Cyber Security Parent Discussion Guide

This sheet is a resource that will help you to have a structured conversation with your children about difficult topics. It includes example sentences and answers which can help you navigate a conversation about digital security and privacy with your child. The following discussion points are important and often difficult topics to broach. Each discussion point below may be useful for your child and yourself in discussing cyber-security and an opportunity to do further online research together.

Write a list of the sites and apps you each use on a regular basis. If there are any sites you aren't familiar with, ask:

- "Who uses the app/site?" (E.g. Teenagers, business people, people of all different ages, etc.).
- "Why do they use the app/site?" (E.g. To connect with friends, to stay up-to-date, to plan events, etc.).
- "Where can they change the privacy settings on the app/site?" (E.g. How they can control who can see information about them on the app/site?).

Talk about what could happen if their accounts were compromised by asking the following questions:

- "What information might you lose if someone gained access to your account?" (E.g. Your photos, your messages, your videos, etc.).
- "What information on this site/app would you not want other people to know about?"
(E.g. Your address, your phone number, your personal photos, etc.).
- What should you do so this doesn't happen again?

Always be aware of your environment and be careful about the security of your phone and entering passwords where other people can see you.

Be careful about posting the following on social media:

- Birth dates
- Addresses
- Information about your daily routine
- Holiday plans
- Where you go to school or work
- Photos of you or your family and friends

Discuss the importance of having a strong password:

- Use a combination of words that you can remember, but which aren't obvious. For example, the passphrase "diversity labyrinth sighed soprano almost died" is the same as a 46-character password (most websites only require 6 characters), but much easier to remember.
- Make sure your combination doesn't contain personal information (E.g. Names, birthdays, etc.) that can be found out through social media or other means.
- Avoid popular culture phrases (i.e. Music, movies, TV shows, etc.) as inspiration for your password.
- Get a rough idea of how strong your password is by visiting the website https://howsecureismypassword.net/

Make sure your phone is secure (i.e. activate PIN security, fingerprint passwords, etc.).

Discuss which sites/apps know your location and how do you make sure this information isn't shared with others.

If your child ever sees or receives anything online that makes them uncomfortable, they should discuss it with you, friends or teachers. Alternatively, they can call the Kids Helpline at 1800 55 1800 or go to https://www.yourtown.com.au/apps/webcounselling/live/chat/

If you are unsure about any of the information contained in this document or want to know more, check the resources section of the **Optus Digital Thumbprint** website: http://www.digitalthumbprint.com.au/resources/

If you or your child wanted to report cyberbullying, you can go to https://esafety.gov.au/complaints-and-reporting/cyberbullying-complaints/i-want-to-report-cyberbullying/

Make sure they have the strongest privacy settings on all social media sites so that only close friends can view their information, tag them in photos or share posts. The website https://www.esafety.gov.au/esafety-information/games-apps-and-social-networking has a guide to the security and privacy settings of many popular sites and applications.

The legal age to have an account on most social media sites (including Facebook, Twitter and Instagram) is 13. If you are unsure of the age restrictions, make sure to check the site's terms and conditions.

Be wary of giving information to people you don't know.

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If you need more help or information contact Kids Helpline.

☏ 1800 55 1800
⊕ kidshelpline.com.au

Office of the **eSafety Commissioner**
Australian Government

For more resources and information, visit the Office of the eSafety Commissioner website.

⊕ esafety.gov.au

DQWorld™

If you also have younger children, DQ World is designed for ages 8 - 12 and teaches 8 digital citizenship skills.

⊕ dqworld.net

Cyber Bullying and Respectful Relationships Parent Discussion Guide

This sheet is intended to help you have a discussion with your child about cyberbullying and online interaction. Below, we have suggested topics you can discuss with your child. The following discussion points are important and often difficult topics to broach. The intention is to show both bullying and its solutions can happen in the school environment and the adult world. Each topic below should be discussed by both your child AND yourself.

Talk about bullying that you have seen at your school/ your workplace (past or present).
(e.g. Bring up an example you have seen or heard about at your workplace in order to show that bullying can happen to anyone, no matter their age or gender.)

How could you respond if someone you knew (at school/work) was being bullied?
(e.g. Report bullying if you see it, offer your support for those who are being bullied, etc.)

