

# Student Kit for Cyber Wellness and Learning with a Personal Learning Device

A Spectacular Digital World at Your Fingertips





# Congratulations!

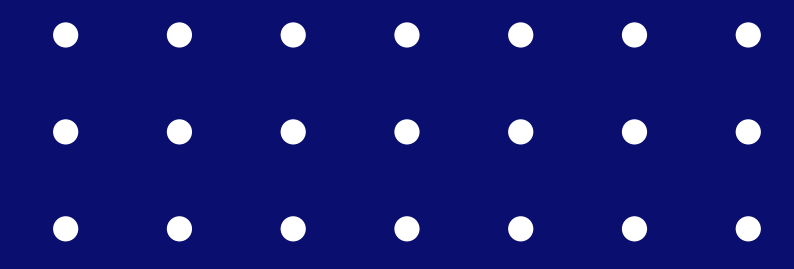
You've received your  
**Personal Learning Device (PLD)!**

An exciting learning adventure awaits, but there are lurking dangers too. Learn how to better navigate the digital world, and to stay safe in your journey of exploration and learning.

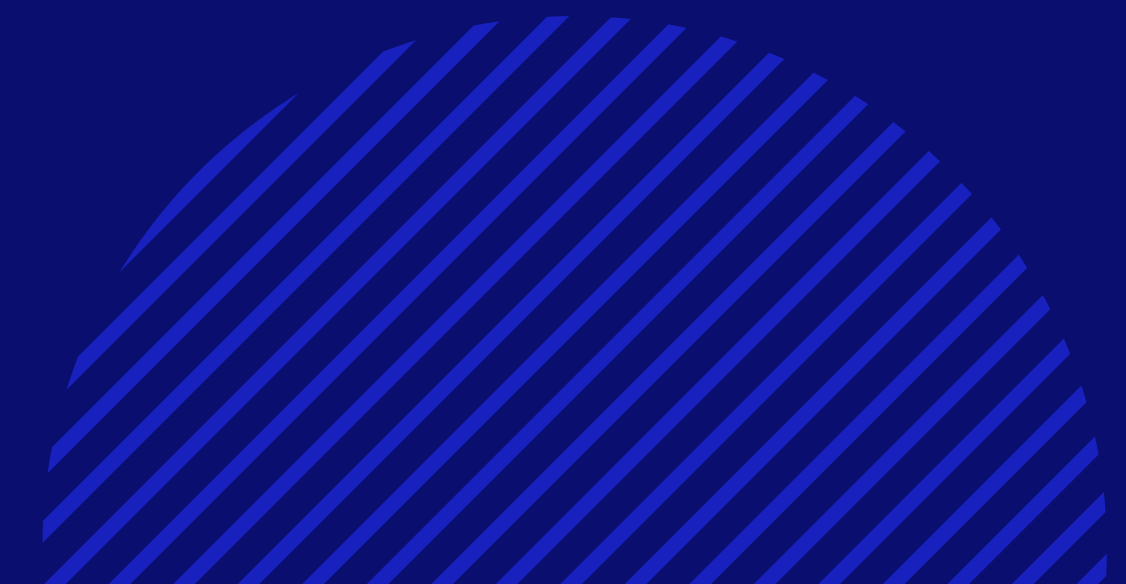
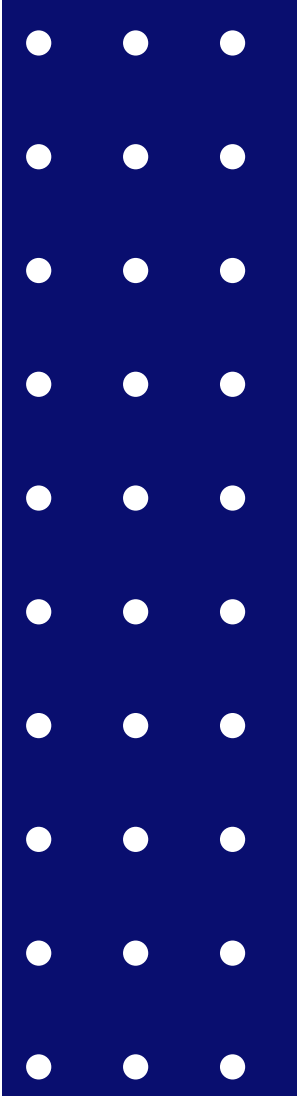
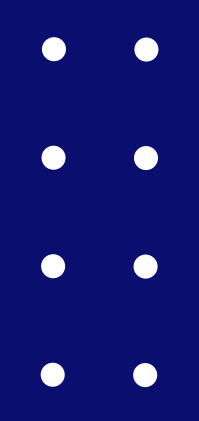
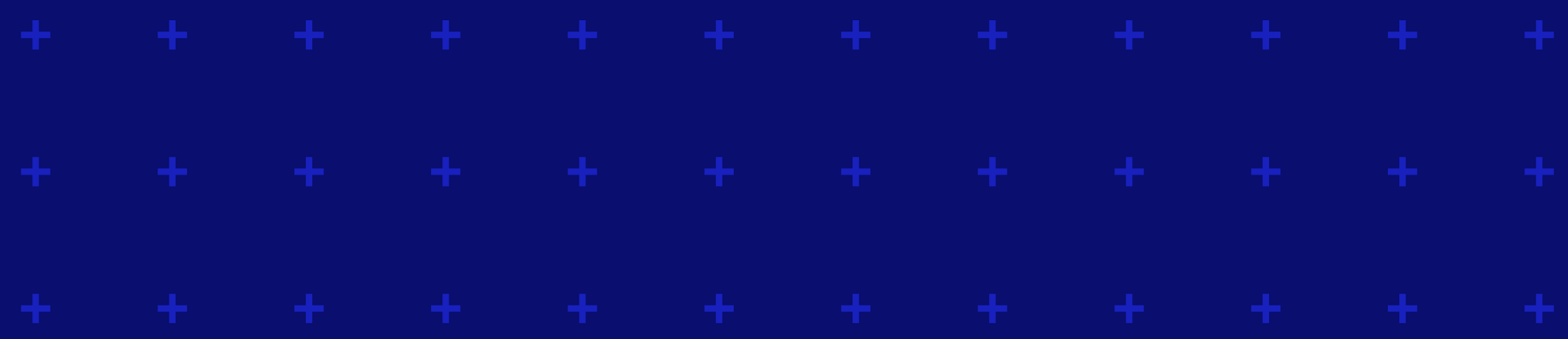
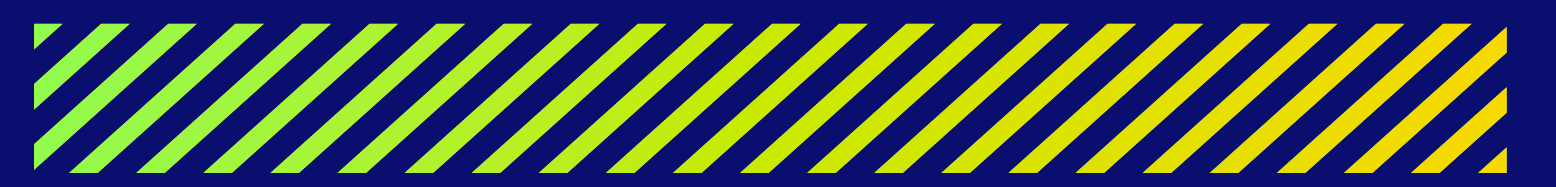
## Devices

