

# Module 3:

# Online communication tools

Instruction kit for teachers

---

## Brief topic description

For young people today nothing is more important than being constantly connected with their friends, classmates, family and the whole world.

Not only through social media and e-mail, but also with online communication tools such as WhatsApp, Skype and FaceTime.

With the module 'Online communication tools', we want to explain the advantages and disadvantages of each tool, what makes them so different from traditional telephone communication and what users should watch out for.

## Objectives

This module has the following objectives:

1. Provide an overview of the key functions of WhatsApp, Skype and Facetime, including creating an account.
  2. Learn how to use WhatsApp, Skype and Facetime correctly.
  3. Create awareness about the risks of communicating online with strangers.
- 

## ICT attainment levels

This module comprises the following IT attainment levels:

- Pupils can use ICT in a safe, responsible and effective way.
- Pupils can use ICT to communicate in a safe, responsible and effective way.

In addition, attention is paid to the attainment levels for 'Social skills':

- Pupils know how to be assertive with peers and adults by giving signals that are understandable and acceptable to others.

## Target group

- Primary education third grade
- Secondary education first grade

## Necessities

- Min. 5 computers / laptops
- Access to Internet & web browser
- 'Can you hear me?' diggit module

## Duration

2 hours of lessons  
(2 x 50')

## Preparation

- Charge computers / laptops
- Set up the diggit module 'Can you hear me?' on the interactive board

## Important terms and definitions

Below you will find an overview of a number of relevant terms and definitions regarding online communication tools.

### Chatting

Chatting on the Internet refers to typing text back and forth between two or more computer users. The chatters may also speak with and/or see each other (video chat). This doesn't have to be two-way: it depends on the hardware (microphone, webcam) and whether you choose to switch it on.

### Emoji

The word emoji comes from the Japanese and means 'image' + 'written character' (moji). In applications such as e-mail, SMS, chat and WhatsApp, where short messages are often exchanged, the emoji helps to express the writer's meaning and emotion. Since 2014, a world emoji day is celebrated every year on 17 July, chosen because the 'calendar emoji' (📅) indicates that day.

### GIF

GIF is the abbreviation for Graphics Interchange Format. It is a digital image format for short, moving images. GIFs are uncopyrighted and may be used freely.

### Video chat

A video chat is a variant of the classic telephone call where video images are also shared. See also: 'Chatting'.

### Apple ID

The Apple ID of an account is the combination of an e-mail address and a password. You create it when you use an Apple device for the first time. It is the unique key for access to certain Apple functions. Example: downloading apps in the App Store or using iCloud (for the central storage of all your image material).

### App Store

A digital shop where you can buy applications for your Apple products. The App Store is available on all Apple devices (iPhone, iPad, iMac).

### GooglePlay Store

The GooglePlay Store is the counterpart of Apple's App Store. It is a digital shop where apps for Android devices can be downloaded (e.g. for Samsung or Huawei devices).

## Classroom script

Below, you will find an overview of the different steps in the lesson about online communication tools:

**Part 1: Introduction**

**Part 6: Skype**

**Part 2: Conversation starters**

**Part 7: FaceTime**

**Part 3: Creating an account**

**Part 4: Key functions**

**Part 5: WhatsApp**

## Part 1: Introduction

Digital communication can be done with different communication tools. In this module, we cover 3 tools that are used very frequently to communicate from a distance:

1. WhatsApp
2. Skype
3. FaceTime

## 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 'Online communication tools'.

- Which apps do you use to communicate online with your parents, family or friends?  
Do you use different apps for your parents and for your friends?
- Do you always use video when you communicate? When do you use it and when not?
- How often do you call someone without using an app? Why or why not?

## Part 3: Creating an account

### Short description

In order to use WhatsApp, Skype and/or FaceTime, each user needs an account. We will take you through the different steps you have to take for the three tools.

