

Take charge of your digital life: How to use the presentation materials

How this presentation works

Rather than a traditional script, this presentation takes an interactive approach more suited for “tweens” and teens. There are five primary pieces of advice:

- > Use strong passwords and keep them secret
- > Think, then click
- > Share with care
- > Be a real friend
- > Connect honestly and carefully

To introduce and illustrate each of those five points, you’ll tell a story, show a video, or present some statistics. Then you’ll pull tweens and teens in by getting their answers to some questions, and point to the highlights of their answers on a summary slide. At the end of the presentation, there’s a recap of each of these five points.

However, think of this presentation as a framework within which you can add examples and stories from your own experience as well as elicit them from the young people with whom you’re talking.

Getting ready

- > You’ll find many of the slides have two types of notes for you:
 - > **TALKING POINTS** serve as a kind of script with ideas about what to say and questions to ask the group to elicit their opinions and advice about online safety.
 - > **NOTES FOR SPEAKER** offer *background information and suggestions about the presentation—the answers you’ll be looking for, when to open up the discussion, and so on. Sometimes you will find these suggestions in [square brackets] within the talking points.*
- > To prepare, read the tip sheet [Top Tips for Online Safety](#) (written for students), and review the resources offered by following the links provided. For context, you might also want to read [Top Tips for Online Safety in Secondary Schools](#), developed for teachers, and [Protecting “Tweens” and Teens Online](#), written especially for parents.
- > Type your name on the first slide, replacing the text that’s there. Also, if you’d like, insert the name of your organization; otherwise, delete this text in the slide.

- > It's a good idea to test this presentation in advance with the equipment you'll be using so you know it works. To give you an overview as you prepare, you might find it useful to print the notes. Each page of notes includes an image of the slide for reference. To give you an overview as you prepare, you might find it useful to print the notes. Each page of notes includes an image of the slide for reference.
- > You can run your presentation from one monitor (your laptop, for example) while your audience views it on a second monitor (projected on a larger screen, say). When you use two monitors, you can view your notes that the audience will not see. You can do this using **Presenter view**. (For instructions about how to set this up, type **presenter view** in PowerPoint Help, and select the topic about **Presenter view** or **Delivering a presentation on two monitors**.)
- > Make copies of the brochure to distribute to everyone. (It isn't necessary to print them in color.) Refer to the [Printing Tips](#) for detailed instructions.

If you're unable to print these, we strongly recommend that you look for ways for teens to access the information. For example, there are links to more detailed instructions that you won't want them to miss, like how to create strong passwords or build up the defenses of their computers.

Instead of printing, you could post a link (aka.ms/Student-Tips) on a school or club Facebook page or some other site everyone can access. Another idea: Insert the link on slide 20 and have them make note of it—or those who have mobile phones could actually go there or text the link to others.

Slide-specific notes

SLIDES 6 and 7: You can't take it back. Note that both slides include an embedded video. (All the more reason to test this presentation beforehand.)

If, for some reason, you find that you cannot play the embedded video, Slide 8 contains an embedded link to the same video on the web. To play it, you would leave the presentation, go to the web, and launch the video there, returning to the presentation afterwards.

SLIDE 12: Be a real friend. There are a couple of 25-second alternative videos, "If you wouldn't wear it, don't share it," that you might like to include in your presentation. Note that you will need an Internet connection to play them:

- > [Beware What You Share 1](#)
- > [Beware What You Share 2](#)

More ideas

If you know that online bullying has been a particular issue where you're giving the presentation, you might also introduce some pointers from the fact sheet, [Help Kids Stand Up to Online Bullying](#). If you consider printing this for distribution, know that it speaks to adults, not teens.