

Module 1:

Sharing digital information

Instruction kit for teachers

Short topic description

Children are active on social media today. They live small and big adventures every day and want to share it with all their friends as soon as possible. #SharingisCaring is their motto. They know very well how to share information, photos and videos through different platforms. However, it is important to also give them the basic knowledge about online privacy, as they are often unaware of who can see and even share their shared information and images.

With the module 'Sharing digital information' we want to refresh their memory and explain how to use the most common social media, what platform you use for what type of messages and how you protect your own online privacy and also respect others' privacy.

Objectives

This module has the following objectives:

1. Give an overview of the main functionalities of Facebook and Instagram
2. Ensure an understanding of the correct use of social media
3. Create awareness about online privacy

Important:

The terms of use of Facebook and Instagram clearly state that you cannot create an account until you're at least 13 years old. We're aware that many children under 13 already own a Facebook and/or Instagram account. That is why we also think it is important to provide them with the necessary tools to deal with them correctly through this module.

ICT attainment levels

This module has the following ICT attainment levels:

- Students can use ICT in a safe, responsible and efficient way.
- Students can use ICT to communicate in a safe, responsible and efficient way.

In addition, attention is paid to the attainment levels regarding 'Artistic Skills':

- Students can recognise, understand, interpret and be critical of visual information.
- Students can use their own audio-visual language and put the audio-visual offer in mass media in perspective.

Target group

- Primary education third grade
- Secondary education first grade

Supplies

- Min. 5 computers / laptops
- Internet access and web browser
- 'Sharing is Caring' diggit module

Duration of lesson

2 hours of lessons
(2 x 50')

Preparation

- Charge computers / laptops
- Prepare an overview of the use by students of Gmail, Facebook and Instagram
- Set up diggit module 'Sharing is Caring' on interactive board

Important terms and definitions

Below you will find an overview of a number of relevant terms and definitions regarding sharing information online:

Social media

All online platforms on which users themselves are responsible for creating content (text, photos, videos, etc.).

Social network

An online platform where different users can interact with each other, usually by creating a profile, attracting friends or followers and creating content (text, photos, videos, etc.)

Right of publicity

The right of every person to refuse the publication of images in which they appear.

Hashtag

A label, marked with a #, that can be used to categorise content on the internet and find it easier.

Important terms and definitions

Below you will find an overview of a number of relevant terms and definitions regarding sharing information online:

Privacy

Privacy is the right to be left alone and to be able to control information about yourself and the use of your personal data.

Privacy concerns personal data such as your name, phone number, municipality, e-mail address, state of health, religion or images in which you appear (photo, video). In other words, personal data is information about yourself.

Insta stories

Short videos of up to 15 seconds shared under Instagram's 'Story' button. See also Part 7: Instagram.

Emoji

The word emoji comes from Japanese and literally means "image" (e) + "character, scribe" (moji).

In applications such as e-mail, text, chat and WhatsApp, where short messages are often exchanged, the emoji helps to explain the meaning and feeling of the 'writer'.

Since 2014, every year on July 17, World Emoji Day is celebrated. This date was chosen because of the fact that the calendar emoji (📅) indicates this day.

Classroom script

Below, you will find an overview of the different steps in the lesson about sharing digital information:

Part 1: Introduction

Part 6: Facebook

Part 2: Conversation starters

Deel 7: Instagram

Part 3: Creating an account

Part 8: Importance of privacy

Part 4: Matching platform and message

Part 5: E-mail

Part 1: Introduction

Sharing digital information can be done on different platforms: via e-mail or on social media. We highlight three platforms, which are used very frequently to share all kinds of information such as ideas, photos, videos and also feelings:

1. E-mail: You can compare e-mail to mail sent through the post. The main advantage is that it goes much faster and you can send the same message to different people at the same time. E-mail is used to send texts and images to all kinds of people: friends, family, colleagues, etc.
2. Facebook: On Facebook, people from all over the world share information, photos and videos with their friends. Such a page is also called a social network.
3. Instagram: Instagram is like Facebook. The focus is more on sharing photos and videos.

Part 2: Conversation starters

Pupils are often very active in the digital world so it's important for them to share their experiences. What do they do online? What do they find interesting? What goes right and what goes wrong sometimes? Getting the conversation started in class is one way of making pupils more digitally savvy. Below you will find a few questions that are meant as 'conversation starters' for the topic 'Sharing digital information'.

- According to the terms of use of Facebook, you must be at least 13 years old to create an account. Why do you think that is? And what is your opinion about that rule?
- 'When you share something on the internet, the whole world can see it and find it later. You can send or share photos.' Do you agree with this statement? Explain why (not).
- Have you ever published a photo of a friend on Instagram or Facebook, and that friend wasn't happy about that? How did you react to your friend? What did you do to fix things?

Part 3: Creating an account

Short description

To use e-mail, Facebook and Instagram, each user needs to create an account. We'll go through the different steps you have to take for the three platforms.