### Step by step

Content per step	Methodology	Media
<b>Assignment:</b> Find out which steps you always have to take to create an account.	Work in small groups + classroom discussion	

Content per step	Methodology	Media
<p><b>Explanation:</b> Every tool differs in terms of approach, but in general you need to follow these five steps to create an account:</p> <ol style="list-style-type: none"> <li><b>1.</b> WhatsApp and Skype must first be downloaded from the App Store or GooglePlay Store. FaceTime is automatically available on all Apple devices.</li> <li><b>2.</b> In addition, you must enter your data. For WhatsApp, that is only your telephone number; for Skype your first and last name, and for FaceTime your Apple ID (see also ‘Important terms and definitions’).</li> <li><b>3.</b> Then it’s time to select a username. FaceTime uses your name automatically; for WhatsApp and Skype you just use your own name, so that people can recognize you easily.</li> <li><b>4.</b> You must then enter a strong password of at least 6 characters, with at least 1 figure and letter. You do not need a password for WhatsApp. FaceTime is secure thanks to your Apple ID.</li> <li><b>5.</b> Finally, you must enter a numerical code in WhatsApp and Skype, which you receive by text message. For FaceTime you don’t have to take any action.</li> </ol> <p>The appendix contains a complete overview of the requested data per tool.</p>	<p>Overview of 3 tools in classroom (interactive)</p>	<p>Appendix 1</p>

Content per step	Methodology	Media
<p><b>Tips:</b></p> <ol style="list-style-type: none"><li>1. It is important to think through the choice of a name for your account in order to be taken seriously. You are going to use this account for quite a while. So make sure the name is not too childish or difficult to write.</li><li>2. A 'strong password' consists of a unique combination of numbers, letters and special characters which is difficult to figure out. For instance, you have to avoid using your own name and/or birthday, consecutive numbers such as '1234,' letter series such as 'abcdefg' or simply the word 'password'.</li></ol>	Classroom teaching	Tool for teachers 'Internet security & safety'



## Part 4: Key functions

### Short description

Every tool has specific functions. Can you make video calls? Can you send photos or videos? And is it possible to communicate online without an Internet connection?

In this chapter, we provide an overview of the key functions of WhatsApp, Skype and FaceTime.

## Step by step

Content per step	Methodology	Media
<b>Quiz:</b> Complete the table together with your classmates.	Work in small groups	Appendix 2

Content per step	Methodology	Media
<p><b>Explanation:</b> Based on the table in Appendix 3.</p> <p><b>Q:</b> Can you use the tools on your computer as well as on your smartphone?  <b>A:</b> Skype, WhatsApp and Facetime are available in app version and in desktop version. FaceTime can only be used on Apple laptops or computers.</p> <p><b>Q:</b> Do the tools also work without Internet?  <b>A:</b> You need a data connection for all three.</p> <p><b>Q:</b> Can you block someone if you do not wish to talk to them anymore?  <b>A:</b> This can be done on all three tools.</p> <p><b>Q:</b> Can you video chat?  <b>A:</b> That can also be done on all three tools.</p> <p><b>Q:</b> Can you send text messages?  <b>A:</b> All three tools have this function.</p> <p><b>Q:</b> Can you send photos or videos?  <b>A:</b> This is possible in WhatsApp, Skype and FaceTime.</p>	<p>Classroom teaching</p>	<p>Appendix 3</p>

---

Content per step	Methodology	Media
<p><b>Tips:</b></p> <ol style="list-style-type: none"><li>1. The rule that you should not talk to strangers also applies online. So have your new contacts checked by your parents and block someone if you do not have a good feeling about this person or if you do not know him/her (well).</li><li>2. Always bear in mind that WhatsApp, Skype and FaceTime use data. No problem if you are using Wi-Fi, but when surfing on a 3G or 4G network you must keep an eye on your data usage.</li><li>3. The desktop versions of WhatsApp and Skype are useful if you do not always have your smartphone at hand or have to type a great deal of text.</li></ol>	Classroom teaching	

## Part 5: WhatsApp

### Short description

SMS is no longer the favorite way of sending text messages. These days, this is done primarily via WhatsApp. Unlike with SMS, the communication is not over a telephone connection, but via the Internet: 100% digital, in other words.