Use your **Personal Learning Device (PLD)** to access online resources, collaborate with peers, and develop digital literacy.





# Contents



# 01. Use your Personal Learning Device



## Access Online Resources

On Home-Based Learning (HBL) days, you can use your PLD to access the wide range of learning resources to learn new concepts and skills, and solve problems online.

You can also leverage the internet to extend learning, and explore your interests in other areas, like music or cooking.

## Collaborate With Peers

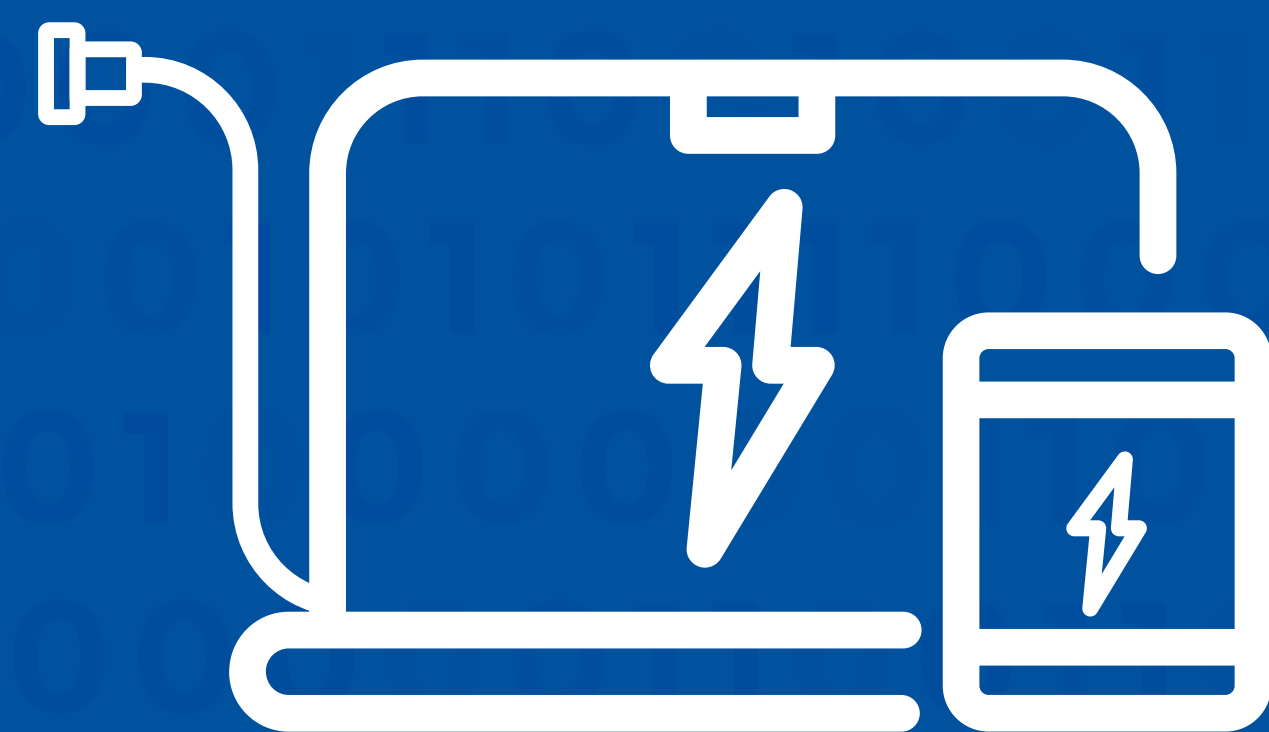
Share your ideas with your peers and build on one another's ideas to refine your own understanding.

## Develop Digital Literacy

Develop skills to find, think, apply, and create content safely and effectively.

# Use your Personal Learning Device

Follow these tips to develop good habits when using your PLD:



- **Charge Sufficiently**

Plug it in at the end of the day to ensure that it has sufficient battery life to last through the next school day.



- **Keep Clean & Dry**

Do not leave your food or drinks lying near your PLD.



- **Restart Regularly**

Restart your PLD regularly to allow for software updates that will protect your PLD from the latest cyber threats.

# 02. #learnanytimeanywhere



**Want to find out how other students feel about learning with their PLDs?**

# #learnt anytime anywhere

Unleash your creativity & enhance your productivity with your PLD!

## Use an online calendar to track your schedule

- Access your schedule across multiple devices & set up reminders so you never miss a thing.

## Use your PLD to take notes

- Quickly and easily search your device for information in your notes instead of flipping through handwritten notes.
- Sync the notes on your PLD to your mobile device and access them anywhere!

## Share information and collaborate with your friends

- Easily share the notes that you have taken on your device with others.
- Work on projects with your friends using collaborative digital tools even when you are home!

## Create digital masterpieces

- Express yourself by creating your own videos, music or digital artwork.

## Learn anytime, anywhere!

- Make use of the learning resources in the Singapore Student Learning Space (SLS) to revise or learn new topics.
- You can access learning resources on subjects that you don't take in school on the SLS MOE library. Check them out!

# #learnt anytime anywhere

Online resources are vast and we need to know how to effectively identify and apply them to our learning. Check out the SLS lessons below to learn more.

## **Why are my search results irrelevant?**

Keywords are important words related to the search. Learn how to identify relevant keywords to get more relevant results.

## **What's that photo about?**

Instead of typing words into the search engine box, you can search using an image as well.

## **Want to save a website? Try a digital bookmark!**

Use bookmarking features for your favourite websites to easily organise, retrieve, and access them on any device.

## **I can just copy, right?**

Copyright protects the original work of creators from being used by others without permission. Protect your creations and respect the work of others by understanding copyright, Creative Commons, and plagiarism.

# 03. Be safe

**Now that you know what you can do with your PLD, let's learn how to be safe online.**

Being safe online means ensuring your PLD is secure and protecting yourself from being an easy target for those who may harm you.

By doing so, you can fully enjoy the benefits that the digital world brings!



# Be Safe: Ensure Cyber Security

## Let's play our Cyber Security Bingo!

Tick the positive cyber habits that you are already practising.