Step by step

Contents per step	Methodology	Media
Assignment: What steps do you always have to go through to create an account?	Work in groups + classroom discussion	

Contents per step	Methodology	Media
<p>Explanation: Each platform differs in approach, but in general you need to follow these five steps to create an account:</p> <ol style="list-style-type: none">1. Choose the website or application you want to visit. We cover Gmail, Facebook and Instagram in this module.2. Enter the details that are requested (name, first name, other details)3. Choose a username.4. Come up with a strong password and enter it.5. You'll get a confirmation e-mail. Now click on the button in the e-mail to confirm the creation of your account <p>In the appendix, you will find a complete overview per platform of the requested data.</p>	<p>Complete the overview with the 3 platforms (interactive)</p>	<p>Appendix 1</p>

Contents per step	Methodology	Media
<p>Tips:</p> <ol style="list-style-type: none">1. It is important to think carefully when choosing a name for your account, so you'll be taken seriously. You'll probably be using this account for a while. Make sure your name isn't too childish or hard to write.2. A 'strong password' consists of a unique combination of numbers, letters and special characters that is difficult to guess. Absolutely avoid using your own name and/or date of birth, sequential numbers such as '1234' or strings of letters such as 'abcdefg' or just the plain and simple word 'password'.		Tool for teachers 'Security on the Internet'

Part 4: Matching platform and message

Short description

Each platform is a means of communicating with family, friends, colleagues, etc (medium). Not every platform is suitable for any kind of message the user wants to spread. Or for any target group.

When do you best use e-mail and when do you use Facebook or Instagram?

Step by step

Contents per step	Methodology	Media
Quiz: Match the message and target group with the right platform.	Work in groups	Appendices 2 and 3

Part 5: E-mail

Short description

For e-mail, we have chosen the most commonly used platform, Gmail. In addition to Gmail, you can also choose Hotmail, Yahoo, Thunderbird, etc. Every user can decide for him/herself what he/she wants to use.

Step by step

Contents per step	Methodology	Media
Exercise: Create an account on Gmail.	Work in groups on the computer	

Contents per step	Methodology	Media
<p>Explanation: create an e-mail To create an e-mail, go to the desired website or application. In addition, take the following steps.</p> <ol style="list-style-type: none">1. Click on the red icon with the pen or on 'Compose'. An empty e-mail will open.2. In the 'To' field, enter the recipient, i.e. the person or persons to whom you want to send the e-mail. In the CC field, you can enter recipients who should see the e-mail, but from whom you don't necessarily expect to get an answer in return. In the BCC field, enter recipients that shouldn't be visible to other recipients of your message.3. Choose a clear title for your message and write it in the 'Subject' field4. The large, white area is where you write your message.5. If you also want to send a photo or a document, click on the paperclip and select a file. That's what we call an attachment. When your e-mail is ready, click 'Send'.	In classroom	Appendices 4, 5 and 6

Contents per step	Methodology	Media
<p>Exercise: Write an e-mail to your mom and/or dad; you can choose your own topic.</p>	<p>Work in groups on the computer</p>	
<p>Tips:</p> <ol style="list-style-type: none"> 1. There are also a number of rules of thumb for writing an e-mail. They're part of the 'Netiquette'. Always be aware of the recipient of your e-mail and adjust your message to them. 2. Think carefully before you sign up for a newsletter, because your mailbox fills up quickly. You can always click 'Unsubscribe' at the bottom of the newsletter if you are no longer interested. 3. Don't open e-mails with weird subjects or from people you don't know. Nor should you give your e-mail address, mobile phone number or home address to people you don't know very well. 4. To get an e-mail address from a recipient, ask them for it. If you are looking for the e-mail address of a company or organisation, you should check their website. 	<p>In classroom</p>	

Contents per step	Methodology	Media
<p>Explanation: Label an e-mail It's handy if your mailbox is uncluttered. You can do this by working with labels.</p> <ol style="list-style-type: none">1. At the top of the e-mail, you will find a label icon that you click on.2. Here, you'll see different labels, like 'Spam' and 'Important'. You can also make your own labels.3. With each e-mail, you can click on the appropriate label when you open an e-mail or when you write one. This will make your mailbox much more organised.	In classroom	Appendix 7

Part 6: Facebook

Short description

Facebook is an application and a platform where you can interact with friends and family. You can share photos, videos and thoughts, promote events and chat. You can also read news. But be aware of fake news as it is quite common.

Note that you have to be at least 13 years old to have your own Facebook account.

In this chapter we will review the functionalities of Facebook.

Step by step

Contents per step	Methodology	Media
Question: Can your parents and grandparents become friends with you on Facebook? Explain why (not).	Interactive moment in class	

Contents per step	Methodology	Media
<p>Explanation: Timeline on Facebook</p> <p>In Appendix 8, you'll find an example of a Facebook timeline. Here's what you can find on it.</p> <ol style="list-style-type: none">1. With this button you open the home page.2. This button leads you to your own profile.3. Here, you can open Messenger, where you can have private conversations with friends. This is also called chatting.4. This is where you write messages that all your friends can read.5. Here's how to add photos or videos to your message.6. Here, you can tag friends. Always check in advance whether they agree to this.7. With this button you can indicate how you're feeling when writing your post.8. On your timeline, you will also find all messages from friends, groups and pages that you follow. By scrolling, you can see them all.	In classroom	Appendix 8

Contents per step	Methodology	Media
<p>Explanation: Your profile on Facebook Your own Facebook profile looks like this:</p> <ol style="list-style-type: none"> 1. On your timeline you can post all kinds of posts with text, photos, videos, emojis, etc. There will also be automatic messages when you publish a photo, check 'I'm going' to an event or share a video. Your friends can also post on it, comment on it and like it. 2. Here, you can find your personal information. Note: only share the information you want to make public. 3. Here, you see all your Facebook friends. 4. Here are all your pictures. 	In classroom	Appendix 9
<p>Question: What brands or celebrities do you follow on Facebook? What do you like about them?</p>	Interactive moment in class	
<p>Explanation: Other Facebook pages You can also follow the pages of companies, brands and celebrities. First you enter the name of the person you're looking for in the search bar. You'll find it at the top of every Facebook page. You can also find friends and family like this.</p>	In classroom	Appendix 10

Contents per step	Methodology	Media
Assignment: What are your three favourite emojis? Draw them on a sheet of paper.	Work in groups	Sheet of paper per student
Assignment: What is the favourite emoji of our class?	Choose the most popular of all drawings	

Part 7: Instagram

Short description

Instagram is a website but above all an application, for which you need a smartphone, with the emphasis very much on photos and videos. You can share images and stories with your followers and look at stories and images of others. Comments and likes work the same way as on Facebook.

