

DQ World™

WORKBOOK

Acknowledgements

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Welcome

Dear Educators,

Children today are living an increasingly digital life. Every day, they navigate seamlessly between the real and digital worlds. We have been spending a lot of classroom time teaching children the skills they need to get through in the real world. We teach them how to add the prices of items on their shopping list. We teach them to read street signs so that they can find their way to their destinations. But it is equally important that we teach them the skills they need to succeed in today's environment—how to stay safe and thrive in this digital age.

A team of world-leading experts in education, media, cyber-wellness and game-development has developed a platform specifically to empower children with the knowledge and skills, as well as the core values, to become future leaders in the digital era called "DQWorld.net". Through the use of animated stories, interactive learning activities and thought-provoking challenges, children will be actively engaged in the learning process. At the same time, they get to understand both the responsibilities and rights of being digital leaders of the future, and the need for their positive contribution to help others.

Our mission is to make every child a digital leader. We encourage you to use our programme to inspire your children to become the true leaders of the 21st Century. They can be digital leaders in real life!

Sincerely,

Yuhyun Park, Ph.D.
Founder and Chief Citizenship Officer, DQ WORLD

Introduction

This workbook was created with the mindset of being used in conjunction with DQWorld.net—our online self-learning platform that focusses on the 8 must-have digital skills we call DQ or Digital Intelligence Quotient.

Digital Intelligence (DQ) is the sum of social, emotional, and cognitive abilities essential to digital life. It is having the necessary knowledge, skills and ability to adapt one's emotions and adjust one's behaviour to deal with the challenges and demands of the digital era. There are 3 main components of DQ.



However, in this workbook, we will focus specifically on DQ CITIZENSHIP.



The 8 DQ Citizenship Skills are:



Digital Citizen Identity

Ability to build and manage a healthy congruent identity online and offline with integrity



Screen Time Management

Ability to manage one's screen time, multi-tasking, and one's engagement in online games and social media with self-control



Cyber-bullying Management

Ability to detect cyber-bullying situations and handle them wisely



Cyber Security Management

Ability to protect one's data by creating strong passwords and to manage various cyber attacks such as spam, scam, and phishing



Digital Empathy

Ability to be empathetic towards one's own and others' needs and feelings online



Critical Thinking

Ability to distinguish between true and false information, good and harmful content, and trustworthy and questionable contacts online



Digital Footprint Management

Ability to understand the nature of digital footprints and their real-life consequences and to manage them responsibly



Privacy Management

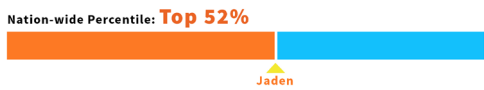
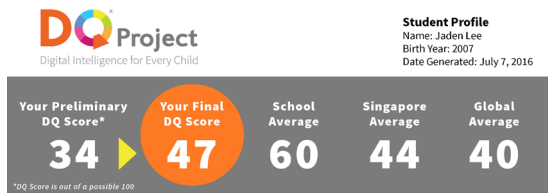
Ability to handle with discretion all personal information shared online to protect one's and others' privacy

Beyond knowledge, these abilities must be rooted in human values of integrity, respect, empathy and prudence. These values enable the wise and responsible use of technology—an attribute which will mark the leaders of tomorrow.

DQ REPORT

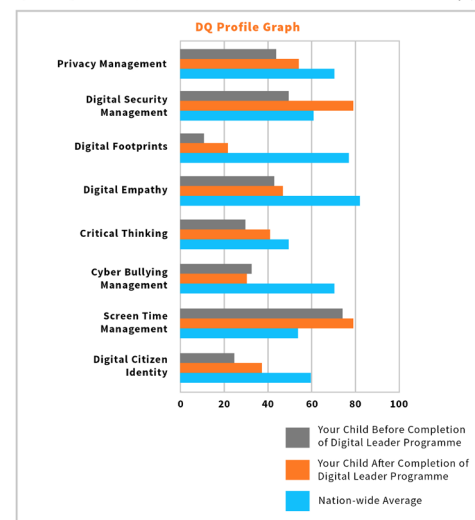


After completing the entire workbook and DQWorld.net, parents have the opportunity to purchase a DQ REPORT. The DQ REPORT provides a comprehensive summary of the child’s DQ profile scores and other findings. The DQ REPORT surfaces the strengths and weaknesses of the students’ digital intelligence. These reports also explain their extent of exposure to various online risks and the level of their parental and school involvement in their digital lives. In addition, they provide some practical recommendations to improve students’ DQs based on their profiles. Such information is invaluable to both educators and parents concerned for the progress and welfare of their children.



Exposure to Online Risks		
Type of Online Risk	Risk Level	Recommendation
Excessive Digital Media Usage	At Moderate Risk	Work on increasing your child’s self-control of media usage. Make sure to set family media rules for your child to have disciplined media usage. If necessary, have them to review the screen time management skills.
Involvement with Cyber-Bullying Situation	Safe	Your child reported that he has not been involved in either cyber bullying nor victimizing situations. Great job! Remember to continue to communicate with your child about respectful and responsible behavior online.
Inappropriate/Violent Content	At Moderate Risk	It is not uncommon for a child to be exposed to unwanted violent/inappropriate content. Make sure that you don’t blame your child for this result. Communicate with your child about what digital media they see, play, and hear.
Online Strangers	At Risk	Just like you check your child’s offline friends, you need to check whom they meet online for your child’s safety. Communicate with your child regularly about whom they meet online.

Parental Involvement		
Type of Involvement	Involvement Level	Recommendation
Restrictive Parenting	Good	You have set strict rules about your child’s digital media usage. However, we recommend that you actively engage in and mediate your child’s media usage. It will help your child to think critically and be responsible when consuming digital media.
Active Mediation Parenting	Poor	



Recommendation

Name: _____

Date: _____

Mission

3

Digital Citizen
Identity

Be a Digital Leader

DQWorld.net

**We belong to the Digital Leader Generation!
We can use the power of technology to unlock our potential.**

A Digital Leader can be identified by the 3 C's.
List the 3 C's and write down what each C means.

C _____ : _____

C _____ : _____

C _____ : _____

A digital leader masters technology, instead of being mastered by technology.

How can you use technology and creativity to improve the way you and your friends live?
Think about the problems you may face and focus on the areas you are passionate about.
Digital leaders have strong passions and pursue them to realise their dreams.

**Do you remember the song J.J. & Nana sang in the video?
Sing together with your friends and remember what makes Digital Leaders.**



Love and respect!



Treat others as you want to be treated!



Keep dreaming big!

And we can be the change that is needed!

Name: _____

Date: _____

Mission

4

Digital Leaders in the Digital World

DQWorld.net

Digital Citizen
Identity

Do you know that whenever you get onto the Internet, start Googling, watching videos on Youtube, or sending instant messages on your mobile, you are actually entering another world called “the digital world”? Let’s find out what it means to be a “digital citizen” in this digital world!

Everything we watch, hear, and play on the computer and on mobile devices exists in an electronic form, called digital media.

Circle the activities done in the digital world.

Swimming

Playing games

Online Chatting

Watching videos on
Youtube

Sending text
messages

Researching
from websites

Googling

Hiking

Surfing the
Internet



Write down some other examples of activities you can do in the digital world.

Everything that you experience through a digital medium makes up the **Digital World!**

Name: _____

Date: _____

Mission

6

Controlling Multi-tasking

DQWorld.net

Screen Time
Management

Multi-tasking is misleading and can be very ineffective.

Do you think your brain is able to absorb everything when you multi-task?

Circle TRUE or FALSE for the sentences below.

