, they may find the "tagged" photo of you.
- Sometimes your friends, your friends' friends and even strangers can see photos that are tagged with your name on them – *whether you want them to or not.*

Class discussion topic: Tagging photos with names of your friends

If you want to post a photo of a friend, or tag a photo with your friend's name, should you ask your friend whether it's okay first? Why?

SLIDE (17) Key Points

➡️ ***Web cams***

- As you may know, a web cam is a camera that connects to the Internet. It makes it possible for you to see the people you are talking to, and for them to see you.
- When you use a web cam, make sure that an adult you trust knows you are using it.
- Some computers come with tiny web cams, so it is important to learn how to tell when they are on or off.

SLIDE (18) Key Points

➡️ ***FOOTPRINT #3: Comments that you post online***

- The comments that you post online are footprints, too.
- Some people make rude, hurtful or disrespectful comments on purpose when they are online. It's easy for this to happen when you can't "see" everyone you're talking to.
- People who can see your posts online can share them with others, and once your posts are shared, you may not be able to fully delete them.
- Being mean to someone online can hurt feelings, and it can also get you into a lot of trouble.

SLIDE (19) Key Points

➡️ ***So, what can you do?***

- If you're upset or angry with someone, it is better to talk to them in person.
- Remember that the comments you post may be shared with other people.
- Always treat people nicely online. Never post rude, hurtful or disrespectful messages.
- If somebody is being mean to you online, tell an adult that you trust.

SUBTITLE SLIDE (20) – ONLINE FOOTPRINTS ARE NOT ALWAYS PRIVATE – AND THEY CAN BE PERMANENT

SLIDE (21) Key Points

➡️ ***Your online footprints are not always private***

- Sometimes, people can copy comments, messages, photos and videos that you post online and send them to other people.
- Sometimes, people can print out comments messages and photos that you post online and show them to other people.

- If you send an e-mail to someone, that person can forward that e-mail to other people.
- Once you post or send something online, it can be possible for the people who see it to do whatever they want with it.

Class discussion topic: A real-life example

A girl at a Canadian school e-mailed a private photo of herself to her best friend. It was a photo that she wanted to keep private between them. Later, the two girls got into a fight. The second girl printed a bunch of copies of the photo and showed them to all the kids at school the next day. *Do you understand why showing someone a photo in person is very different than posting it online or e-mailing it to them?*

SLIDE (22) Key Points

➡️ ***So, what can you do?***

- The next three slides talk about what you can do about the fact that your online footprints are not always private.

SLIDE (23) Key Points

➡️ ***Solution #1: Think before you click!***

- Really think about the photos, comments, messages and videos you want to post online, *before* you put them there.
- The only way to keep something totally private is to never post it online. If you don't want something sent to other people, don't put it on the Internet.

Class discussion topic: Think *before* you click

Think very carefully about every item before you post it. Should you post a photo to a social networking page if you want just a few people to see it? Would it be better to just show it to them in person?

SLIDE (24) Key Points

➡️ ***Solution #2: Restrict your privacy settings.***

- Many web sites offer ways to control who can see your posts, to help you keep your personal information safer.
- These controls are often called privacy settings. They let you decide how much privacy you want by letting you decide who can see the things that you post.

- It can be hard to figure out how to use privacy settings, especially since some web sites change them sometimes. Ask your parents or another adult you trust to show you how to use them.

Class discussion topic: Privacy settings

It's important to know that privacy settings can't always prevent somebody from copying your posts and photos and sending them to other people. Discuss why you should still be careful about what you post, even if you are using your privacy settings.

SLIDE (25) Key Points

➡️ *Solution #3: Use passwords.*

- Passwords are a way to keep personal information safer on the Internet. Setting passwords for each of your personal accounts is a way to make sure that you have more control over who sees your stuff.
- Keep your passwords private. A password is a secret, and it's something only your parents should know.
- It's a good idea to change your passwords every month so they're harder for people to guess.

SLIDE (26) Key Points

➡️ *Always put a password on your mobile devices.*

- A mobile device may be a cell phone, an iPod, a portable gaming system, a tablet, or any other electronic device that you walk around with.
- If you have one, chances are you might have valuable personal information on it; photos, texts, your contact information, and the contact information of friends and family.
- If you leave this mobile device somewhere by mistake – like on a school bus – and there is no password on it, anybody can pick it up and access all the personal information on it. It may be easy for that person to forward your texts to others. That person could even pretend to be you.
- Always remember to put a password on any mobile device that contains personal information on it. That way if you lose it, or forget it somewhere, your personal information will be better protected, and the risk of others pretending to be you online will be lower.

Class discussion topic: How to choose a password

If someone gets your password, they may be able to get into your accounts, see your activities and even pretend to be you. Think about what would be a good password. If everyone knows your favourite colour, should you use your favourite colour? If you pick a bunch of numbers and letters that you won't remember, does it make sense to make those your password? One idea is to pick a word you can remember (not a name) and then a number you can remember. Another idea is to pick a word and replace one letter with a number. For example, you could use the number 3 instead of the letter "e" or the number 1 instead of the letter "l". Once you pick a password, don't tell anyone, except your parents or an adult that you trust, what it is.

SLIDE (27) Key Points

➡️ *Your online footprints can be permanent.*

- You can usually wash a real footprint away. But the online world is much different than what we'll call the real world.
- Online, it can be impossible to delete something after you've posted it.
- That's because someone may have already copied and sent it to someone else, printed it or saved it to a computer or phone.

Class discussion topic: The online world vs. the real world

Discuss why a photo of yourself that's okay in the real world – on a bulletin board in your bedroom, for example – may not be okay online. Discuss why information or comments that are okay in the real world – like something you tell your best friend or whisper in someone's ear – may not be okay online.