Instagram also requires users to be at least 13 years old.

In this chapter, we will explain what can be done with Instagram.

Step by step

Contents per step	Methodology	Media
<p>Question:</p> <ol style="list-style-type: none">1. Who's already using Instagram? What's the funniest picture you've seen this week on Instagram? And why?2. I also have a question: Which celebrity should I follow to be hip today?	Interactive moment in class	

Contents per step	Methodology	Media
<p>Explanation: Post on Instagram</p> <ol style="list-style-type: none"> 1. First, you log on to your Instagram account. 2. Then you choose people to follow. The difference with Facebook is that you can follow people who don't follow you or even know you, like celebrities and influencers. 3. Click on the magnifying glass and enter the right name. 4. Then click on the '+' at the bottom and choose a photo or video to share or create a new one. 5. You can also put a filter or an effect on it. 6. Then you write a text to go with it. 7. You can tag one person or several people. Note that this can only be done if the persons concerned agree. 8. To make your message easier to find, you can also add one or more hashtags. 	<p>In classroom</p>	<p>Appendices 11, 12 and 13</p>
<p>Tip: You can look for photos and videos with hashtags. Just enter the term of your choice in the search bar. You can then look into the search results.</p>		

Part 8: Importance of Privacy

Short description

Even on the internet, it is appropriate to have your own boundaries. Would you rather not share thoughts with someone or are there pictures you prefer to keep private? Then you have every right to do so. With the right reflexes, things won't go wrong for your students.

Topics such as online security and privacy can also be found extensively in the module 'Internet security and safety'.

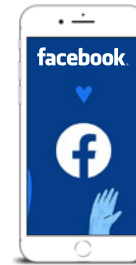
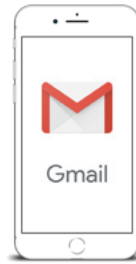
Step by step

Contents per step	Methodology	Media
Question: Tagging pictures on Facebook and Instagram is fun. But do you always like being tagged in pictures? And when don't you like it? What do you have to take into account when tagging photos?	Interactive moment in class	
Assignment: How would you describe privacy?	Work in groups + complete in the classroom with the tips	

Contents per step	Methodology	Media
<p>Tips:</p> <ol style="list-style-type: none">1. Everyone in Belgium has something called ‘right of publicity’. This means that no one can publish a photo or video of you without your permission: not in the real world and not online. Always ask the permission of the persons concerned to publish or share something.2. On Facebook you can indicate that you should always give permission before pictures in which you’re tagged, are published.3. Careful about what you share in private messages. These messages may not end up on your timeline or account but there’s always a risk that screenshots will be created and distributed.4. An e-mail can always be forwarded. So, be careful about what you write.5. On Facebook, you can not only choose your own friends, but also indicate who can see a particular post: everyone, only your friends, everyone except ...6. Instagram has both public and private profiles. If your profile is private, you have to approve who can see your posts. You can further filter by indicating which posts should be visible only to your best friends.7. Do you log on to a public computer or a free Wi-Fi network? Then you should always log out before you leave and not share personal information.	In classroom	

Appendices

1.



1	Choose your website	We go for Gmail	There's only one Facebook, so you don't have to choose	Same here
2	Enter your data	First name & name	First name, name, mobile phone number and date of birth	First name, name, mobile phone number and date of birth
3	Choose your username	Keep it simple and professional	Just your name, so others can find you	Do what you like
4	Choose a strong password	At least 8 characters	At least 8 characters	At least 6 characters
5	Click the button in the confirmation mail	Just click	Come on, let's move it	You want this, really really badly!

Appendices - Exercise sheet

2.

Here's what I want to share:	With...	E-mail	Facebook	Instagram
An announcement, message or question	Friends, family, business contacts, etc.			
An announcement, message or question	Friends and family			
How I feel	Friends and family			
A hilarious joke	Friends and family			
Nice pictures	The organiser of a photo contest			
Nice pictures	Friends and family			
A self-made video	Friends and family			
A video I found online	Friends and family			