- | | | |
|----------|---|--------------|
| 1 | Every time you switch your attention between tasks, it takes a while for your brain to refocus. | TRUE / FALSE |
| 2 | You are getting stuff done more quickly and efficiently when you multi-task. | TRUE / FALSE |
| 3 | Multi-tasking will let you be happier and more confident as you will be connected to your friends all the time. | TRUE / FALSE |
| 4 | Learning to focus and concentrate is an essential skill that multi-tasking does not train. | TRUE / FALSE |
| 5 | When you do your homework, you should ignore all distractions until you are done. | TRUE / FALSE |

Name: _____

Date: _____

Mission

8

Preventing Game Addiction

DQWorld.net

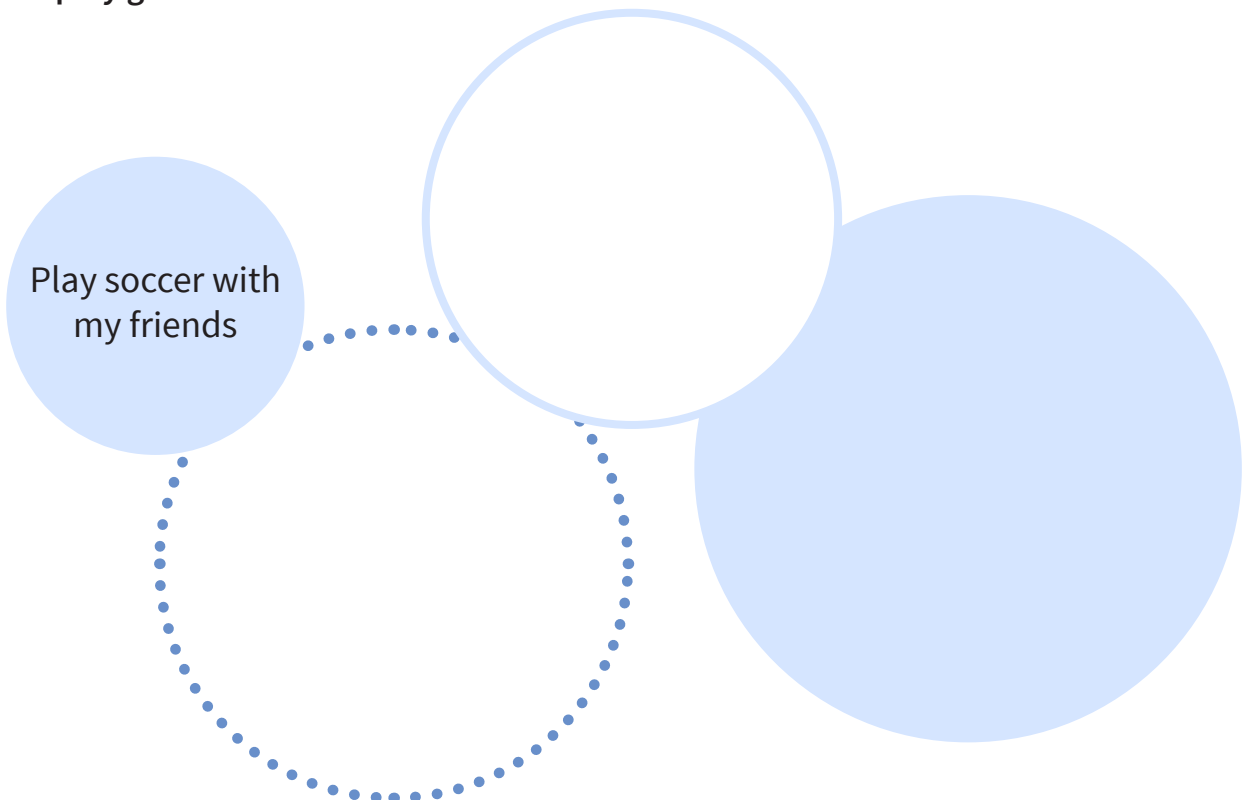
Screen Time
Management

J.J. took the gamer type survey and got "Hardcore Gamer"! Find out what kind of a gamer you are in DQWorld.net Mission 8.

Create your own rules on the use of computers and/or mobiles that will be the most helpful for you to avoid game addiction.

- 1 _____
- 2 _____
- 3 _____
- 4 _____

There are many things you can do other than playing games. Write down some fun and healthy activities you can turn to whenever you feel the urge to play games.



Name: _____

Date: _____

Mission

11

Screen Time
Management

Harmful Effects of Excessive Screen Time

DQWorld.net

Have you ever gotten upset because you could not continue to play games or use the Internet?

Let's check how much screen time you get every day.

Colour the time-slots you spend in front of a screen on a typical day. If you do 2 or 3 things in the time slot, you can colour it with multiple colours.

12am - 1am	6am - 7am	12pm - 1pm	6pm - 7pm
1am - 2am	7am - 8am	1pm - 2pm	7pm - 8pm
2am - 3am	8am - 9am	2pm - 3am	8pm - 9am
3am - 4am	9am - 10am	3pm - 4pm	9pm - 10pm
4am - 5am	10am - 11am	4pm - 5pm	10pm - 11pm
5am - 6am	11am - 12am	5pm - 6pm	11pm - 12pm



Watching
videos



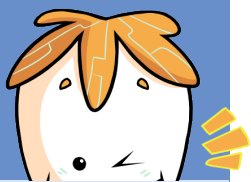
Playing
video games



Social media
/ Chatting

How much time do you spend in front of a SCREEN? _____ h _____ m

Do you think it is too much? Yes / No



It is important for you to know how to control your screen time so that you can balance online and offline realities.

Name: _____

Date: _____

Mission

12

Self-Control in Digital Use


DQWorld.net

Screen Time Management

In DQWorld.net Mission 12, you will learn about the harmful effects of too much screen time and the importance of self-control.

1. Write down some of the harmful effects of too much screen time.

2. Discuss with your parents how much screen time is appropriate for you.



My screen time is _____ h _____ m in a day



Q. What is an important value needed to control your screen time?

A. _____ - _____

Digital leaders can control their actions! As a digital leader, you have the inner strength to make the right choices even in situations where bad ideas pop into your mind to tempt you.

Name: _____

Date: _____

Balancing Screen Time

DQWorld.net

Screen time refers to the time spent in front of any screen for entertainment. Time spent doing homework on the computer does not count!

Use the options below to fill in the blanks.

3 times a week

2 hours a day

1 hour a day

THE 3-2-1 RULE

Play games less than _____.

Limit my total screen time to less than _____.

Play games for less than _____.

Make your own Screen Time Pledge!

I, _____, pledge to:

Play games less than _____ times a week.

Limit my total screen time to less than _____ hour(s) a day.

Play games for less than _____ hour(s) a day.

Name: _____

Date: _____

Family Media Rule

DQWorld.net

Let's make a media pledge for your family and commit to healthy media habits together.

Now you and your parents can sign on the pledge!
Remind each other of your promises.

Family Media Pledge

We will talk to each other regularly about our internet use and digital lives.

We will regularly discuss having technology-free periods in our lives.

We agree not to let digital media interrupt important family time.

We agree to use digital media and devices safely and responsibly.

Parents

Child

Signature: _____

Signature: _____

Name: _____

Name: _____

Name: _____

Date: _____

Managing Time and Priorities

DQWorld.net

Time is a limited treasure. You only have 24 hours in a day. It is important to build a good habit of managing your time effectively. The first step is to do the more important tasks first.

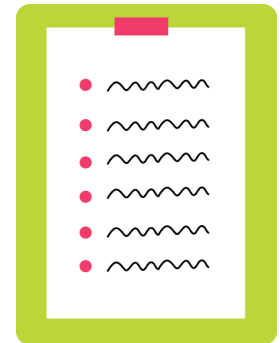
Prioritise the following tasks by filling in the blanks below.

- Doing homework
- Playing video games
- Chatting online

1 _____

2 _____

3 _____



Which is the most important task?

What are the consequences of not doing it?

What do you need to complete today?

**Keep your priority in mind.
Make your priorities a reality through your actions.**

Name: _____

Date: _____

Mission

19

Personal Information

DQWorld.net

Privacy
Management

Personal information is any information unique to you. It includes all information used to identify you in real life.

Circle all the examples of personal information you should not share with strangers.

Personal information examples to be circled:

- Passwords
- Home address
- Age or date of birth
- Phone number
- Photo of you
- Friend's/Family's phone number
- Full name
- Funny joke
- Current location
- School name
- Photo of friends and family
- Nick name
- Interests/Hobbies



Sharing personal information online can have harmful consequences. Remember to keep your personal information private or the Infolmons will take it!