### Step by step

Content per step	Methodology	Media
<p><b>Question:</b> Who uses WhatsApp? What do you usually use WhatsApp for? Tell us what you like about WhatsApp.</p>	Interactive moment in class	
<p><b>Explanation:</b> With Whatsapp you can fully digitally do following:</p> <ul style="list-style-type: none"> <li>- One-on-one conversations.</li> <li>- Group conversations. You can create groups by theme. For example, your dance group or everyone who wants to contribute for a gift. Never add anyone to a group who does not agree to be part of it.</li> <li>- Audio as well as video conversations.</li> </ul> <p>You can also share GIFs, videos and sound clips in these discussions.</p>	Classroom teaching	Appendix 4

## Part 6: Skype

### Short description

Skype is used primarily for video chats: for example, with a cousin who lives abroad or with your granny who has just moved to a service flat.

### Step by step

Content per step	Methodology	Media
<p><b>Assignment:</b> Create a Skype account with your school's e-mail address. What steps should you take?</p>	<p>Work in small groups on the computer + wrap-up in classroom</p>	<p>Computer</p>
<p><b>Explanation:</b></p> <ol style="list-style-type: none"> <li>1. You can log in on Skype with an Outlook account or you can create a new account.</li> <li>2. Now test Skype, your microphone and camera (webcam). You have to give your consent to do so.</li> <li>3. If you want to add contacts, type in their name in the search bar above left. You can start a discussion as soon as they accept your request.</li> <li>4. Go to 'Chat' to start a video chat.</li> <li>5. Now click on the right name and you can start your (video) chat.</li> </ol>	<p>Classroom teaching</p>	<p>Appendix 5</p>

## Part 7: FaceTime

### Short description

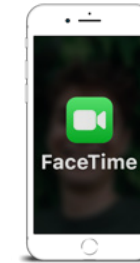
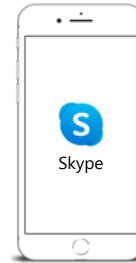
FaceTime is an Apple application that is comparable to Skype. It is easier to use and faster than Skype. The only disadvantage is that it can only be used on an Apple device (iPhone, iPad, iMac).

### Step by step

Content per step	Methodology	Media
<p><b>Explanation:</b> FaceTime works almost like Skype but is easier and faster to use. One important disadvantage: FaceTime only works on Apple devices:</p> <ol style="list-style-type: none"> <li>1. Click on the FaceTime icon on your 'Home' screen.</li> <li>2. Now click on the name of the person you wish to call and start the chat. For a video chat, click on the camera icon instead of the telephone icon.</li> <li>3. Click on the '+' to call someone new.</li> <li>4. If you have not yet saved the number of the person you want to call in your contacts, type the number you are looking for in 'To'.</li> </ol>	Classroom teaching	Appendix 6
<p><b>Question:</b> Can we now complete the table with the different functions, without looking at your notes?</p>	Classroom teaching	Appendices 2 and 3

## Appendices

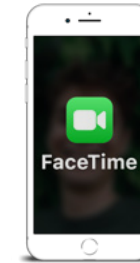
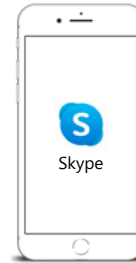
1.



<b>1</b>	Do you need to download it?	Yes!	Yes!	Apple automatically features FaceTime
<b>2</b>	Enter your data	Telephone number	Telephone number, surname and name	Sign up with your Apple ID
<b>3</b>	Choose your username	Just your name. That's easiest for others to know who you are	Just your name. That's easiest for others to know who you are	FaceTime automatically uses your name
<b>4</b>	Choose a strong password	There is no password for WhatsApp	At least 6 characters, with at least 1 digit and letter	No need
<b>5</b>	Do you have to confirm?	You get a code by text, which you have to type in WhatsApp	Same as WhatsApp	Not necessary either

## Appendices

2.

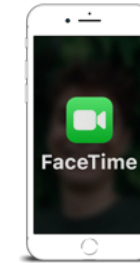
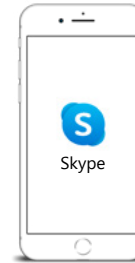


<b>1</b>	Where do you use it?			
<b>2</b>	Can you use it without the internet?			
<b>3</b>	Can you block someone?			
<b>4</b>	Can you video chat?			
<b>5</b>	Can you send text messages?			
<b>6</b>	Can you send pictures or video?			