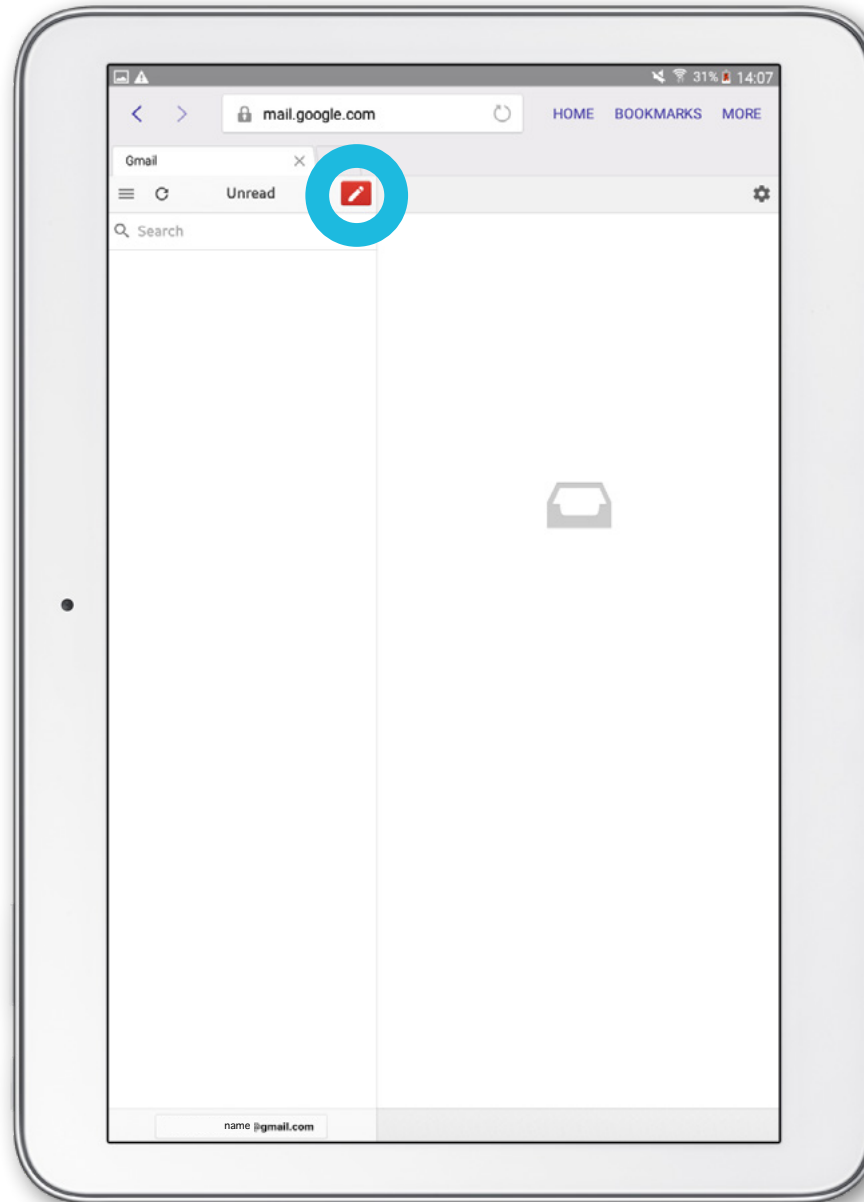
Appendices - Exercise & solution sheet

3.

Here's what I want to share:	With...	E-mail	Facebook	Instagram
An announcement, message or question	Friends, family, business contacts, etc.	X		
An announcement, message or question	Friends and family		X	
How I feel	Friends and family	X	X	X
A hilarious joke	Friends and family		X	
Nice pictures	The organiser of a photo contest	X		
Nice pictures	Friends and family		X	X
A self-made video	Friends and family		X	X
A video I found online	Friends and family		X	