Name: _____

Date: _____

Mission

20

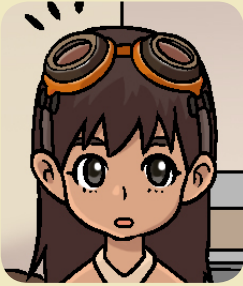
Privacy Management

Keeping Privacy on Social Media

DQWorld.net

Social networking sites can be dangerous as you do not know who you will meet there. We need the DQ SHIELD to detect the Infolmons' 5 deadly attacks!


Check Nana's profile on Facenote. What is wrong with her profile? Give reasons for the problem areas as numbered below.


1 

2 **Info**
Lives in Singapore
DOB: 14 Sept 2005
School: IZ Primary
Phone: 9411-0000
Interest: Reading

3 **Nana Lee**

Time Line

4  **NANA**
Arrived at ABC restaurant just now
Public

5  Today is Jay's birthday!
We are having a party at Universal Studios tonight!

- 1** _____
- 2** _____
- 3** _____
- 4** _____
- 5** _____

Name: _____

Date: _____

Mission

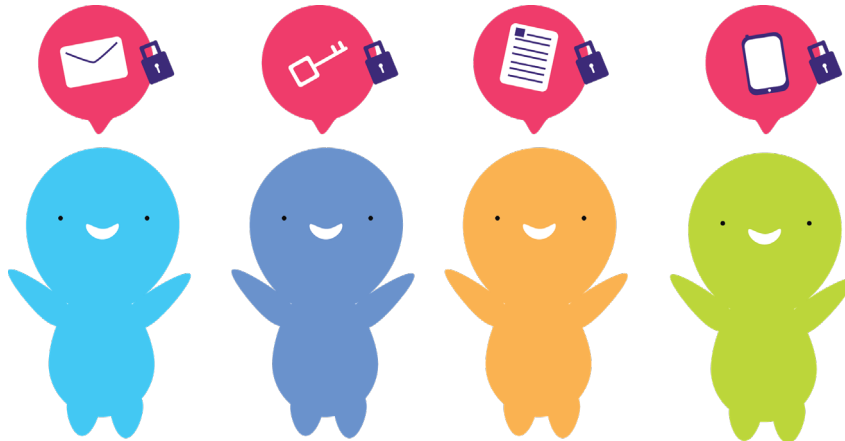
21

Protecting Others' Privacy

DQWorld.net

Privacy
Management

Respect other's privacy and seek their permission before posting content related to them!



Everyone has the right to keep personal information private.

All people are equal, and so are you and your friends. Other people's personal information also needs to be protected, just as yours does.

What should you tell your friends before you post any of their personal information?

1. W _____?

2. W _____?

3. W _____?

Name: _____

Date: _____

Mission

22

Privacy Management

Internet Privacy Rights

DQWorld.net

"Privacy" is your basic human right. You have the right to keep your personal information private. This means that you should have full control over your personal information.

What does privacy mean as a human right?

Privacy as a human right means that you should have _____

The first step to protect your privacy right is for you to decide who gets to have your personal information!

In order to maintain your own privacy on the Internet, you need to check three things. Fill in the blanks below. Remember, these are the three questions to check whenever you visit a website or use an app.



- Does it collect _____ about you?
- Does it have a link to " _____ " ?
- Does it share the information with _____ ?

Remember! Make it a habit to ask these three questions whenever you use a site or an app.

Name: _____

Date: _____

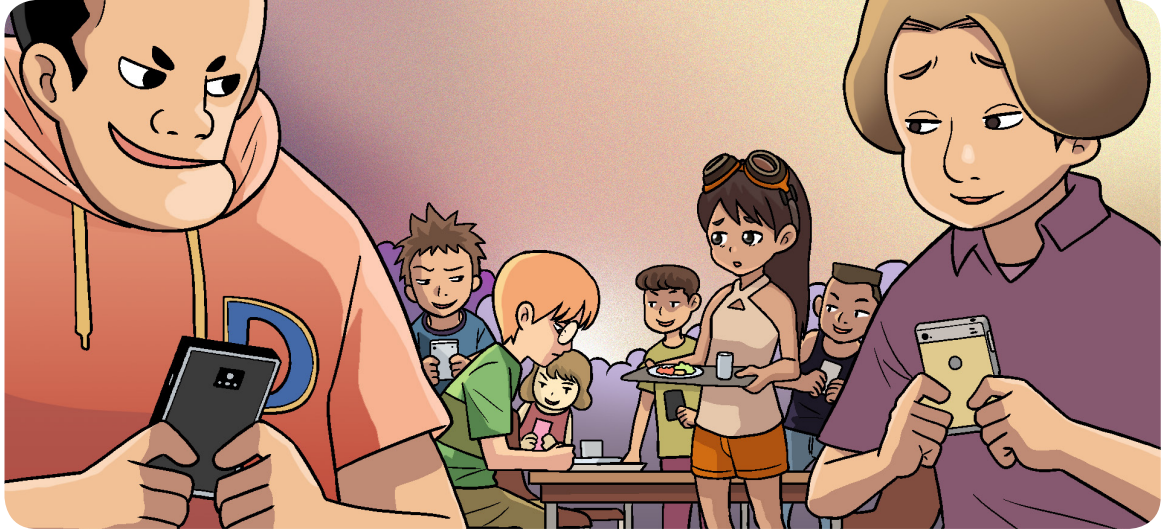
Mission

25

Detecting Cyber-bullying

DQWorld.net

Cyber-bullying hurts people and can be as simple as sending or forwarding a mean message.



How do you think Lu felt after experiencing cyber-bullying?

Let's be honest. Have you ever hurt your friends and/or other people by sending them mean messages? Write down (a) how you can stop yourself from hurting someone again, and (b) what you should do if you see someone experiencing cyber-bullying.



Cyber-bullying harms everyone involved and not just those on the receiving end!

Name: _____

Date: _____

Mission

26

What is Cyber-bullying?

DQWorld.net

Let's find out more about cyber-bullying, so that you can spot it in the future.

What is cyber-bullying?



Cyber-bullying is the act of using the Internet, cellphones, video games or other _____ to do something mean or hurtful _____ to others.

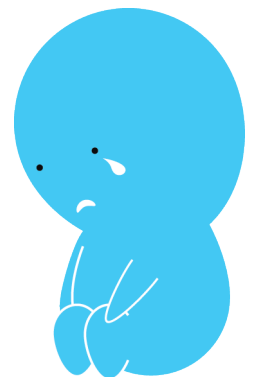
Cyber-bullying H.U.R.T.s!

H

U

R

T



Cyber-bullying is unkind and it is never funny.

Name: _____

Date: _____

Mission

27

Cyber-bullying Management

Identifying Types of Cyber-bullying

DQWorld.net

Cyber-bullying can happen in many ways and can often go unnoticed.

OK, truth time!

Have you ever been a cyber-bully? Which of these online activities have you taken part in?

Write Yes or No in the blanks

- 1** I made fun of someone by sending and posting stories, jokes, or pictures about them. (_____)
- 2** I purposefully excluded someone from an online group. (_____)
- 3** I sent or posted cruel and untrue things about someone. (_____)
- 4** I entered or used someone's email, website, or computer without their permission, then made changes and/or sent something to make them look bad. (_____)
- 5** I sent or posted messages to someone saying that I will hurt them. (_____)
- 6** I pretended to be someone else and sent and/or posted messages to get that person into trouble or make the person look bad. (_____)
- 7** I kept on sending someone rude and insulting messages. (_____)
- 8** I spread rumours or gossip about someone online. (_____)
- 9** I tricked someone to provide me with secret or embarrassing information and then I sent and/or posted it online to others. (_____)

Name: _____

Date: _____

Being Involved in Cyber-bullying Unknowingly

DQWorld.net

Mission

28

Cyber-bullying
Management

It's so easy to take part in cyber-bullying. It takes only one "click" or one "forward" to spread mean messages online. Sometimes you may not even be aware that you are participating in cyber-bullying.

Name the 4 roles of cyber-bullying.



1

The child who starts and leads the bullying.



2

The child who is being bullied.



3

The child who is attracted to the bullying act and takes part in it.



4

The child who does not like the bullying act but does not want to get involved.

Once bullying occurs, all four people can become slaves of Boolee!



The best way to defend yourself and your friends against Boolee is to always be an Up-stander!