SLIDE (28) Key Points

➡️ *So, what can you do?*

- Think very carefully before you post anything online. Make sure you really want it there.
- If you are not sure whether you should post something, ask an adult that you trust.

SUBTITLE SLIDE (29): YOUR ONLINE FRIENDS

SLIDE (30) Key Points

➡️ ***Your online friends share control of some of your personal information.***

- Your online friends are people you chat and share information with online.
- Your online friends are people that you allow to see the things that you post online.
- Your online friends may be able to copy the information you post online and send it to other people, without asking you first.

SLIDE (31) Key Points

➡️ ***So, what can you do?***

- When you're online, it is a good idea to only talk and share information with people who you know in real life.
- Your personal information is valuable and you need to protect it. Only share it with people who you know and trust.

Class discussion topic: Communicating with people online

What can you do if someone you don't know tries to be your friend online, or asks you to chat with them or share personal information with them? Your online friends should be people you know in real life. Sometimes, if you're on an online gaming site, you might play games with strangers. If you're doing this, make sure that an adult you trust knows you're doing this. *Note to presenter: there is more on online gaming later in this presentation.*

SLIDE (32) Key Points

➡️ ***Your friends have online footprints too.***

- You may be able to post pictures and videos of your friends online, but what if your friends don't want you to post them?
- Photos and videos with your friends in them are their footprints. They can become public and permanent if you share them online.

SLIDE (33) Key Points

➡️ ***So, what can you do?***

- You should always respect the privacy and personal information of others online. Before you post a photo with someone else in it, ask if it's okay.

- You should ask your friends to get your permission before they post pictures with you in them.

SUBTITLE SLIDE (34): A FEW MORE TIPS TO MAKE YOUR WEB EXPERIENCE GREAT

SLIDE (35) Key Points

➡️ ***Tip #1: Be aware of personal information needed for online gaming.***

- If you play online games, you may know that some games allow you to play with friends, people nearby or people around the world. This can be a neat thing to do.
- It is important to know that some of these online gaming companies may try to collect a lot of personal information about you, like your name, address, even credit card information.

SLIDE (36) Key Points

➡️ ***So, what can you do?***

- Always ask an adult you trust before you enter any personal information into a game.
- Give only the information that you have to. You may not have to answer every question they ask. You can sometimes figure this out by visual clues, like asterisks next to required questions and answers.
- Never give money or payment information online without first asking your parents or an adult that you trust.
- When you are playing online games, be careful with your personal information so that other players don't learn too much information about you.

> **Class discussion topic: Different pieces of a puzzle**
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> Discuss how different pieces of information fit together. For example, if you tell someone what school you go to, could they figure out what city you live in? If you tell someone the month and day you were born, they may not know how old you are. But if you tell them what month and day you were born and then tell them what grade you are in, could they figure out how old you are? Sometimes people give bits and pieces of information about themselves, but when you put them together, it says a lot.

SLIDE (37) Key Points

➡️ ***Tip #2: Remember that things you see on the Internet aren't always true.***

- If you don't know someone in person, then you can't be sure who that person is online. Online, you can use any photo you want: someone else's photo, a

cartoon, a drawing, even a pet or toy. So, no matter what you see, you don't really know who they are.

- Anyone can post anything online, and say it's true.

SLIDE (38) Key Points

➡️ *So, what can you do?*

- If you don't know someone in person, you shouldn't communicate with them online without asking your parents, or an adult you trust, first.
- If you read something that seems unbelievable, trust your instincts. Ask an adult that you trust, and compare that information with another web site or source.

SLIDE (39) Key Points

➡️ *Tip #3: Remember that people "snoop" online*

- Some people use online sites, like social networking sites, to "snoop" or to check out other people.
- For example, let's say there's a site where you post photos, comments and videos. Someone who is interested in finding out about you may look there to see if they can look at what you've posted.

SLIDE (40) Key Points

➡️ *So, what can you do?*

- Always remember that what you post online may be seen by people you don't expect. Even if you post things on a site and you have set the privacy settings, others may still be able to see your stuff.
- Think before you post things online, and only post things that you are okay with anybody seeing.

SUBTITLE SLIDE (41) IN CONCLUSION…

SLIDE (42) Key points

- Think before you click!
- Remember that everything you post can be permanent.
- Remember that things you post may not be private.
- Know who your friends are.
- Set your privacy settings.

SLIDE (43) Key points

- Don't tell people where you are when you're online.
- Don't share your passwords.

- Tell an adult if someone is being mean to you online.
- Tell an adult if you are worried about something you see online.
- Protect your privacy and the privacy of others.

SLIDE (44) Key Points

- This presentation was produced by the Office of the Privacy Commissioner of Canada (OPC). The Office supports the Privacy Commissioner, who is an independent agent of Parliament.
- OPC's mission is to protect and promote the privacy rights of Canadians.
- The presentation is based on research and discussions with youth about online privacy.
- For more information about online privacy, visit the OPC's website for young people, youthprivacy.ca

RESOURCES

TEXTING

http://www.texted.ca/app/en/

SEXTING

http://www.commonsensemedia.org/talking-about-sexting

CYBERBULLYING

http://www.stopcyberbullying.org/

http://www.cyberbullying.ca

http://kidshelpphone.ca/Teens/InfoBooth/Bullying/Cyberbullying.aspx

http://deal.org/the-knowzone/internet-safety/cyberbullying/

ONLINE SAFETY

http://www.bewebaware.ca/

http://www.mediasmarts.ca/