

Office of Teaching and Learning

Student Guide to Digital Responsibility

For Secondary Students

I evaluate the accuracy, perspective, and validity of digital content.

To determine if a source is credible – use the TRAAP test!

- o **T:** Timeframe – How old is the information? Has it been updated or revised?
- o **R:** Relevance – Does the information support your research? Did you look at multiple sources? Who is this for?
- o **A:** Authority – Who created the information? Who published it? What are their credentials/education?
- o **A:** Accuracy – Is the info factual? Has it been supported by evidence? Has it been peer-reviewed?
- o **P:** Purpose – Why was this information created? Is the purpose to inform, teach, sell, persuade, etc.?

TRAAP Method

- Timeframe
- Relevance
- Authority
- Accuracy
- Purpose

Surely the news is a reliable source! Right?

- o All information should be evaluated – no matter the source.
 - o Be aware of potential bias.
 - o Check multiple sources.
 - o Try to find primary sources when available.
 - o Be wary of sensationalized stories or rushed stories.
 - o Be wary of anonymous sources.
- o Always read a story before sharing it. Don't rely solely on headlines.



What is the most important thing to consider when determining if a source is credible?

I am aware of my online actions, am safe, and create safe spaces online.

What is a digital footprint?

- o A digital footprint is all information that is posted online about you – whether you posted it or someone else did.
- o Keep in mind there is an **invisible audience** out there that is going to see your posts!
 - o An invisible audience is composed of unknown or unanticipated people who see your information including possible employers, scholarship committees, colleges, old friends, etc.
 - o Even if you have your socials locked up tight, anyone you let in could screenshot or share anything with anyone without your knowledge.



How can I make my data more secure?

- o Regularly check your privacy settings on all apps and sites you use.
- o Disable location sharing on all apps and sites.
- o Enable 2-Factor Authentication on all accounts when possible.
- o Use strong passwords and use unique passwords for each app/site.
- o Use secured Wi-Fi networks such as those offered by public libraries and schools or your home Wi-Fi
- o See the [Student Guide to Cybersecurity](#) for more information



After the video, try playing [Cybersecurity Lab!](#)

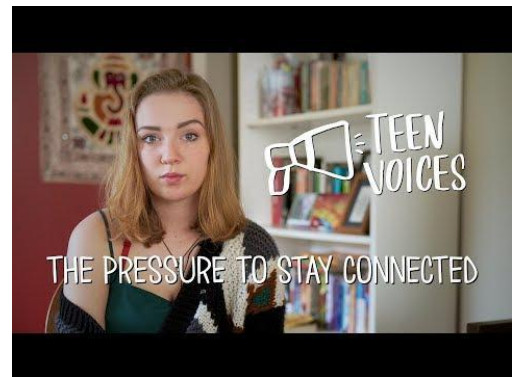


What kind of digital footprint are you leaving? What kind do you want to leave?

I make informed decisions about prioritizing my time online and off.

What is a healthy amount of time to spend online?

- o The answer to this question depends on a lot of things, including what you are doing online.
- o Passive activities like scrolling your social media feed or watching television should be more limited.
- o Creative and engaging activities like content creation, puzzles, coding, reading, and healthy/respectful socializing are ok to spend a little more time on.
- o No matter what you do online, you should still spend time engaging with others in person, outside in nature, and exercising. Don't forget to get enough sleep too (8-10 hours is a solid goal).
- o Watch the two videos below and consider how you use your screen time. How does it make you feel?



How can I determine what is a healthy balance for me?

- o Start by prioritizing your activities.
 - o Do you have work/homework to do online?
 - o How much time have you spent with your family and friends this week?
- o Use this [media choices inventory](#) to take stock of how you are feeling while online. Use this information to make future decisions about your media use going forward.
 - o Are you bored? Happy? Lonely? Stressed?
 - o Decide if you need a break based on your emotions.
- o Create some guidelines for media use for yourself based on your priorities and emotions.

Are there any tools to help me?

- o Do Not Disturb settings on your phone/tablet block notifications during times you want to stay off technology (ex. while you're sleeping or at school).
- o iPhone screen time features allow you to set time limits on certain apps, helping you to balance your own screen time (ex. limiting time on social media to an hour per weekday).
- o [Pomodoro timers](#) can help you set aside time to take breaks along with time to focus on tasks that you choose.



What are your digital habits? How can you improve your media balance to suit your health?