Name: _____

Date: _____

Mission

29

Cyber-bullying Management

Diffusing a Cyber-bullying Situation

DQWorld.net

The internet is a place where all kinds of people from different backgrounds, countries and cultures can share their thoughts and opinions. Very often, people will disagree about various things online.

What are the 5 steps to consider before responding to mean or hurtful messages?

Use the following clues to complete the 5 steps.



Step 1: _____ TIME _____



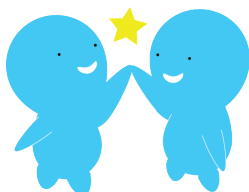
Step 2: _____ EMOTIONS



Step 3: _____ A FLAME WAR



Step 4: _____ DE-ESCALATE



Step 5: _____ AGREEMENT



Remember, you can rule over your emotions. Don't let them rule over you!

Name: _____

Date: _____

Dealing with Cyber-bullying

DQWorld.net

When you are attacked by Boolee, stay cool!

Fill in the blanks to complete the 3 steps to stop cyber-bullying. Then, search for the missing words in the crossword puzzle below.

Step 1. STOP! Don't _____

Step 2. Save the _____

Step 3. Tell a _____

L	D	D	N	I	E	H	W	S	T	D	T
U	Z	H	D	M	D	E	C	B	K	J	R
V	E	C	W	S	J	I	V	Y	Z	A	U
F	P	E	J	K	M	O	M	U	X	I	S
E	D	V	Z	R	E	P	L	Y	Q	F	T
B	G	I	Y	D	L	W	R	B	H	Z	E
M	L	D	Y	O	W	R	U	E	U	T	D
X	U	E	S	Z	P	S	G	M	B	G	A
W	Z	N	G	N	C	G	X	U	O	E	D
D	Y	C	B	K	V	C	Z	W	J	L	U
A	T	E	F	W	K	J	I	Y	O	T	L
P	E	A	B	A	U	F	Z	V	I	Z	T

Name: _____

Date: _____

Who are My Trusted Adults?

DQWorld.net

Fill in the blanks.

are people you can look up to and rely on. They are willing to be with you to help when you are in trouble.

Be quick to tell when you see a potential cyber danger, be it a small or big matter.

Who are the trusted adults that you can get help from?

1. Name:
Relation:

2. Name:
Relation:

3. Name:
Relation:

Are you sure these are adults you can really trust? Yes / No

Don't hesitate to seek help from them when you need to.

Name: _____

Date: _____

Mission

33

When to Seek Help

DQWorld.net

Always tell trusted adults when you run into cyber dangers!

**Do you recall a time you needed help?
Describe what happened and how you asked for help.**



Sometimes situations can be too dangerous for you to handle on your own.

It is important to get help from trusted adults when you encounter any cyber danger.

Let's list some scenarios where we might need to ask for help!

Scenario 1 I am receiving t h _____ s .

Scenario 2 A stranger is asking me to m ___ t him or her.

Scenario 3 Someone is trying to get my p _____ l
l _____ n .



Infolmons make you think that parents and teachers don't care and cannot help, when in fact they can be your biggest protectors.

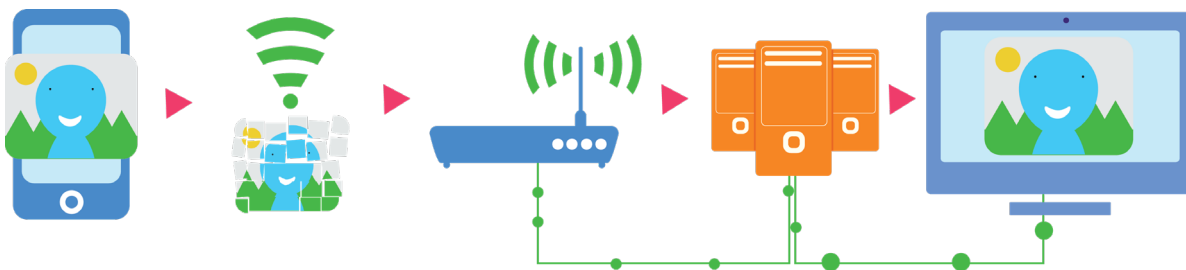
How Does the Internet Work?

DQWorld.net

Internet =

+

How does your photo on your mobile get sent to the computer of a person in another country?



This is what happens when you send a photo.

- 1 The photo image is broken into little parts called _____ and sent to your router by radio signals called _____.
- 2 The router sends signals through _____.
- 3 The website is located on a computer called a _____.
- 4 The photo image is reassembled for you to see.

Each device (e.g. computer, mobile) has a unique IP address.



Check your own IP address!
Go to Google and type "What is my IP address?"
Write it here:

Name: _____

Date: _____

Digital Leader Creed

DQWorld.net

RESPECT is the virtue that makes up the Golden Rule.

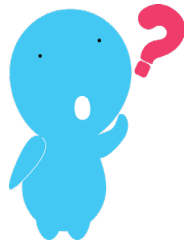
In order to uphold the Digital Leader Creed, let's first consider how you should treat others.

Fill in the blanks.

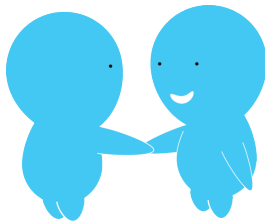
Digital Leader Creed: "Do unto others as you would have them unto you."



"Everyone should be treated with _____
for their _____ ,
be it online or offline."



Always ask _____ before you act,
"Would I want someone to treat me like this?"



_____ means that you **value or admire someone** by treating them in a *considerate, courteous and polite manner*.

Name: _____

Date: _____

Mission

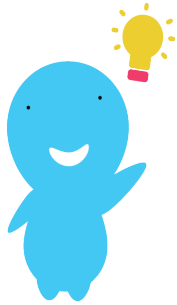
38

Digital Citizen
Identity

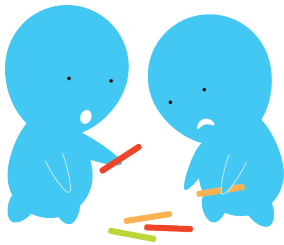
DQWorld.net

Digital Leader Creed

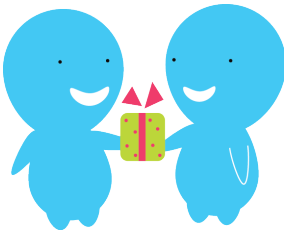
RESPECT is the virtue that makes the Golden Rule.



How you treat people will show them how you think of them. Your actions _____ your personal values.



_____ to others, if you want to be treated kindly.



_____ even when you don't like them. Just as you are worthy to be respected, so are they, regardless of your feeling for them.

Being a Global Citizen

DQWorld.net

Global citizenship is a matter of demonstrating characters, values or habits of mind, body and spirit as a global citizen in the digital world.

Fill in the blank to complete each sentence.

**Across
1**

“A _____ citizen is someone who understands interconnectedness, respects and values diversity, has the ability to challenge injustice and takes action in personally meaningful ways.” – by United States Fund for United Nations Children’s Fund (UNICEF USA)

There are four steps to foster global citizenship.

**Across
2**

1. _____ your own self and take pride in your own culture.

**Down
2**

2. Welcome _____ .

**Across
3**

3. Look out for _____ in the midst of diversity.

4. Never tolerate prejudice and hatred.

**Down
1**

_____ is an essential value for global citizens.

**Down
3**

_____ citizens are “global citizens”.



Name: _____

Date: _____

Mission



Being a Global Citizen

DQWorld.net

Global citizenship is a matter of demonstrating characters, values or habits of mind, body and spirit as a global citizen in the digital world.

Complete the crossword puzzle using the missing words on the previous page.

The crossword puzzle grid consists of the following structure:

- Row 1: 11 empty cells.
- Row 2: 11 empty cells.
- Row 3: 11 empty cells.
- Row 4: 11 empty cells.
- Row 5: 11 empty cells.
- Row 6: 11 empty cells.
- Row 7: 11 empty cells.
- Row 8: 11 empty cells.
- Row 9: 11 empty cells.
- Row 10: 11 empty cells.

Numbered starting points:

- 1: Row 1, Column 4.
- 1: Row 2, Column 1.
- 2: Row 3, Column 1.
- 2: Row 6, Column 1.
- 3: Row 4, Column 5.
- 3: Row 9, Column 1.

