



Connecting Safely Online Workbook



Good Things

Connecting safely online

Learner workbook

This book was made by Good Things Foundation Australia.

Down Syndrome Australia helped make the book.

It is part of the [Bridging the Digital Divide for Young people with Intellectual Disability](#) project funded by the Australian Government.

2023

Table of Contents

Welcome	4
How to use this book	4
Connecting safely online	7
How do you connect with people online?	10
Who are the people you can trust?	17
Be careful when sharing personal information	18
Summary	21

Welcome

Welcome, we hope you have fun completing this course.

The main thing you will learn is how to stay safer online.

This will help you to be independent when connecting with family and friends.

How to use this book

This workbook is for you to keep and use.

It will cover the **Connecting safely online** course.

The course has fun learning activities, such as:

- class discussions
- videos
- quizzes
- icebreakers
- creating passwords.

Useful icons

Icons - are pictures that show a word.

Like the ones below.



Key words

Keywords are written in **blue**.

Keywords are important words for you to understand. Learning them will help you to complete this course



Learning objectives

Learning objectives are the main things you will learn in each course.



Activity

An activity is something you do in a group or by yourself. For example, icebreaker activities or worksheets where you will write something down.



Discussion

A discussion is where you talk to other people about a topic and share ideas.



Top Tip

Top tips are helpful pieces of information.



Summary

A summary is the key points of what you have learnt.

There is a summary at the end of this course.

Talking about these points with someone you trust will help you to learn.



Useful resources

A list of documents you can read to find out more information about a topic can be found at the end of each course.

Connecting safely online

This course will help you to learn how to stay safer online.



By the end of this course you will

- feel safer when you are online
- know more about online stranger danger
- know what is ok to share online and what you should keep private.



Online = Being online and using the internet mean the same thing.



Consent = to ask permission.



Online privacy = keeping your personal details safe.



Personal details = your name, address, banking details or your

date of birth.



Activity – Icebreaker Exercise



Instructions

Introduce yourself to the group.

Share 1 thing that excites you about being online.

How do you connect with people online?

There are lots of ways you can connect with people online using different **devices**.

What do you use?

- Email
- Video calling such as Zoom, Skype, WhatsApp
- Snapchat
- Text message
- Messenger
- Facebook
- Instagram
- TikTok



Device = connects you to the internet. Devices include smartphones,

laptop or tablet.



Activity - Online course

Begin the online course called 'Connecting Safely Online'.

Take your time.

Write down anything you think is important or things you do not understand in the space below.

Remember, you can ask your teacher or support person for help.

Write your notes here:



Discussion – Shared learning

Think about 1 or 2 things you have learnt from the online course.

Write them down in the space below.

Share with your teacher and the group what you have learnt.

Write your notes here:



Activity - Post-It-Note online strangers

Question

How do you know if someone is an **online stranger**?



Online Stranger = is anyone online that you don't know. They may try to hurt or upset you when you are online.

Use the Post-it Notes in front of you. Write 1 answer on a Post-It Note and hand it to your teacher. Try to think of as many answers as you can.

The teacher will add it to the whiteboard for discussion.



Write your answer here:



Activity - What is OK to share online?

Instructions:

This is a group activity. You will need to work as a team.

Look at the image cards the teacher has spread out on the table.

Decide what is ok to share online and what is not ok to share online.

Select each card and place it in 2 groups or tell your teacher which group to place it in.





Yes - OK to share online



No - not ok to share online

Write your answers in the table below.

 Yes - OK to share online	 No - not ok to share online

When you have finished, the teacher will talk to you about the cards.



Top tip

Never share your personal information or photographs with someone you don't know, even if they are pretending to be someone famous.

You can always talk to a trusted person if you are unsure if something is OK to share online.



Discussion - Reflection

Question

What things can you do to stay safer online?

Write your answer here:

Who are the people you can trust?

You can trust your:

- family, friends and support person
- teachers
- your manager at work
- staff from organisations who support you.



Top tip

Be careful when meeting online strangers in person.

Before you agree to meet anyone you have met online, talk to someone you trust about it.

Be careful when sharing personal information

Sometimes it's OK to share a few pieces of personal information. For example if you are setting up a new email account, you will need to enter your name and birthday.

It's not safe to share personal information with strangers online. They can use this information to steal your money or commit a crime. This person is known as a **scammer**.



Scammer = is a criminal who tries to steal your information or money.

Privacy

Some people don't like to use their real name when they are online.

It is a good idea to ask what name they would like you to use.

For example, if you are gaming online you will need to create a new name to join.

Using this new name helps to maintain your privacy.

When online, never share your:

- Names of family members or friends
- Addresses of family members or friends
- Birthday
- Bank account details
- Phone number
- Personal photographs
- Medicare number
- Where you work
- School name

When online, never share your:

- Online profile details
- **Password**



Password = your secret code to log into accounts.

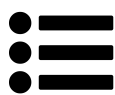
Some online people may try to trick you to share your personal details.

They do this so they can steal money or your identity from you.



Top tip

If you are unsure if something is ok to share online, ask a person you trust.



Summary

Well done!

The main things you have learnt are

- how to stay safer online
- how online strangers may try to trick you
- what is ok to share online and what you should keep private.



Useful reading or resources

For more information on this topic take a look at these resources.

- [Using the Internet Safely \(Easy Read\)](#)
- [eSafety Commissioner](#)
- [Social media and online safety guide](#)
- [WhatsApp Help Center](#)
- [How to Stay Safe on Snapchat](#)

- [Women with Disabilities Vic - Using Facebook.pdf](#)



Good Things Foundation Australia

Good Things Foundation Australia is a social change charity, helping people to improve their lives, health and overall wellbeing through digital.

www.goodthingsfoundation.org.au



Down Syndrome Australia

Down Syndrome Australia is the national peak organisation for people with Down syndrome in Australia.

www.downsyndrome.org.au

End Page