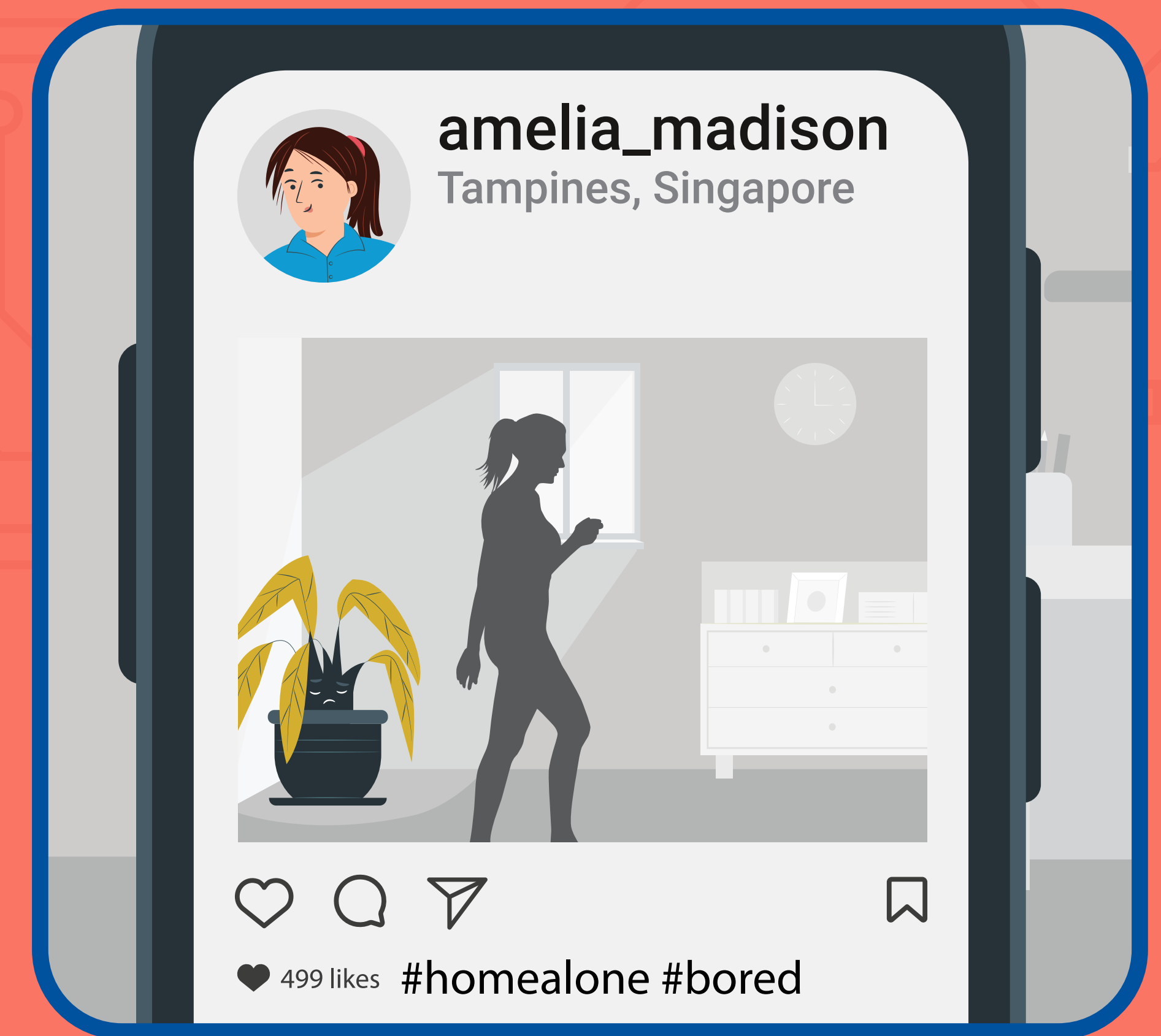
