

INTERNET SAFETY 101SM

EVENT GUIDE



ENOUGH•IS•ENOUGH

Making the Internet Safer for Children and Families



**FACILITATOR'S
EDITION**

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Guide to Hosting an Internet Safety 101SM Event or Town Hall

Introduction

This guide provides information on how to organize and facilitate an *Internet Safety 101SM* meeting event for parents, educators and community members. An Internet Safety 101SM meeting focuses on the steps parents can take to help keep their children and families safer online.

The Internet Safety 101SM program's flexibility allows you to choose a session schedule that best meets the needs of your audience. This Internet Safety 101SM Event Guide should be used alongside the "How to Use the Internet Safety 101SM DVD, Workbook and *Rules 'N Tools*[®] Booklet" located both on pages A-4 through A-5 in the Workbook and on pages 28-29 in the *Rules 'N Tools*[®] Booklet, which includes information regarding:

- ✓ Information about Program components
- ✓ Basic small group hosting information
- ✓ Workbook layout information

In this **101 Event Guide** you will find information regarding:

- ✓ Resources and planning guide to help you plan and facilitate an Internet Safety 101SM Program for your community.
- ✓ Internet Safety 101SM Warm-up Questions
- ✓ Troubleshooting information for showing Internet Safety 101SM

Although Internet safety is a shared responsibility between law enforcement, the Internet industry and the public, significant gaps exist between the Internet's dangers to children and the level of legal, enforcement-based, and Industry-driven action dedicated to protecting children. In this ever-changing world, parents, educators and other caring adults must stand in the gap and be the *'first line of defense'* against child Internet victimization.

Studies continue to demonstrate that kids whose parents simply talk to them about Internet safety display significantly safer online behaviors; they are less likely to look at inappropriate content, talk to strangers and experience cyberbullying while online.

Event Goals

- ✓ **Educate parents, educators, and other caring adults about the specific online risks and warning signs associated with:**
 - Internet pornography
 - Sexual predators
 - Social networking
 - Online gaming
 - Cyberbullying
- ✓ **Equip parents, educators and other caring adults with the resources they need to protect kids under their care including:**
 - Conversation starters, warning signs and non-technical tips about Internet risks
 - Introduce the technology solutions that parents can implement to help address online risks
 - To implement technical and non-technical resources to protect children via Internet Safety *Rules 'N Tools*[®]
- ✓ **Empower & motive parents, educators and other caring adults to make informed decisions to protect children online and to do their part to protect the children in their lives from Internet threats.**

Audience

This resource is designed to educate, equip and empower parents, grandparents, educators and caregivers for children aged 5-18. Most of the materials are appropriate for children over the age of 16, but EIE recommends parents review the content of the DVD and workbook before showing segment elements to audiences that include children.

Content and Printed Materials

Compelling content is the cornerstone to an Internet safety event. The main event should center on presenting the Internet Safety 101SM DVD segments. Printed materials can also help audience members retain the messages from the event, and enable them to review the information and resources after the event or with family and friends. EIE highly recommends that audience members have their own workbook and DVD for follow-up and reference, however, the materials included in the workbook are available for your use at the presentation, including information about Enough Is Enough, Internet Safety 101SM, segment resources, *Rules 'N Tools*[®], the *Rules 'N Tools*[®] Parent Pledge and *Rules 'N Tools*[®] Parents Buddy Check.

Arrangements

There are many elements to consider when planning an Internet safety event including your timeline, budget, location, transportation and potential partnering organizations. Some parent and educational community groups elect to invite local law enforcement or state legislators to highlight specific local resources available for their community participants and to draw local media.

The cost of an Internet safety event varies depending on the size of the event, how many specialized activities are included and whether your event is part of a larger program. To help manage costs, the *Rules N' Tools*[®] resources and workbook resources are easy and inexpensive to reproduce. You can also reduce costs by working with partners to co-sponsor and co-host the event.

Online Resources

Downloadable, reproducible content, event marketing materials and recommended resources for each presentation are located in the facilitator login section of the Internet Safety 101 Site:

www.internetsafety101.org/facilitator_login.htm

User: Protectorofchildren

Password: Ageofinnocence101

Included online you will find:

- Segment Overviews
- Rules 'N Tools[®] Checklist
- Rules 'N Tools[®] Parent Buddy Check
- Rules 'N Tools[®] Parent Pledge
- Youth Internet Safety Pledge
- An Internet Safety 101SM Product Sheet
- Local press advisories
- Event Flyers
- Other marketing materials

Planning for the Event

The size and scope of your Internet Safety 101SM event will determine how many volunteers you will need. The following provides a comprehensive list of roles and responsibilities for an extensive planning committee. For smaller events, one to four individuals could handle the following roles if needed.

Event Element Suggestions/Roles:

- **Project Leader:** Oversees the event, recruits volunteers for the event, and coordinates all logistics and arrangements for the event.
- **Promotion:** Oversees invitations, works with local press and media, and distributes press advisories and event flyers.
- **Logistics:** Reserves the location, ensures set-up of food, DVD and any accompanying displays, organizes and makes copies of 101 and partner material for distribution and collection.
- **Partnerships:** Identifies and works with partner organizations, recruits cosponsors and any special event participants.
- **Host/greeters:** Welcomes attendees as they enter. Can also provide introduction and program's beginning.
- **Presenter:** Introduces and plays segments, facilitates Q&A.
- **Technical volunteer(s):** Answers more technical questions about online safety and security, particularly addressing software and technology that can help address issues. If this presentation is for faculty and parents at a school, it may be helpful to have the computer department's head. If neighborhood or community organizations have a tech-savvy parent or local "geek" on call, this person may be able to provide any local/tailored safety information not covered in the *Safety 101* video segment and workbook segment.