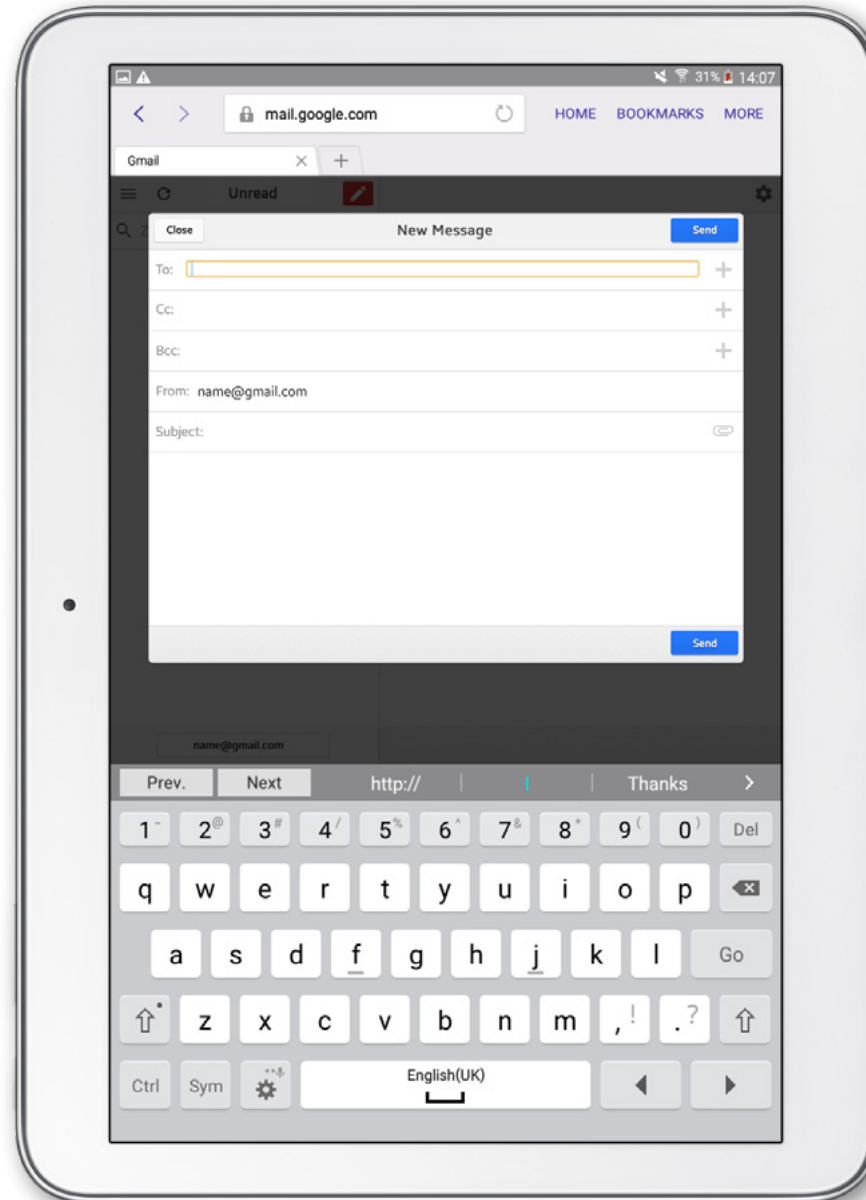
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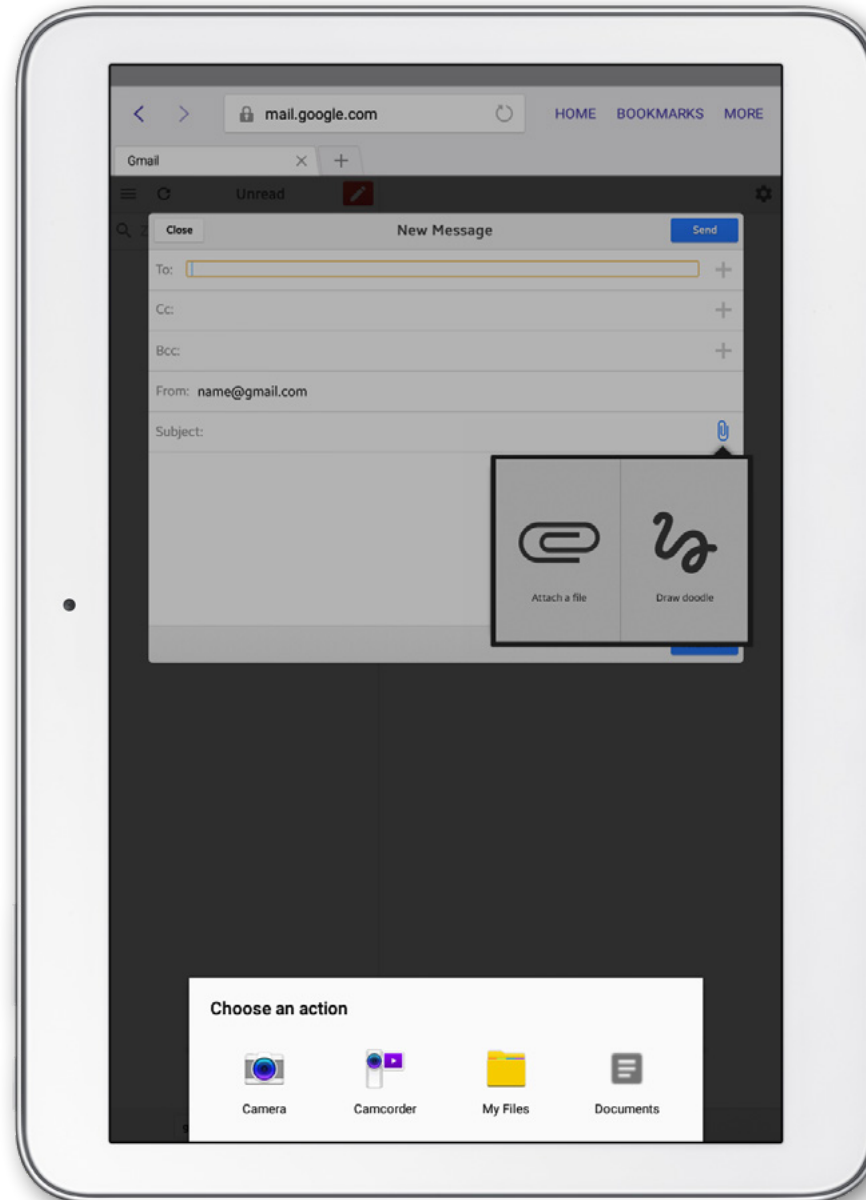