Illustrations:

- Top right: Three children (two girls and one boy) celebrating under a banner, holding gifts.
- Bottom center: Five children of diverse backgrounds standing around a globe.

Name: _____

Date: _____

Mission

41

Digital Citizen Identity

What's My Dream?

DQWorld.net

DREAM QUEST

Remember what we learnt about being a Global Citizen? What are some ways you would like to see the communities you are part of change for the better?

PERSONAL SPHERE

My dream for myself is that _____

LOCAL COMMUNITY

My dream for my community is that _____

NATIONAL COMMUNITY

My dream for my country is that _____

GLOBAL COMMUNITY

My dream for the world is that _____

DIGITAL COMMUNITY

My dream for the digital community is that _____



Dreams help us see that things don't have to stay the same and guide us to ask, "How can I make a difference?"



What are some of the things you are currently doing to achieve your dreams?

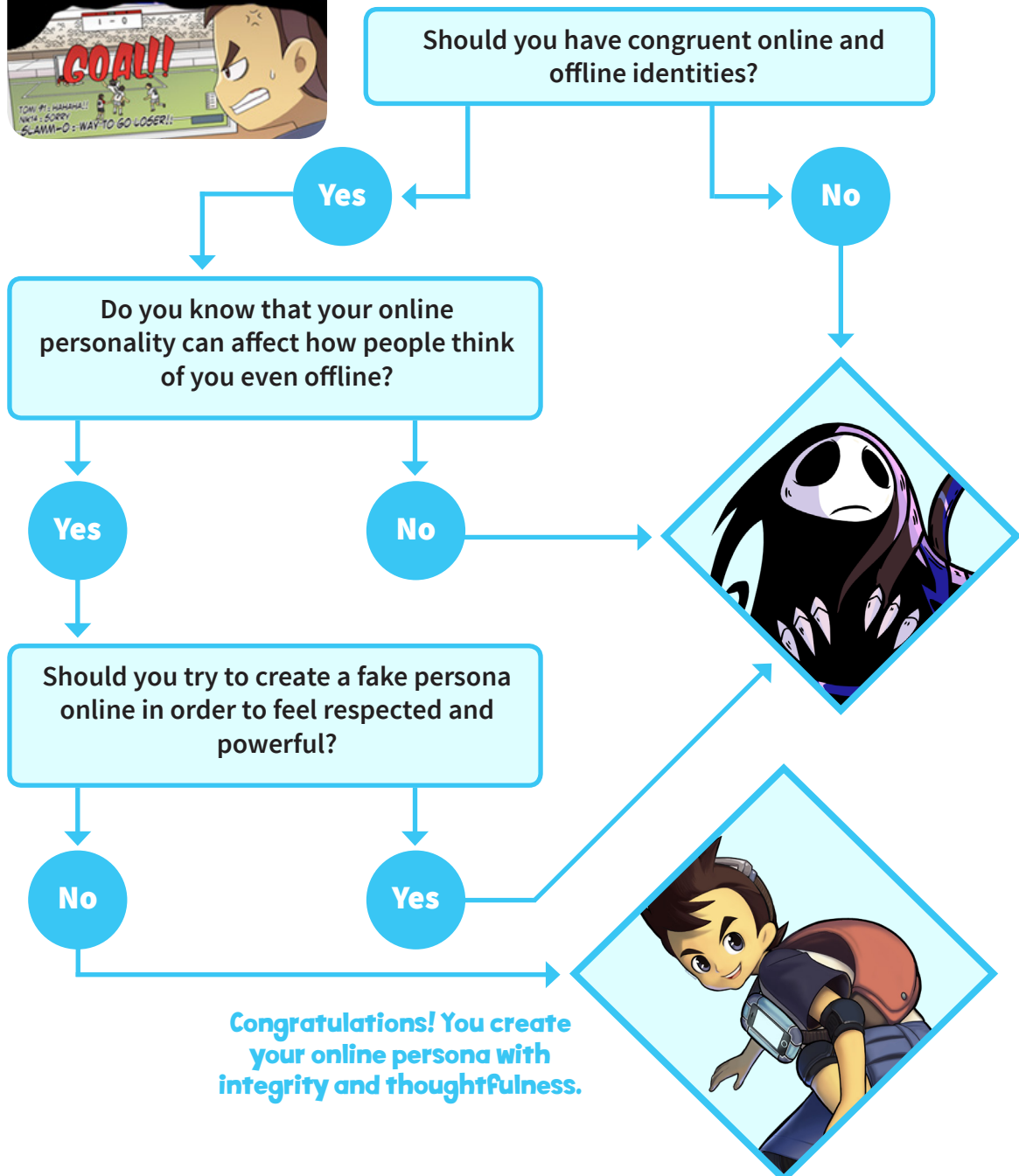
Congruent Online and Offline Identities

DQWorld.net

Create your online persona with integrity and thoughtfulness.



Jugo is the Infallmon who tries to deceive you into thinking that you can behave in whatever manner you like when you are online. Let's avoid falling into Jugo's trap by making the right decisions!



Name: _____

Date: _____

Mission

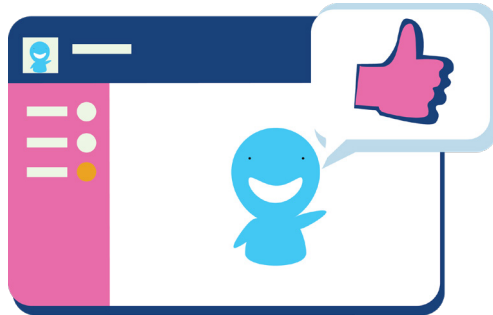
44

Digital Citizen Identity

Integrity of Online Persona

DQWorld.net

Uphold the integrity of our online selves



Integrity means “being honest, undivided, and upright to the principle”.

Remember, people like individuals who are authentic and real! Present your true self.

Select the five adjectives that best describe your true self and use them to fill in the blanks below.

Ambitious Compassionate Enthusiastic Generous Insightful
Organised Patient Trustworthy Creative Pragmatic
Forgiving Helpful Devoted Competitive Outgoing
Assertive Thoughtful Kind Sincere

My true self is _____, _____, _____,
_____ and _____.

What can you do to make sure your online self reflects your true self?



Presenting an incongruent online persona can lead to unhappiness and discontentment. On the other hand, when your online persona reflects your true self it can become a force that helps you become the best you, the real you.

Name: _____

Date: _____

What is Digital Footprint?

DQWorld.net

Your digital footprint refers to everything on the internet that can provide information about you!

Circle the terms which represent examples of digital footprints.

Photo

Hand letter

Text message

Blog post

Search history

School newsletter

Filling out an online form

Video

Mobile chat

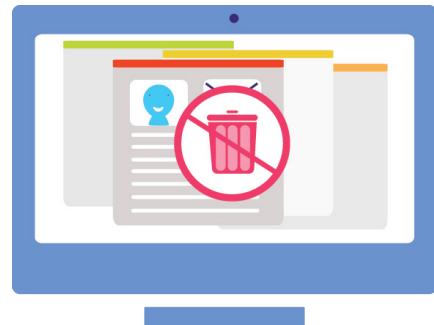
Online comment

E-mail

Fill in the blank.

Once your information gets on the internet, getting it off is almost impossible!

It is often _____ and beyond your ability to change or delete.



Name: _____

Date: _____

Mission

48

Digital
Footprint
Management

Digital Footprints Reveal Personal Info

DQWorld.net

Carefully managing your digital footprint can help keep your personal information safe.

Your digital footprint can include personal details you never want anyone to find out.

Once your digital footprint is on the internet, anyone can discover your personal information or more information about you.



How can strangers take advantage of your digital footprint?

Strangers can _____

Strangers can _____

Strangers can _____

Strangers can _____

Strangers can _____



Be careful with what you share, who you chat with, and which sites you visit. Remember, whatever you do online leaves behind evidence about you—your digital footprint!

Persistent Digital Footprints

DQWorld.net

Digital Footprints last for a long time and are difficult to delete

DOUBLE PUZZLE

Directions:

Unscramble the following words related to the Digital World

1. CYVAPRI - ● _____
2. ENOILN - _____ ●
3. RBYCE YBLLU - _____ ●
4. BERDTASNY - _____ ●
5. IIDGLAT - _____ ●
6. PERNATDUS - _____ ●
7. ITIPRORY - _____ ●
8. FOLENFI - _____ ●
9. NKTERWO - _____ ●
10. PITOTOFRN - _____ ●



Now use the circled letters above to complete a word that fits into the blank below.