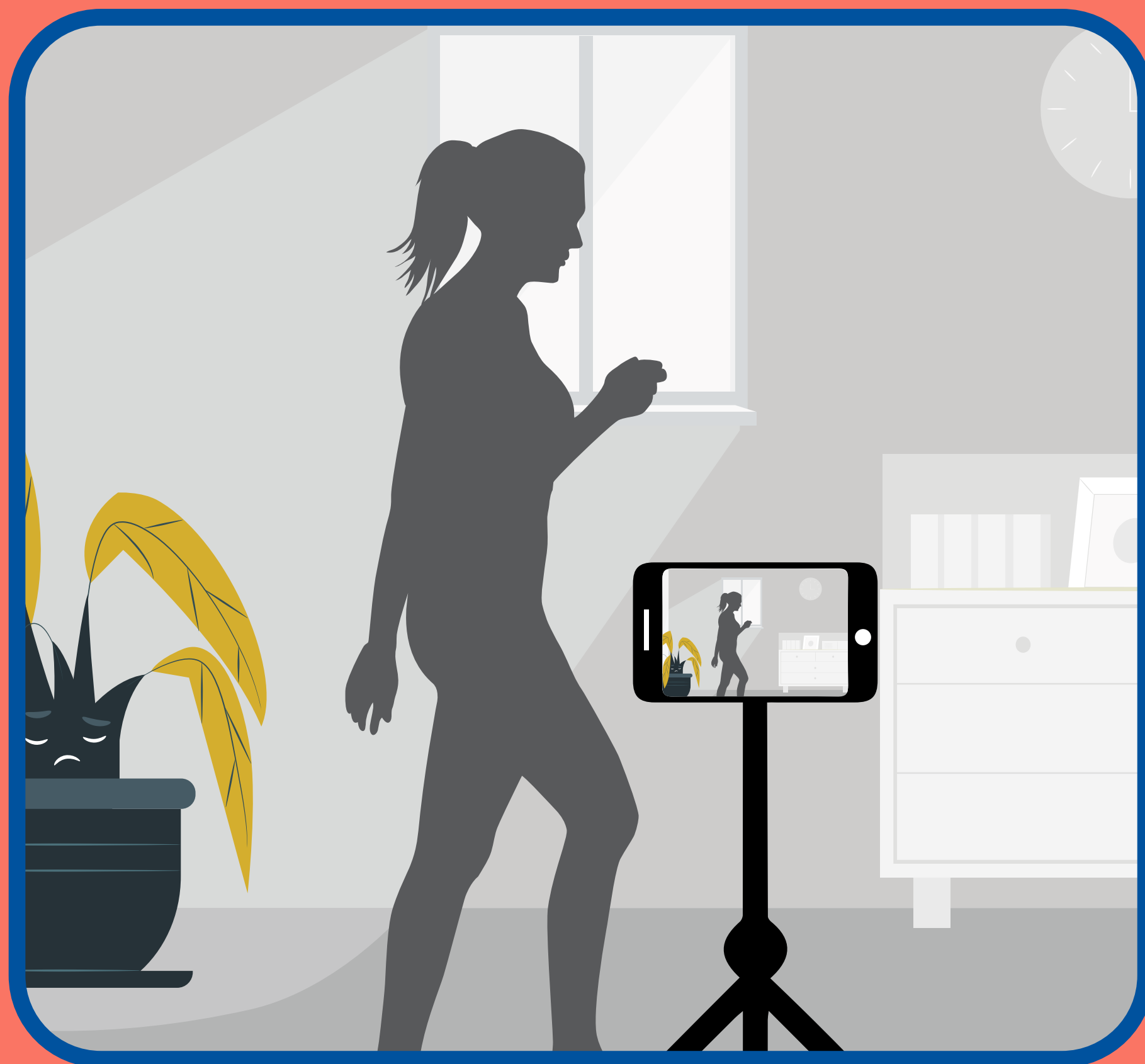
How many did you tick?