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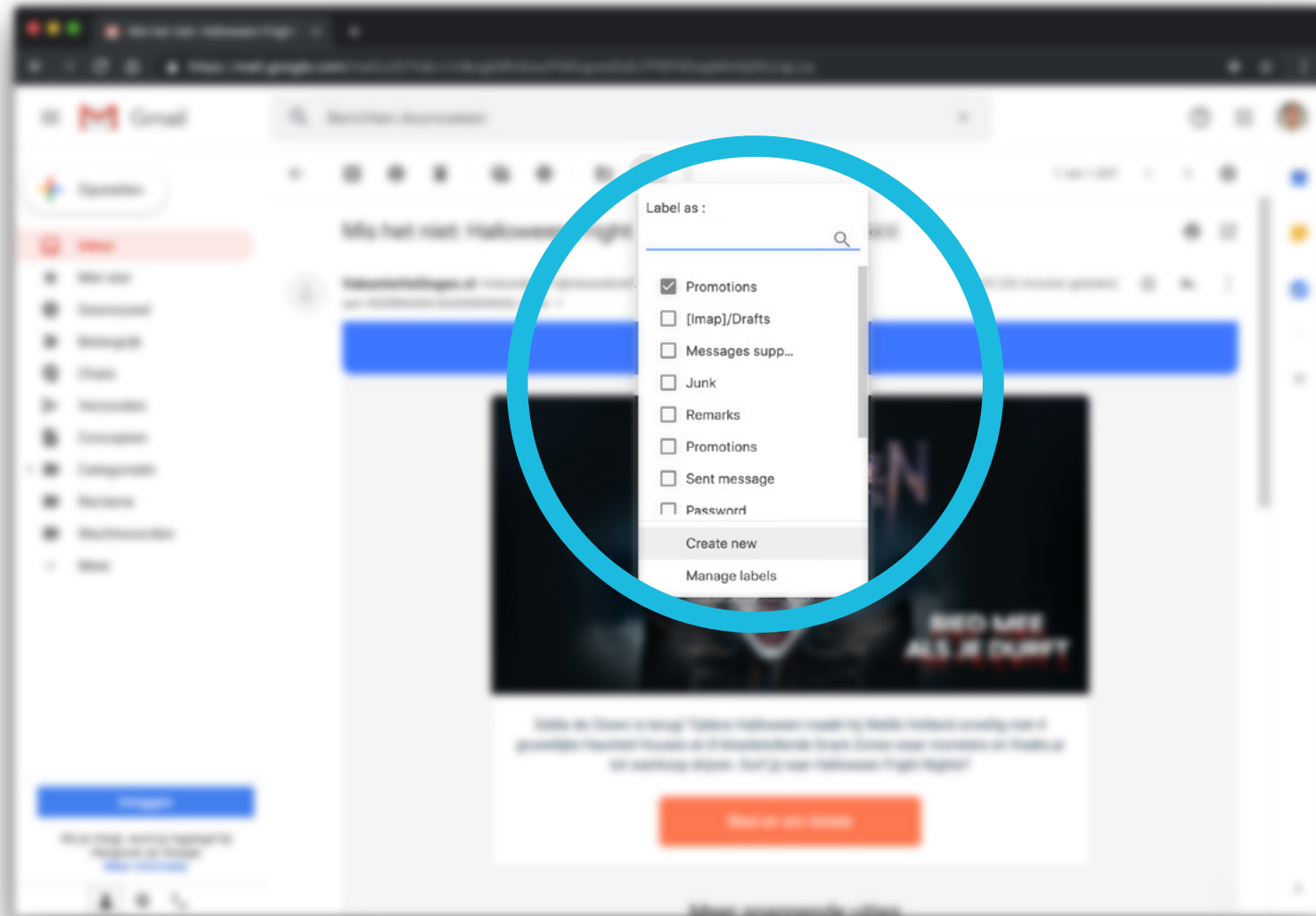
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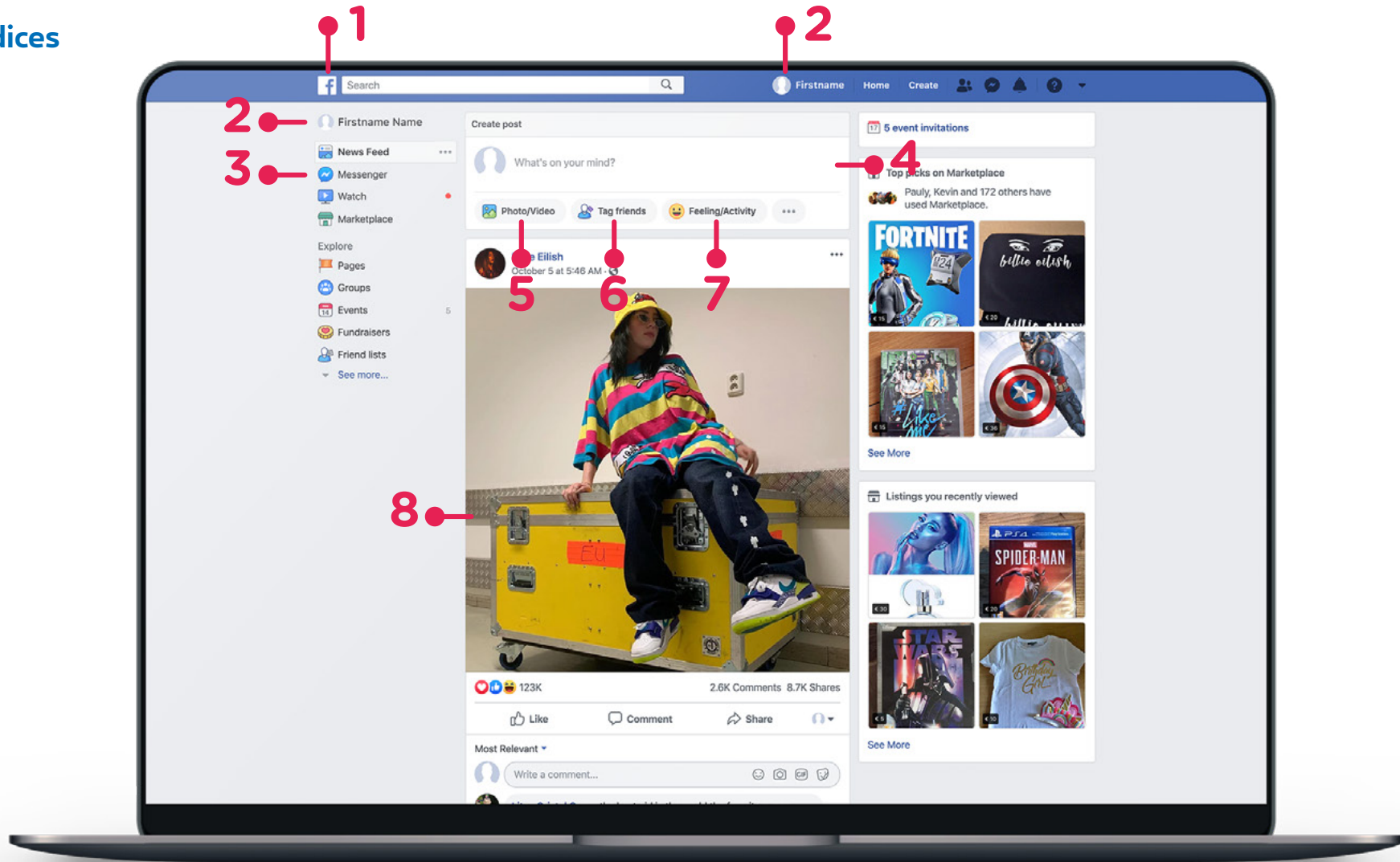
