TELUS Wise footprint: A facilitator's guide.

TELUS Wise® workshops are available free-of-charge and help empower people of all ages to have a positive experience as digital citizens.

The workshop

It's about your digital footprint, not your shoe size.

Grades: 2-5
Duration: 45 minutes

TELUS Wise footprint is designed to help youth learn that everything we do online leaves a digital footprint and we all have a role to play in being good digital citizens.

The workshop is divided into 4 lessons:

Lesson 1: Your digital footprint
Lesson 2: Make a good impression
Lesson 3: Do the right thing
Lesson 4: Keep safe

The workshop can be completed independently, assigned as homework, or educators and program facilitators can lead the workshop with a group.

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Welcome: Introducing the workshop

Begin by telling participants what content will be covered in the workshop and let youth know that a clean digital footprint can help them achieve their dreams. Start the conversation by asking, "What devices do you use to go online?," and "What kind of activities do you do online?".

Lesson 1: Your digital footprint

In this lesson, participants learn what defines their digital footprint and are reminded that everything we do online leaves a trail that we can't erase.

Begin by asking participants, "What is a digital footprint?". Watch the **video: What is a digital footprint?**

If participants have access to a computer, ask them to do an internet search of their first and last name, and their hometown to see what comes up. Explain that there may not be much that comes up right now, but that their digital footprint will grow over time. Let them know that together you'll learn some tips on how to keep your digital footprints clean.

Click on the three flip cards to reveal the upcoming lessons and topics of discussion that will be covered in the workshop.

Optional activity: **Digital footprint word scramble**

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Lesson 2: Make a good impression

In this lesson, participants learn to think before they post, share or like anything online, and to ask for permission before posting photos or information about other people.

Begin by asking participants, "Should you always think before you do, say or post anything online?". Watch the **video: Make a good impression**.

Remind participants that text messages, images and videos can be shared in an instant and sometimes end up seen by people we didn't intend. It's important to always think before we post.

Read aloud the screen on text including the comic about asking permission before posting pictures of others.

To wrap up the lesson, take the **quiz: Can you make a good impression?** Read the questions aloud and poll participants on what they think the correct answer is.

Answer key: 1 (A); 2 (D); 3 (D); 4 (D)

Optional activity: **Your best selfie**

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Lesson 3: Do the right thing

In this lesson, participants are encouraged to recognize their power online, how they can make a positive or negative impact with their online interactions, and the importance of asking for permission before playing a new game, downloading an app or talking to new people online.

Begin by asking participants, "Do you think it's true that you have a lot of power when you're online?" Watch the **video: Do the right thing.**

Reading aloud the text on screen, follow the prompts and turn the flip cards to reveal more content, engaging participants in conversation as you go.

Next, ask participants, "Do you think you should ask permission before streaming new videos, downloading a new app or playing a new game online? Watch the **video: Asking for permission.**

To wrap up the lesson, take the **quiz: Can you do the right thing?** Read the questions aloud and poll participants on what they think the correct answer is.

Answer key: 1 (C); 2 (D); 3 (B); 4 (D); 5 (D)
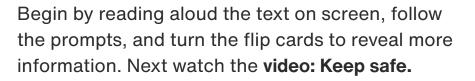
Optional activity: **Draw a kindness comic**

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Lesson 4: Keep safe

In this lesson, participants learn some tips on keeping safe online, including setting strong passwords, keeping personal information private, and tips on what to do if they witness or experience cyberbullying.

Begin by reading aloud the text on screen, follow the prompts, and turn the flip cards to reveal more information. Next watch the **video: Keep safe.**

Remind participants that keeping safe online and keeping our digital footprint clean also means never sharing personal or private information online, like their home address, school name or date of birth. Read the comic aloud to reinforce this key message.

Next, begin a discussion about keeping safe when it comes to cyberbullying. Ask participants, "If someone is mean to you online, do you think it's a good idea to talk to them about it in person?" Watch the **video: Responses to cyberbullying.**

Reading aloud the text on screen, follow the prompts and continue the discussion around cyberbullying. Remind participants that if they witness cyberbullying happening, they can help make the situation better for the target - even if they simply reach out to the person and extend the offer to help.

To wrap up the lesson, take the **quiz: Can you keep safe?** Read the questions aloud and poll participants on what they think the correct answer is.

Answer key: 1 (D); 2 (A); 3 (C); 4 (D)

Optional activity: **Internet safety word search**

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Your homework

Wrap-up the workshop by asking participants, "What can you do to keep your digital footprint clean?".

End the workshop by reminding participants that we should always aim to make a good impression, do the right thing, and stay safe online. It's all about keeping our digital footprint clean.

Participants can print a workshop certificate of completion, and put their new knowledge to the test by taking the **TELUS Wise footprint challenge**.

For educators and workshop facilitators

Use Kahoot to make digital literacy learning fun and interactive. Access games at **telus.com/WiseKahoot**

TELUS Wise has a wealth of digital literacy lesson plans, comics, classroom activities and resources, available to download free-of-charge at **telus.com/wise**.

We encourage educators and workshop facilitators to take the **post-workshop survey** to help improve the program.

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