Why might someone post pictures of themselves (school-age/adult)?
(i.e. To please friends or partners, to get approval from friends and strangers, to make friends and strangers jealous of their lifestyle, to share what is happening in their life with friends, etc.)

Both describe what you think an inappropriate picture is. Are there any differences?

Take one post or comment from both of you on social media. Compare the two. Ask if they would post the same messages to a teacher, parent or someone they knew well. Would they say the same thing if they were face to face with someone? Why/Why not?

What do you (student) think could go wrong if someone asked you to send a provocative picture? What are your options? Can you prevent or minimise what could go wrong?
(e.g. It might get passed on to people it was not intended for (friends, parents, teachers and strangers), there might be legal implications, you could choose not to send the picture, or discuss some rules with your partner, etc.)

What would you do to help someone who is being bullied at school/work?
(e.g. Report it, talk to the person being bullied, talk to the bully, etc.)

What would you do if someone was cyberbullying you (at school/work)?
(If possible, bring up how bullying is handled at your workplace (with reference to the HR department) to show that there are often official processes and procedures to handle bullying.)

What do you (student and parent) think you can do to be a better digital citizen?
(e.g. Report bullying if you see it, offer your support for those who are being bullied, think about how other people might feel about the comments you make, think about what might happen if your comment went viral, etc.)

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Digital Balance Parent Discussion Guide

This sheet is intended to help you have a discussion with your child about how to study in the most effective way. Below, we have a number of useful study applications and suggested questions that you and your child can ask each other about how you both learn to do new things and manage your time. By sharing your experiences with your child, we hope that you both improve your productivity in both study and work. Each question should be answered by your child AND yourself.

Applications that help you create flashcards/quizzes and study schedules

Research has shown that retrieval practice is one of the most effective ways of studying. Retrieval practice is testing yourself regularly about the key ideas in anything new you're learning. One common way of this is creating flashcards on the key ideas as you're reading the material for the first time and then testing yourself as a way of studying the material.

Research also shows that if you spread out what you are studying so that you revise material just before you're about to forget it, your long-term learning will be much better.

These free programs allow you to create your own flashcards or quizzes and then use an algorithm to estimate when it's best to show the flashcards or quizzes for long-term learning.

- Anki http://ankisrs.net
- Cobocards http://www.cobocards.com
- Brainscape https://brainscape.com
- Memrise https://www.memrise.com
- Mnemosyn http://www.mnemosyne-proj.org .
- Supermemo http://supermemo.com
- Synap https://synap.ac

Applications that reduce/block distractions

One of the biggest problems for modern students is the number of online and mobile distractions that hinder effective study.

Many of these websites and programs have hundreds of engineers designing them to figure out the best way to get people to use them and keep using them, so it's not a surprise that many students give into the temptation to check their phone or surf the web for a minute and then find out that they've wasted most of their study time.

Rescuetime:
- This program shows you how you're using your time and gives you detailed reports and data based on your computer activity. It doesn't work on iPhones.
  https://www.rescuetime.com

Toggl:
- This program gives you an overview of how much time you have spent on different tasks.
  https://www.toggl.com

Freedom:
- This program enables you to block websites and apps based on "blocklists" that you create. You can set them for any time and place.
  https://freedom.to

Leechblock (Firefox) and StayFocusd (Chrome):
- These browser ad-ons organise websites into categories and lets you set how and when to block them.

Applications to help you organise yourself

Todoist:
- This program allows you to manage what you need to do. https://todoist.com

Evernote:
- This program is designed for note-taking, organising and archiving. https://evernote.com

Pomodoro Timer:
- The Pomodoro technique is a technique where you focus for 25 minutes, then take a 5-minute break, and then continue focusing for another 25 minutes. Using this technique enables you to avoid multi-tasking and concentrate for 25 minutes before taking a break.
https://gigaom.com/2010/11/10/9-free-pomodoro-timers

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Questions about managing your time

1. How do you learn to do new things at work/school?

2. What is the biggest reason you're not productive at work/school?

3. When do you think you're most productive? Is there anything different in that situation that you can use to improve your productivity at other times?

4. How do you think technology helps your productivity at work/school? How do you think technology hurts your productivity at work/school?

5. Are there any "productivity hacks" from work/school that you can learn from each other?

6. How do you manage your time at work/school?

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