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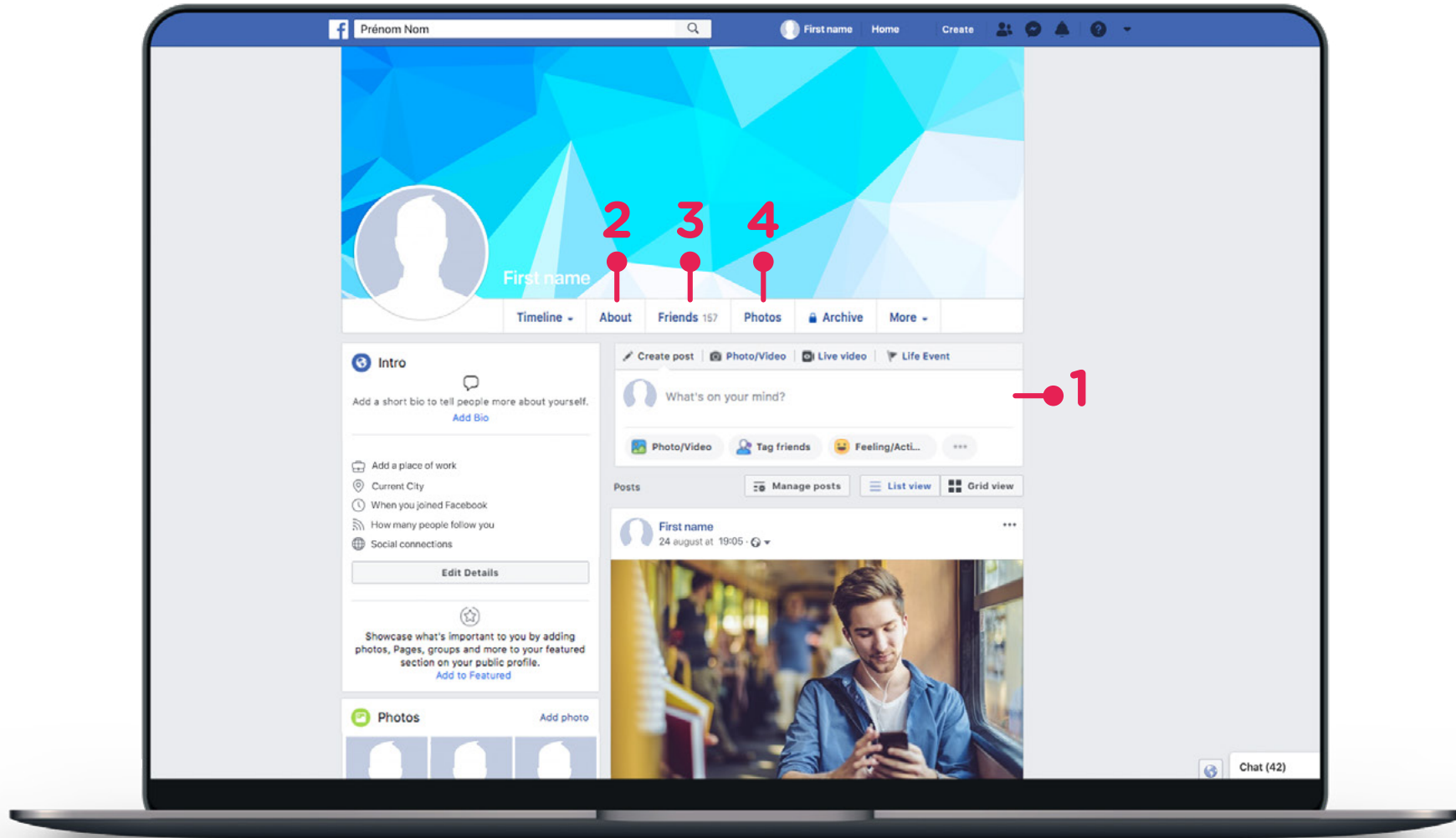
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Appendices

