

CyberSafe:
Privacy Prodigy

FAMILY AND COMMUNITY TOOLKIT

INTRODUCTION

Our world is connected through technology. Young people around the globe are interacting in digital spaces. Therefore, children and adolescents need to be taught basic security and safety in these online environments. Just like we teach children to look both ways before crossing the street, we need to teach children about personal data and their responsibility of making good decisions about their personal data.

Personal data identifies who we are, where we live, and how family, friends, and others can find us. We need to be thoughtful about when we share this information and with whom we are sharing this information with. In order to support these key components of better understanding our personal data and acceptable people and places to share this information with, we invite you to play CyberSafe: Privacy Prodigy!

This toolkit has been designed to provide families and communities with resources to engage in meaningful dialog with their children and adolescence about personal data, who should have access to your personal data, and how to manage your personal data.

In collaboration with Xbox, Minecraft: Education Edition recognizes the shared responsibility of creating and maintaining a better online world. All of us have a critical part to play in empowering young people to make the best possible use of online technology in safe and responsible ways.

In this CyberSafe: Privacy Prodigy Toolkit, you will find the following resources:

- CyberSafe: Privacy Prodigy – Invitation
- CyberSafe: Privacy Prodigy – Sample Agenda
- CyberSafe: Privacy Prodigy – Explanation of Activities & Materials
- CyberSafe: Privacy Prodigy – Data About Me Activity
- CyberSafe: Privacy Prodigy – Privacy Pledge Activity
- CyberSafe: Privacy Prodigy – Conversations Cards Activity
- CyberSafe: Privacy Prodigy – Circles of Trust Activity
- CyberSafe: Privacy Prodigy – “What can I do to protect my child’s data” Handout
- CyberSafe: Privacy Prodigy – Additional Resources

CYBERSAFE: PRIVACY PRODIGY – SAMPLE INVITATION

(Insert Date)

Dear (Community Name) Families,

Our world is connected through technology. Young people around the globe are interacting in digital spaces. Therefore, children and adolescents need to be taught basic security and safety in these online environments. Just like we teach children to look both ways before crossing the street, we need to teach children about personal data and their responsibility of making good decisions about their personal data.

We are inviting you to attend our Privacy Prodigy Family & Community Night on (date), from (time), at (location) to learn about personal data, when it is acceptable to share your personal data, and how you can protect your data at home! We encourage you to bring your child(ren) with you as this is intended to be a learning opportunity and invitation for open communication for both you as the adult and them, as the child(ren).

We hope you will be able to join us for this informative and interactive session!

If you are not able to join us, we highly recommend you check out some of the great resources to support data privacy.

Privacy & online safety | Xbox Support

Privacy for young people – Microsoft privacy

Microsoft Family Safety

Thanks,

(Insert Name/Title/Organization)

CYBERSAFE: PRIVACY PRODIGY – SAMPLE AGENDA

This is a sample of a 90-minute CyberSafe: Privacy Prodigy session. This session example is based upon both the parents/family members and child(ren) attending the session together. However, this could easily be modified for community members/organizations to lead this activity with students/children exclusively. Feel free to modify or adapt based on what is most suitable for your community.



CYBERSAFE: PRIVACY PRODIGY

SAMPLE AGENDA

TIME	ACTIVITY	MATERIALS NEEDED
Arrival	Sign-In Create Name Tents	○ Sign-In Sheets ○ Cardstock ○ Markers
6:30-6:55	Introductions Data Privacy Presentation	○ Power Point Presentation ○ Projector/Display
6:55-7:15	Data About Me Activity	○ Data About Me Handout(s) ○ Pens/Pencils
7:15-8:00	Community Gameplay	○ Devices with Minecraft: Education Edition downloaded
8:00-8:20	Privacy Pledge Activity	○ Data Byte Template (Primary) ○ Privacy Audit (Secondary) ○ Pens/Pencils ○ Scissors ○ Glue/Glue Sticks ○ Crayons/Markers
8:20-8:30	Thank You & Closing	○ “Helpful Resources” Handout

CyberSafe: Privacy Prodigy - Overview and Explanation of Activities & Materials

This will provide an explanation of each of the CyberSafe: Privacy Prodigy segments.