Sample Agenda:

The content covered in your *Internet Safety 101*SM will depend upon the length of your event and the 101SM elements you would like to cover.

At the start of each meeting, please state the following:

*Any views expressed by you (the facilitator) are not necessarily representative of the views of Enough Is Enough; rather, you are joining Enough Is Enough's efforts to make the Internet safer for children and families by utilizing and facilitating the **Internet Safety 101**SM.*

The following agenda would be formatted for viewing one segment per meeting.

6:30-7:00pm

- Doors Open, snacks are served, any vendors are in their place
- Greeters welcome and seat attendees
- Materials are distributed

7:00-7:15pm

- Formal Program Begins
- Welcome, introductions, agenda overview, partners introduced
- Show *About Enough Is Enough*
- Show *Introduction: The Perfect Storm*

7:15-8:00pm

- Segment Warm-Up Questions
- Segment 1: Pornography 101 (or segment of choice)

8:00-8:15pm

- Q&A
- Raffle (optional)
- Concluding Remarks, thank participants.
- Evaluation Forms?

8:15-8:30pm

- Program ends, but event team should be available for any follow-up questions and to collect evaluations, etc.

At the conclusion of the meeting, Enough Is Enough would greatly appreciate feedback regarding your experience as a facilitator by visiting: www.enough.org/facilitator-feedback. Also, if you have any questions, please feel free to contact us online or at 1(888) 744-0004.

SPECIAL NOTE: Enough Is Enough (EIE) is required by the Department of Justice (OJJDP) to survey Internet Safety 101SM participants to measure the effectiveness of the 101SM program. Distribution and collection of these completed surveys are critical for EIE's continued grant funding, and also contribute important information to help EIE refine and improve the 101SM Program.

Accordingly, we have included a simple survey in each Internet Safety 101SM Workbooks and online in the Facilitator login section of the site. We would be grateful if you are able to make sufficient copies prior to each meeting you facilitate to distribute at the conclusion of each viewing segment with the request that participants complete and return the survey form to you before leaving. Forms can be mailed to Enough Is Enough in the postage-paid envelopes, or data may be entered online at: www.internetsafety101.org.

Warm-Up Questions

It may be helpful to engage your audience with a few warm-up questions before showing the *Internet Safety 101SM* segment. Some sample questions by segment are included below.

Pornography 101

1. In your opinion, how big of a problem is Internet pornography?
2. Have you ever accidentally stumbled across pornography online? If so, how did you feel when it happened?
3. Have any of your kids ever told you they accidentally came across Internet pornography? If so, how did you react?
4. Do you feel you can prevent your kids from accessing pornography (unintentionally or intentionally) online?

Predators 101

1. How many of you have ever seen Dateline's *To Catch a Predator*? If so, what were your reactions to the predators featured on that show?
2. What types of images come to mind when you think of a "sexual predator"?
3. Why do you think some kids become victims of Internet predators?
4. Are there any specific online behaviors that your kids engage in that make them more susceptible to online victimization?

The Evolving Internet: Web 2.0

1. How many of you use social networking sites? How about your kids?
2. What are some of the ways your kids use social networking sites? (ex. Interact with others, share information, etc.)
3. Do your kids access the Internet through their mobile device (cell phone)? If so, are you fully aware of what they are accessing online? How can you be sure?
4. Have any of your kids told you that one of their friends was being mean to them on line? If so, how did you respond?

Safety 101

1. How many of you currently implement Internet safety measures at home with your children?
2. What are some of the things you currently do to keep your kids safe online?
3. What are your concerns, if any, about your child's Internet use?
4. What are you hoping to learn about Internet safety?

Technical Requirements & Trouble Shooting

Using a Projector

If you are using a laptop and a projector to present, arrive early to hook up your equipment and make sure it works correctly. Connect your laptop to the projector first and then turn on the laptop. If you have connected everything properly and you still have no image projected, you may need to use a keyboard command to tell the laptop that something is connected to its external output port. Look for a symbol of a monitor on your function keys. For instance, on some laptops, the command is "Function key+F4". Consult your computer's user manual or search online for the proper command for your computer.

On most laptops, when an external display is used, such as a projector, the internal display (the laptop screen) is disabled. If you press the function button again, it may restore the screen, so you can view the computer screen and the projection.

Minimum System Requirements:

- 1) A television and DVD player, or,
- 2) A computer with a DVD-ROM drive.

What to Do If...

1. The program does not run automatically when I put the CD in my computer.
 - Click on "My Computer"
 - Click on your CD Drive
 - Open the Internet Safety 101SM Program
 - Press Play
2. The program froze
 - Press "Escape"
 - Click on "My Computer"
 - Click on your CD Drive
 - Open the Internet Safety 101SM Program again
3. The Screen went black when I used the remote to pause during a video segment
 - Click the pause button again to resume the video
4. The projector is connected, but there is no image projected on the screen
 - If you have connected everything properly and you still have no image projected, you may need to use a keyboard command to tell the laptop that something is connected to its external output port. Look for a symbol of a monitor on your function keys. For instance, on some laptops, the command is "Function key+F4". Consult your computer's user manual or search online for the proper command for your computer.

Thank you for joining our efforts to make the Internet safer for children and families as an Internet Safety 101SM Program facilitator!
For more information visit us at: www.internetsafety101.org