## Appendices

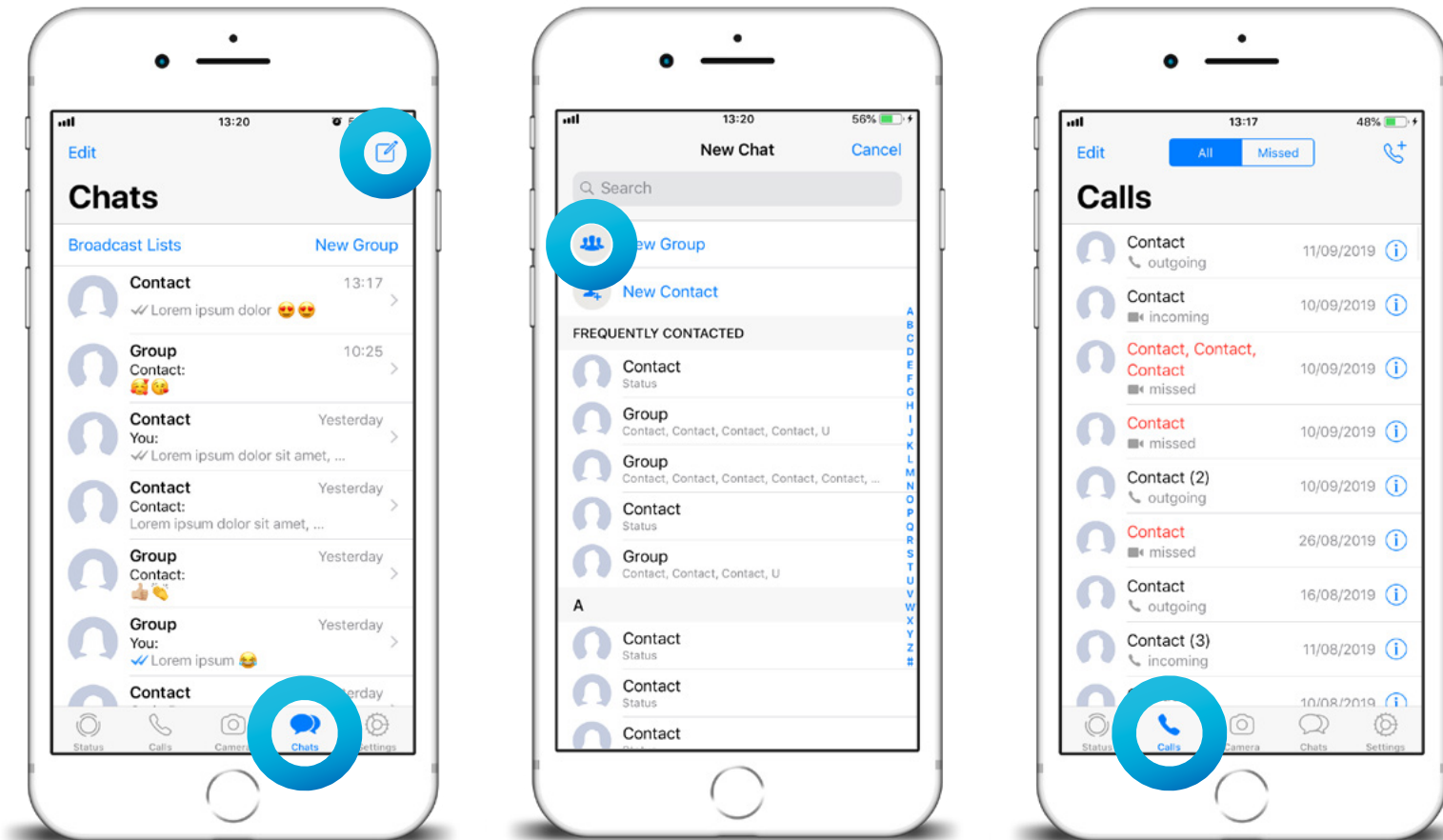
3.



<b>1</b>	Where do you use it?	On your computer and your smartphone	On your computer and your smartphone	Only on Apple devices (iPhone, iPad & Mac)
<b>2</b>	Can you use it without the internet?	Only works with Wi-Fi or mobile internet	Same here!	Sorry, here as well!
<b>3</b>	Can you block someone?	Yes	Absolutely	Certainly
<b>4</b>	Can you video chat?	Yes	Yes x 2	Yes x 3
<b>5</b>	Can you send text messages?	That too!	You bet!	Check!
<b>6</b>	Can you send pictures or video?	Of course!	Of course!	Absolutely!