● ● ● ● ● ● ● ● ● ●

1 2 3 4 5 6 7 8 9 10

Digital footprint can be _____

“_____” means “*lasting for a long time*” or “*difficult to delete*”!

Name: _____

Date: _____

Digital Footprint Impacts Digital Reputation

DQWorld.net

How you appear and behave online can affect how people relate to you

Fill in the blank.

What we do online leaves an impression on who we are and actually affects how other people judge us.

How you appear and behave online can affect how other people relate to you!

We call this _____ .

This is the impression other people have of you and it reflect upon your character.

Your digital footprints can be either damaging or beneficial depending on what you post online.

On the bright side, you have the power to create a positive online persona that reflects your best qualities!

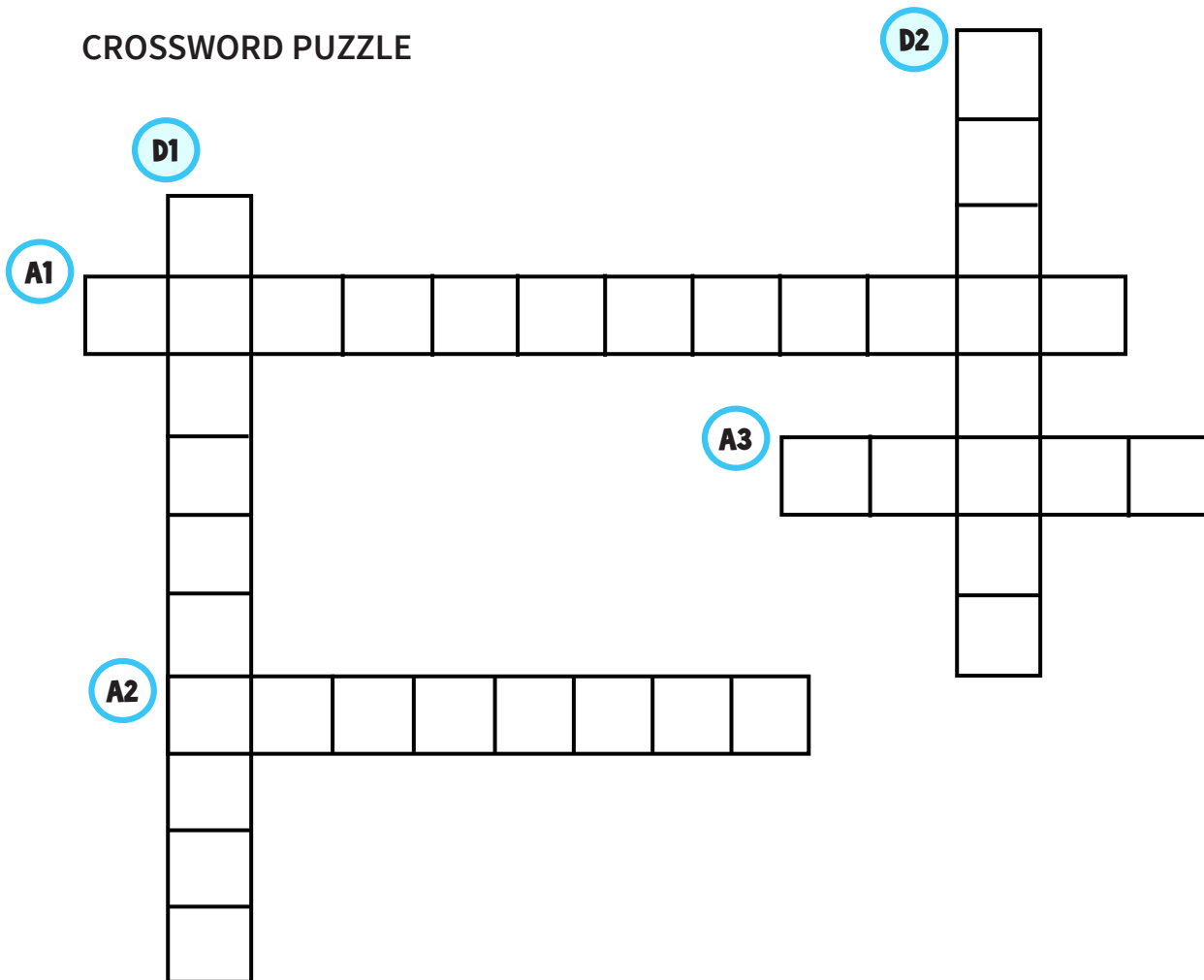
Write down some ways you can present a good digital reputation.

Real Life Consequences of Digital Footprints

DQWorld.net

Treat others how you want to be treated.

CROSSWORD PUZZLE



ACROSS

- A1.** Your online activity can have _____.
- A2.** When you aren't face-to-face with others, it is hard to see their _____.
- A3.** _____ others as you want to be treated.

DOWN

- D1.** Apply the _____ every time you post something online.
- D2.** Online communication is often _____, so it is hard to know what impact our words have.

Name: _____

Date: _____

Mission

52

Stop, Think, Connect

DQWorld.net

Stop, think, and connect before you act on the Internet!

Like an athlete needs to practice their sport, all of us need to practice using the stop, think, and connect model to manage our digital relationships.

Fill in the table below.

RESPONSE ACTIVITY	Stop and check your instinctual response	Think about the consequences	Connect with compassion.
Calling someone in an online game a "noob"	<i>Example</i>		
	<i>I will wait until I am less angry to reply.</i>	<i>I could ruin someone's day.</i>	<i>I would not want someone to criticise me while I play.</i>
Sharing an embarrassing photo of a friend online			
Forwarding a "chain email"			
Sending a funny "selfie" to a friend			



You can and should control the things you share and post about.

Name: _____

Date: _____

Creating Strong Passwords

DQWorld.net

When you lock the door of your house, do you leave the key on the door so that anyone can find the key and unlock the door?

Setting a weak password which anyone can guess is just like leaving the door to your online account wide open for attack.

Let's try to make a strong and memorable password.

Step 1: Think of a sentence with at least 8 words

Step 2: Take the first letter of each word

Step 3: Change some of letters to uppercase

Step 4: Change some of letters to be symbols

Step 5: Add some numbers



**Now you have a strong password.
Do not share it! Only you should know your password.**

Name: _____

Date: _____

Mission

56

Keeping Passwords Safe

DQWorld.net

After learning how to create a strong password, you will now learn how to keep it safe and make a pledge to do so.

4 Rules to keep your passwords safe.

The 4 rules to keep your password safe are listed below with some errors in them. Highlight the incorrect words and complete the rules by changing the words.

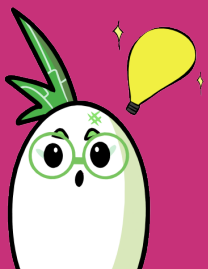
Let's try to make a strong and memorable password.

Rule 1: Don't share your password with anyone other than your friends or a trusted adult.

Rule 2: Use the same password for every online account you have.

Rule 3: Always log into a computer that isn't yours!

Rule 4: Try to change your password regularly—it is recommended that you do so every six months.



Only you should know your password. Do not share it! Keep all passwords safely.

Name: _____

Date: _____

Managing Spam and Scams

DQWorld.net

Remember—when in doubt, don't click!

Fill in the blanks in the sentences below.



_____ is an unwanted email or text mostly advertisements sent to a large number of addresses.



_____ is a trick to get your personal information, normally by pretending to offer you something for free.

Read the sentences below and check true or false.
Correct the sentence to make it true if the sentence is false.

- | | |
|---|--------------|
| 1 Never send a chain email to your friends!
These emails may have viruses! | TRUE / FALSE |
| 2 I must reply when I receive an email from
an online friend but whom I haven't met. | TRUE / FALSE |
| 3 Stay away from pop-ups and ads no matter
how much fun they look, especially those offering
“free” stuff. | TRUE / FALSE |
| 4 When in doubt, just click! | TRUE / FALSE |

Name: _____

Date: _____

Mission

58

Managing Phishing

DQWorld.net

Identifying and managing phishing attempts

Fill in the blank in the sentence below.