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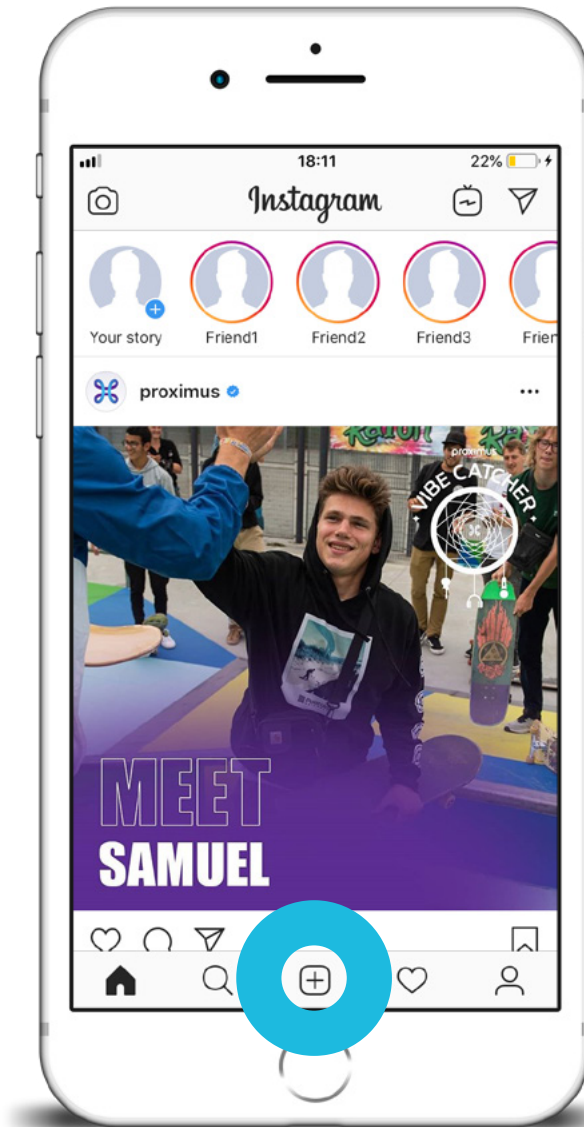
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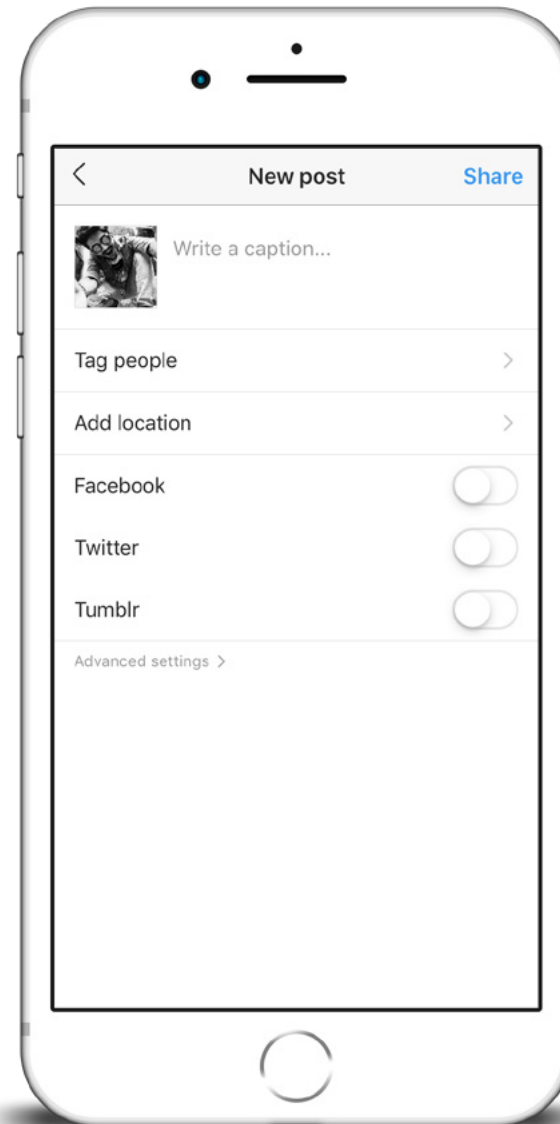
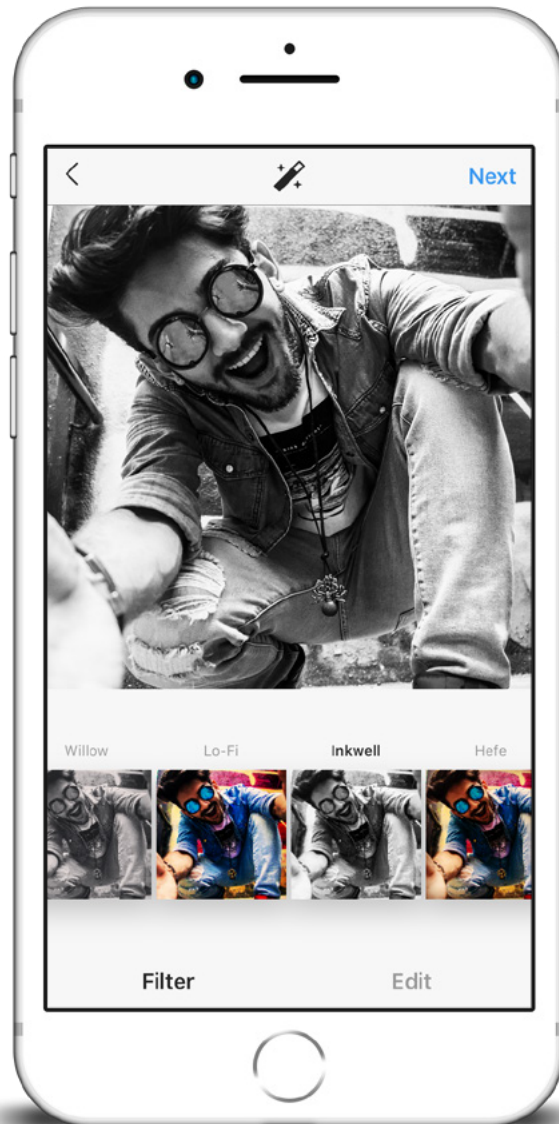
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11.



Appendices

12.



Appendices

13.