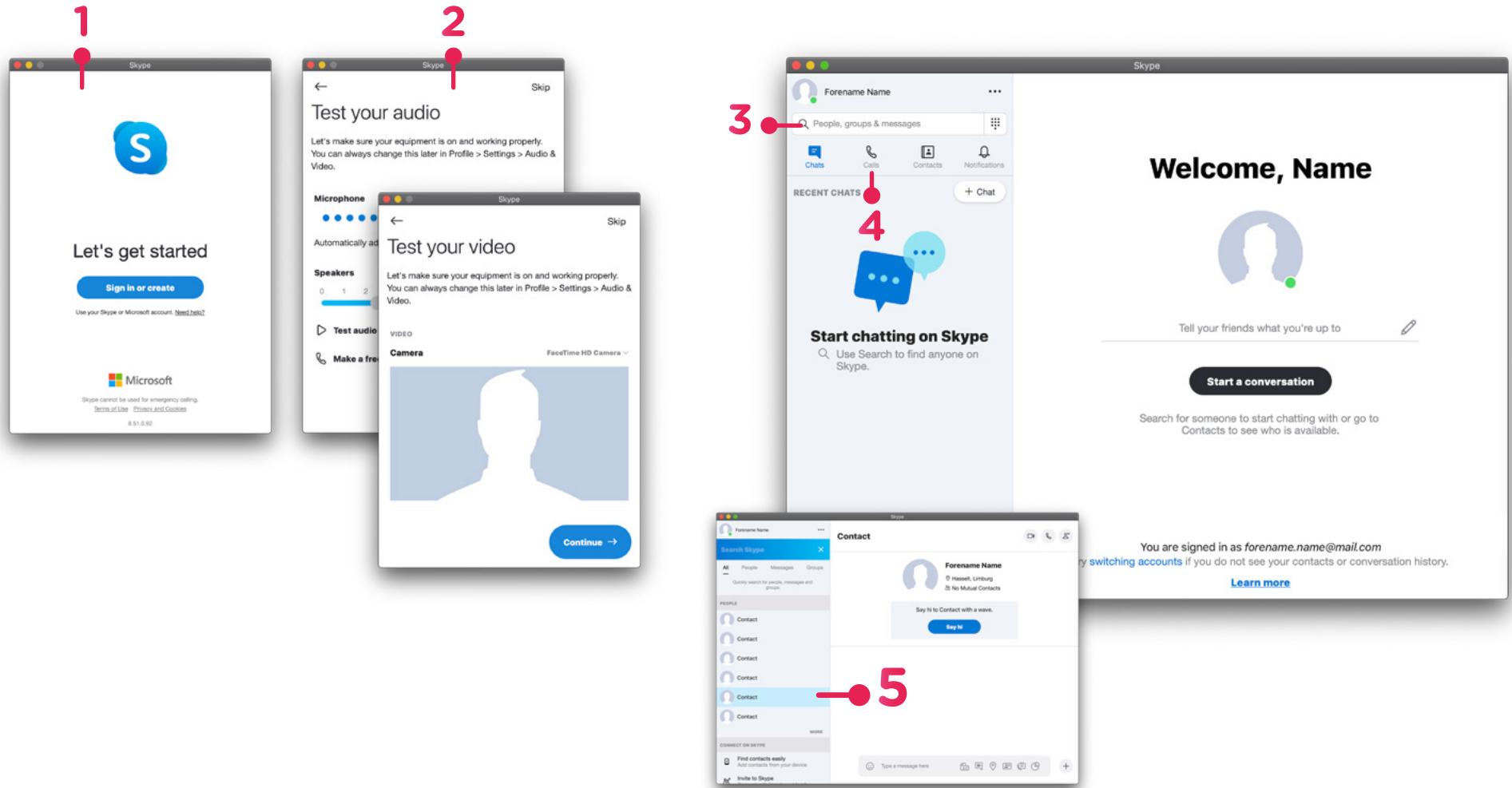
## Appendices

4.



## Appendices

5.



## Appendices

6.