_____ is a scam where someone tries to steal your personal info by pretending to be someone you trust like a friend, your game, or even your email service!

Are the statements below true or false? Circle the correct answer.

- 1** If the website logo looks different or unusual, it is probably a fake website. **TRUE / FALSE**
- 2** If something is completely free it is a rare opportunity that we should seize. **TRUE / FALSE**
- 3** Messages that convey a sense of urgency or threat should be treated with suspicion. **TRUE / FALSE**
- 4** If the website looks the same, it's okay for the URL to be slightly different. **TRUE / FALSE**
- 5** You should delete emails and text messages that ask you to provide personal information. **TRUE / FALSE**

Name: _____

Date: _____

Mission

59

Observing Mobile Security

DQWorld.net

Follow the 4 rules to keep your mobile safe.

Time for a word search. Fill in the blanks and find the relevant words in the word search puzzle below.

Rule 1:

Have a _____.

Rule 2:

Only _____ your number to people that you _____.

Rule 3:

Keep your device _____ with the latest
_____.

Rule 4:

Turn off your _____, _____ and location services when not in use.

C	S	A	Z	K	U	C	J	X	B	D	Z	Y	J
C	T	N	K	Z	L	P	H	A	L	W	V	S	U
N	R	O	W	L	X	O	D	H	U	O	A	C	V
X	O	T	B	H	B	E	L	A	E	P	N	U	M
M	N	V	X	Y	C	V	W	Y	T	N	K	W	H
M	G	L	O	Q	M	I	G	V	O	E	L	Y	H
H	P	P	R	X	D	F	I	W	O	K	D	G	F
A	A	B	C	B	N	Y	V	M	T	M	S	B	O
L	S	B	W	I	F	I	E	X	H	P	W	Y	N
Y	S	R	J	Z	O	F	I	L	B	E	Z	Y	T
C	W	C	D	R	H	L	R	M	D	O	W	J	R
T	O	W	S	W	O	G	H	G	S	J	L	Z	U
N	R	R	M	W	M	F	R	I	U	B	Y	L	S
H	D	S	O	F	T	W	A	R	E	J	E	E	T



Digital Leaders exercise caution. Following the 4 rules helps to keep your mobile safe.

Name: _____

Date: _____

Whom Do You Meet Online?

DQWorld.net

Develop good discernment, know who to trust!

Online friends are people you meet online, but **have never known in real life**.

Can you tell the difference between online and offline friends?

Write down “**ONLINE**” or “**OFFLINE**” next to the different friends you meet.

- 1 _____ friend – Met at your school
- 2 _____ friend – Met through online chatting
- 3 _____ friend – Plays online games together
but have not met in real life
- 4 _____ friend – Plays soccer together during
PE class
- 5 _____ friend – Has mutual friends on
Facebook
- 6 _____ friend – Has mutual friends in school

Online friends can be fun and friendly.
But some of them can also be potentially dangerous.

Name: _____

Date: _____

Who are Online Friends?

DQWorld.net

Know when to use TELEPORT to tell a trusted adult!

Circle true or false next to the sentences below.
Turn false statements into true ones by correcting the errors in them.

Example



Share your personal information with online friends

TRUE / FALSE



Share your personal information with online friends

TRUE / FALSE

1 You should agree to meet up when someone whom you've only met online asks you to meet in person. TRUE / FALSE

2 Online friends are people you have met online, but have never known in real life. TRUE / FALSE

3 You should keep silent when you know someone is pretending to be someone he or she is not. TRUE / FALSE

4 Don't hesitate to seek advice from a trusted adult when you are in need. TRUE / FALSE

5 You should ignore strangers who try to contact you online. TRUE / FALSE

Name: _____

Date: _____

Mission

64

Critical
Thinking

The 12 Stranger Alerts

DQWorld.net

Stranger danger is a real threat. Be discerning and remember to seek help!

These are the 12 warning signs of stranger danger.
Let's try to remember what they are and fill in the blanks.

1. FLATTERY
2. ASKS ABOUT
3. SECRECY
4. TELL YOU TO NOT OTHERS
5. TELL YOU TO YOUR PARENTS
6. MAKES YOU FEEL BAD
7. PERSUADES THROUGH MANIPULATION
8. THREATENS TO END
9. OFFERS YOU GIFTS
10. WANTS
11. SUSPICIOUS
12. WANTS TO

**Do you know that not everyone online is telling the truth?
If you ever see any of these warning signs, even just 1 or 2, stop
communicating and consult a trusted adult!**

Name: _____

Date: _____

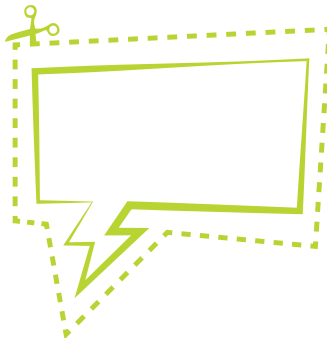
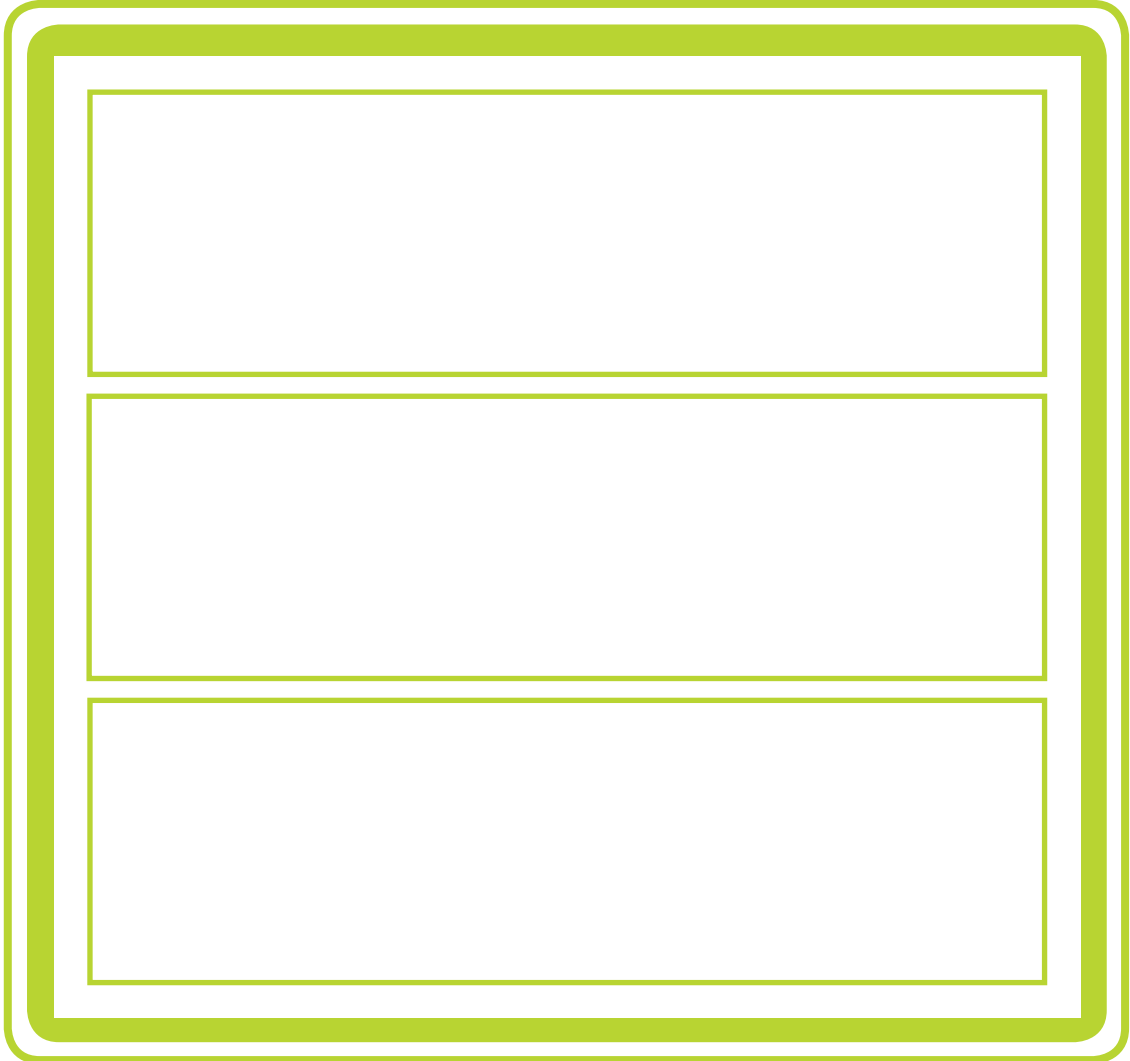
How to Avoid Violent Content

DQWorld.net

Learn to protect yourself from the threat of violent content

How would you teach your friends to avoid violent content in the digital world?