<table>
<tr><th>Time</th><th>Activity</th><th>Explanation</th></tr>
<tr><td rowspan="2">Arrival</td><td>Sign-In
Create Name Tents</td><td rowspan="2">1. Sign-In
Have families sign in so you have a record of their attendance. Include a way to capture their email address (if possible) so you can share the materials used from the session in a digital format, as a follow-up.
2. Create Name Tents
As part of the set-up prior to the event starting, place cardstock and markers at the table. Have each person take one piece of cardstock and fold it in half to create a “tent”. Have participants write their first name on the tent. They are welcome to decorate it while they wait.</td></tr>
<tr><td>Materials Needed:
○ Sign-In Sheets + Pens
○ Cardstock
○ Markers</td></tr>
<tr><td rowspan="2">6:30-6:55</td><td>Introductions
Data Privacy Presentation</td><td rowspan="2">3. Introductions
Take the opportunity to welcome all the families to the event. Introduce yourself along with any others who are helping and/or supporting the event.
4. Data Privacy Presentation
Display the presentation for families. Use the power point to introduce the concept of data privacy and help provide everyone with background information.</td></tr>
<tr><td>Materials Needed:
○ Power Point Presentation
○ Projector/Display</td></tr>
<tr><td>6:55-7:15</td><td>Data About Me Activity</td><td>5. Data About Me Activity
Provide a copy of the Data About Me handout to all participants. There are two different versions—use whichever version is most</td></tr>
</table>

	Materials Needed: ○ Data About Me Handout ○ Pencil/Pens	developmentally appropriate for your age group. • Give participants about 5 minutes to fill it out. • In pairs or small groups, participants share with one another about what data types individuals have associated with themselves. • Ask participants to consider the following questions: ○ Can you think of any additional data types that were not mentioned in your group? ○ How are these different data types used in our everyday lives? ○ Why is it important to understand what data is and what types of data are associated with us as individuals?
7:15-8:00	Community Gameplay Materials Needed: Devices with Minecraft: Education Edition downloaded	**7. Game Play – CyberSafe: Privacy Prodigy** Provide an opportunity for the child(ren) to lead their family members and/or community members through Minecraft game play.
8:00-8:20	Privacy Pledge Activity*** Materials Needed: PRIMARY ○ Data Byte Template ○ Privacy Pledge Template ○ Pens/Pencils ○ Scissors ○ Glue/Glue Sticks ○ Crayons/Markers SECONDARY	**8. Privacy Pledge Activity** Each of us has a unique data set that consists of both our personal (private) data and public data. As we just learned through Privacy Prodigy, it is our shared responsibility to protect and safeguard our data. Now that we have learned about what data is associated with us, it is important to continuously make sure we are making safe choices about our data. Select the activity that is most suitable for your age group.

	○ Privacy Prodigy Audit Checklist ○ Pens/Pencils	**Privacy Pledge – Primary** Provide students and families with a copy of Data Byte template. Have families create their "data byte"—then have the child(ren) and their family member read the Privacy Pledge and sign their names to show their commitment to being a Privacy Prodigy in real life! **Privacy Pledge – Secondary** Provide students and families with a copy of the Privacy Prodigy Audit Checklist. Have the participants review the information and see how their current Privacy Prodigy practices at home. Encourage families to use this document to take inspired action if they are unsure about any of the items listed on the document OR if they should implement any of these Privacy Prodigy practices to better protect their data.
8:20-8:30	Closing Materials Needed: ○ "How can I protect my child(ren)'s data?" Handout ○ "Additional Resources" Handout	**9. Closing** Thank everyone for attending. Reiterate the importance of our data and how it is our job to protect our data. Provide Helpful Resources as a take-home or you can consider sending all of the information as a digital follow-up (if you collect email addresses as part of your sign-in sheet).

*******You can also switch this activity out for the Family Conversations Activity OR the Circles of Trust Activity.

CYBERSAFE: PRIVACY PRODIGY - DATA ABOUT ME ACTIVITY

PRIMARY | GRADES 2-5 | AGES 7-11

Look at the boxes below. Fill in this information.

Age

Full Name

School Name

Birthday

Grade Level

City You Live In

Student ID

Draw a picture of yourself in the space above.

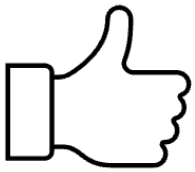
Look at the boxes again. Is any of this information considered “data”?

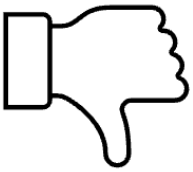
If you think the information is data, outline the box with a crayon or marker of your choice.