Plan a comic that has a cyber-safety message in it. You can work on your own or team up with your friends.



Name: _____

Date: _____

Mission

66

Critical Thinking

What is Inappropriate Content?

DQWorld.net

Break out of bad habits before it is too late

Remember these images? Fill in the caption that accompanied each image in the Mission.



Inappropriate content can cause you to develop bad habits. It can destroy your mind before you realise it. Get away before it is too late!



How To Critique Content

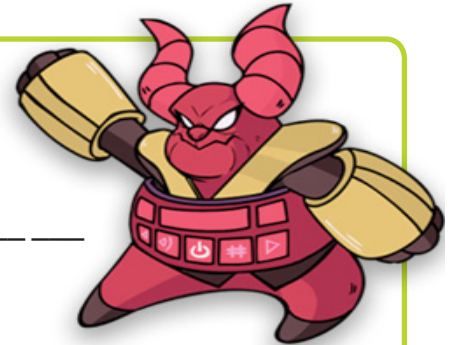
DQWorld.net

Check to make sure content is good and appropriate for you.

Brutus has scrambled some keywords to try and confuse you. Unscramble the relevant words and write them down.

Be a Content Critic by:

- 1 Check the **SINTRAG** - _____
Only play games appropriate for you.
- 2 Read **SVIEWRE** - _____
Check what others say!
- 3 Check with your **RNETSAP** - _____
Talk to a trusted adult before trying new games or websites.



Take the following steps to block unwanted content:

- 1 Close or **EELTED** the unwanted file - _____
- 2 **LCKOB** the perilous website - _____
- 3 Use software that **LIFRETS** web traffic - _____
- 4 Talk to a **RSUTTDE** adult - _____
- 5 Use **LIDCH-REFIDYLN** search engines -
_____ - _____



Remember that violent and inappropriate content can be extremely harmful. A digital leader uses Content Critique to protect him or herself!

Name: _____

Date: _____

Mission

68

Critical Thinking

True vs. False Info

DQWorld.net

Always verify your facts by double-checking them

Circle all the established institutions in the box below.

Government websites

Entertainment news websites

News organisations

Community wikis

Blogs

University websites

Your friend's social media post

Internet forums

Do you think this “flying skateboard” image is real or fake?
Use your digital skills to find out.



1. Is it real or fake?

2. What search term did you use?

2. What are 2 websites you used to verify this fact?

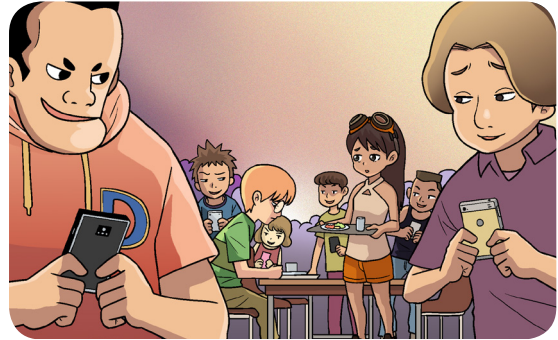
Courage to SPEAK UP

DQWorld.net

Courage is the willingness to say and do the right thing, regardless of the cost.

Speaking up may be difficult, but it's up to us to do what's right. We have the ability to speak up and help one another!

Do you remember the incident when George and James sent mean messages to Lu? If you were to witness this situation, how would you speak up for Lu?



To avoid becoming a helpless by-stander, we must exercise courage and help those in need!

Circle True or False next to the sentences below.

- | | | |
|----------|---|--------------|
| 1 | You should just ignore it when someone uploads an embarrassing photo on social media about your friend. | TRUE / FALSE |
| 2 | You should tell trusted adults to stop a cyber-bullying situation. | TRUE / FALSE |
| 3 | You should join in the fun and play a prank on a friend in a group chat. | TRUE / FALSE |
| 4 | You should tell him or her to stop if you see someone texting mean messages to your friend. | TRUE / FALSE |

Name: _____

Date: _____

By-standers vs. Up-standers

DQWorld.net

Mission

72

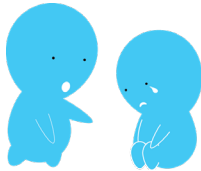
Digital
Empathy

Be an Up-stander and defend people in need.

Up-standers are willing to stand up and take action to defend people in need. As an up-stander what would you do for your friend who is being bullied? Answer the questions in the 4 steps below.

FEELS + NEEDS

How can you show your friend that you care?



INTERRUPT

How would you interrupt the bullying?



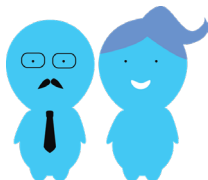
SPEAK OUT

How can you speak up for your friend?



TELL TRUSTED ADULTS

Who is/are your trusted adult(s)? How and what will you tell them?



Name: _____

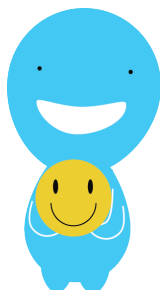
Date: _____

Listening with Empathy Online

DQWorld.net

We have to work extra hard to have empathy in the digital world.

Fill in the blank.



_____ is the ability to understand what another person is feeling. It is seeing the world through his or her eyes.

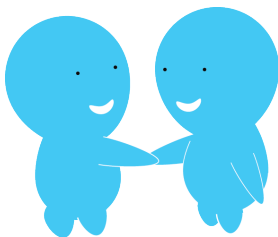
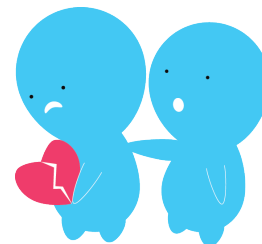
When we use the Internet and mobile, it becomes harder for us to listen to the other person's heart because we can't see their face and expressions when they are typing a message to us.



So, it is very important to _____
_____.

There are 2 steps to truly understand other's feeling and needs.

Step 1:



Step 2:

Keep in mind these 2 steps and try to listen to each other's heart. Have empathy!

Name: _____

Date: _____

Speaking Up With Empathy

DQWorld.net

Stand up for yourself and others.

Use each of the following words once to form sentences we can use to help Andy.

Something

The

About

Take

Immediately

Down

Andy

Feeling

Mean

Post

You

To: Mum

Tom posted _____ !

To: Andy

How are _____ ?

To: Tom

You should _____ !

Look at your answer to this question from Mission 14:

“(a) how you can stop yourself from hurting someone again, and (b) what you should do if you see someone experiencing cyber-bullying.”

Write down an improved answer using what you have learnt in this Mission.

Name: _____

Date: _____

Mission

79

Digital
Empathy

Empathy for Cyber Victims

DQWorld.net

Remember to treat others how you want to be treated.

Using what we learnt in Mission 48 about empathy, describe Mabel's feelings when she was falsely accused of being a thief.



If you were Raz, what would you recommend J.J. do?
Try to use what we learnt in previous Missions.



A digital leader always remembers to stop, think and connect, to stand up for his or her friends, and to behave responsibly online.

Don't Be Judgemental Online

DQWorld.net

Connecting with compassion is better than being too quick to judge.

Fill in the blanks.

_____ are when a bunch of people gang up against one person on the Internet. Maybe the person acts badly and it makes them mad.

How would you feel if you were Grace?

Everybody makes mistakes which includes you and me.

“The Golden Rule. ***Do unto others as you would have them do unto you.***”

When you see other people’s mistakes, do not be quick to judge or condemn them.



Now, what would you do if you see other people’s mistakes?