CYBERSAFE: PRIVACY PRODIGY - DATA ABOUT ME ACTIVITY

SECONDARY | GRADES 6-12 | AGES 12-18

Every person has a unique set of data. Data can include any personal detail that can be used to identify an individual.
In the thumbs up column, list data types that **are acceptable** to share with others.
In the thumbs down column, list data types that **should not be** shared with others.



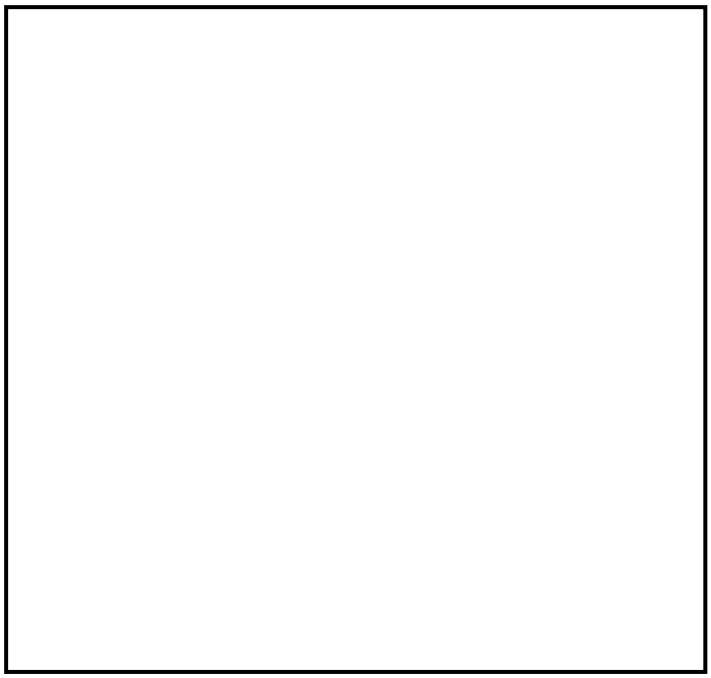


CYBERSAFE: PRIVACY PRODIGY - PRIVACY PLEDGE ACTIVITY

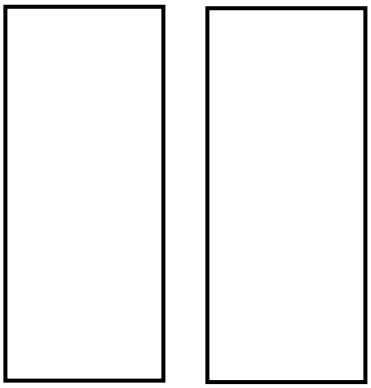
DATA BYTE TEMPLATE

(Grades 2-5| Primary | Ages 7-11)

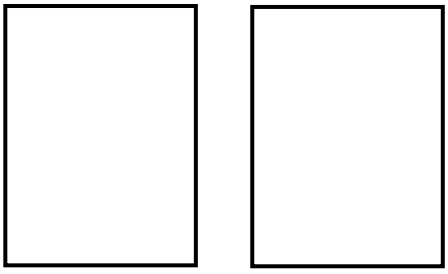
Color, cut, and glue the following pieces together to create your own data byte.



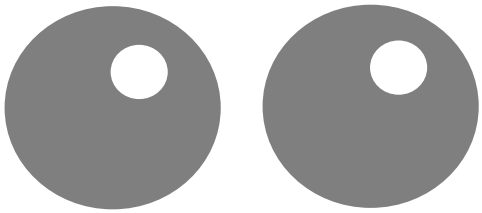
Body



Arms



Legs



Eyes



Mouth

DATA BYTE TEMPLATE (CONTINUED)

(Grades 2-5| Primary | Ages 7-11)

After you have assembled your data byte, sign and glue your Privacy Pledge onto your data byte.

I am a PRIVACY PRODIGY.

I pledge to...

Protect my data by using secure accounts and strong passwords.

Respect my friends' data by not sharing their personal information.

Only install or download new software, apps, or files with permission.

Determine when it is appropriate to share personal data with individuals.

Inform my Trusted Adult before I share any personal data online.

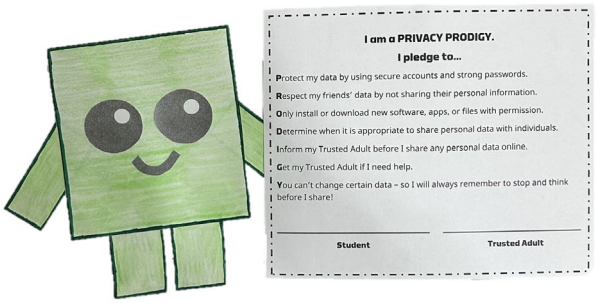
Get my Trusted Adult if I need help.

You can't change certain data – so I will always remember to stop and think before I share!

_____

_____

Student Trusted Adult



Take this Privacy Pledge home and consider displaying it somewhere so you will always remember to be a PRIVACY PRODIGY!

PRIVACY PRODIGY AUDIT AT HOME CHECKLIST

(Grades 6-12| Secondary | Ages 12-18)

Privacy Prodigy Practices		
Are your devices up to date? You should consider reviewing and updating all your home devices and installing any necessary software updates – this will help protect you and your data!		
Are you keeping your passwords safe? ✓ Are you using "strong" passwords? (i.e., are at least 12 characters long and contain letters, numbers, and special characters) ✓ Do your passwords contain any personally identifiable information? ✓ Are you using the same exact password for multiple accounts? ✓ How do you store the information for your accounts and passwords? What are the risks of this storage method?		
Are you deleting any old and/or unused accounts or apps? Every account you leave open exposes you to more risk of having personal information stolen. If you are no longer using an account, you should delete it!		
Are you deleting emails and/or messages with personal data?		

Emailing unprotected or sensitive data poses a high security risk. Consider using alternative practices (i.e., encryption, secure servers, etc.) to protect your data.		
Are you using privacy features and privacy settings on your social media accounts? ✓ Do you have location services enabled or disabled? ✓ Are your accounts viewable to the public or limited to only select individuals? ✓ What type of data have you shared on these accounts? Have you shared any personal data that should not be online?		
Are you using authentication features on your accounts? If possible, you should use two-factor authentication (2FA) for your accounts. 2FA adds an extra layer of security to your accounts by adding two (or occasionally more) layers of logins to your accounts.		
Are you signing out of accounts and/or devices that are used by multiple individuals? Signing out of accounts on shared devices will help keep your information secure from any unauthorized individuals!		
Do you ever clear your cache and/or cookies on your browser? A cookie by itself is not dangerous since it's just a file containing information. However, there are a few reasons why you might want to consider clearing cookies from your browser: • **Security issues.** Criminals can gain access to your browser's cookies and the personal information stored within them. Personal information like usernames, passwords, and other commonly entered information can be accessed and used to steal your identity or commit fraud. • **Personal information.** Cookies store information about the sites you visit, information you enter, and purchases you make. Websites can use this information to track your online activity. If you're shopping for shoes online, and then go to read the news, you may notice an ad for the shoes you were just looking at on your news site. Cookies allow websites to follow you around the internet and put ads in front of you that are deemed relevant to your interests.		

• **Browser speed.** Every time you visit a new website, a cookie is created and stored onto your hard drive. While this can help your overall internet experience, it can also slow down your system if you've accumulated too man. Deleting your cookies can make your system run more efficiently. • **Shared computer.** If you're using a friend's computer, or a device in a hotel or public library, you may not want to have any of your personal information saved. Deleting cookies off a shared or public computer can keep someone from seeing your web history and accessing your personal information.		

CYBERSAFE: PRIVACY PRODIGY – FAMILY CONVERSATIONS

CONVERSATION CARDS (Primary | Grades 2-5 | Ages 7-11)

What kinds of personal data do you use when you are at school?	What kinds of personal data do you use when you are at home?	Are you aware of any privacy settings on your devices? Do you use them?
How do you keep your passwords safe?	Do you use strong passwords? Do you use the same passwords for all your accounts?	What do you do if someone asked for your password? How would you handle the situation?
Has there been an instance where you have overshared information? What did you do about it?		Who is a trusted adult that you feel comfortable talking to?

CONVERSATION CARDS (Secondary | Grades 6-12 | Ages 11-18)

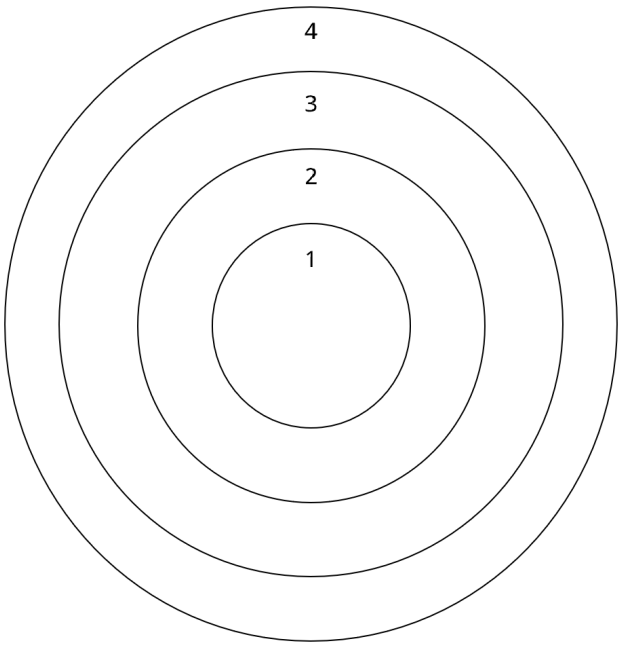
What kinds of personal data do you need to keep confidential when you are at school?	What kinds of personal data do you need to keep confidential when you are at home?	Are you aware of any privacy settings on your devices? Do you use them?
How do you protect your personal data on your social media accounts?	How do you handle unknown friend requests?	Do you remember to sign out of your accounts when you are not using them?
Do you have online friends that you have never met in real life? What kinds of information do you share with them?		Who is a trusted adult that you feel comfortable talking to?

CYBERSAFE: PRIVACY PRODIGY - CIRCLES OF TRUST ACTIVITY

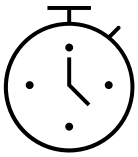
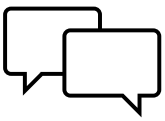
Just like in Privacy Prodigy, we have circles of trust! Circles of Trust are metaphors for the people and individuals in our lives that we share data with.

Who is in your circles of trust? Think through these responses with your family!

1	Who are your most trusted adults? These people belong in your inner most circle of trust.
2	Who are trusted authority figures who should have access to specific data about you? These people belong in the second circle of trust.
3	Who are your in-real-life friends and extended family members that can have access to certain types of personal data? These people belong in your third circle of trust.
4	What are some public places and spaces you may need to share limited personal data with? For example, you may need to use an email address when you are at the public library or use your phone number to receive a text message when you are waiting at a table at a restaurant.



WHAT CAN I DO TO HELP PROTECT MY CHILDREN'S DATA?

	**KNOW** what technology your child uses and how it uses data. ○ Does the device connect to the Internet? ○ What apps/games does your child have access to? ○ Does the app/game require an account to play? If so, what kind of personal information is provided? ○ Does the game or app have privacy settings? Do you know how to use them? ○ Does the game or app collect any type of data? ○ Does the game or app use cookies?
	**MONITOR** how your child uses and shares their own data. ○ Have you established strong passwords to protect your accounts? Do you have different passwords for different accounts? ○ Do you use two-way authentication? ○ Does the game/app have a chat feature? Or a direct message feature? Depending on their age, decide whether this is appropriate for your child to use. ○ Is there a friend request feature? If so, how does your child approve/deny friend requests?
	**TALK** regularly with your child about their data privacy. ○ Does your child know what to do if they are asked to share personal information (both in real life AND online)? ○ Does your child understand what personal data is okay to be shared with certain individuals at home, school, and in their community? ○ Does your child know they can always talk to you or another trusted adult if they need help?
	**REACT** quickly to help mitigate any data issues. ○ Do the games/apps on your child's device have a reporting feature for rule/privacy violations? ○ Is your child aware of how to use the reporting feature? ○ Is your child aware of how to change their passwords? ○ Is your child aware of what to do if they have overshared information?



ADDITIONAL RESOURCES

Xbox Family Settings App | Xbox

Safer Internet Day

Privacy & online safety | Xbox Support

Privacy for young people – Microsoft privacy

Microsoft Family Safety

Digital Security Guide_EN

Social Media Checklists | SWGfL

The rights of children and young people on digital platforms

What Parents Need to Know about their Student's Data | Protecting Student Privacy

The Student Privacy Resource Center (studentprivacycompass.org)

Parent Guides from ConnectSafely - ConnectSafely

Privacy Parent

Common Sense Privacy Program