I log out from my online accounts when not using them.	I use applications or platforms that are familiar to me.	I have a strong password. (e.g. use alphanumeric and symbols)	I only use public Wi-Fi that is secured. (e.g. wireless@sgx)	I tell a trusted adult if I receive a suspicious email or message.
I check the accuracy and credibility of information I receive.	I do not let others, including friends, use my account.	I am careful of who I interact with online.	I check that the settings that allow my device to be tracked are turned off.	I help those around me practise good cyber security habits
I update my software and apps regularly.	I do not click on links and attachments in online messages or emails from unknown senders.	I do not use unknown public Wi-Fi networks as others may steal my data.	I check that the settings on my devices allow for greater privacy.	I report fake or suspicious websites to a trusted adult.
When in doubt, I ask a trusted adult or friend.	I do not share my password with anyone, other than a trusted adult.	I am aware of phishing and scams.	I do not disclose my personal and private information online.	I keep my anti-virus software up-to-date.
I use a different password for different online accounts.	I always log out of devices when I am not using them.	I am careful of websites that do not start with https://	I understand that what is posted online is never private and can be shared without my permission.	I check the accuracy and credibility of information before sharing.

Let's try to incorporate all these positive cyber habits when using our devices to keep ourselves safe online.

# Be Safe: Online Disclosure



## Easy target?

Yes! Anyone who sees her post will know that she is alone at home!

**How can one avoid being an easy target?**

# Be Safe: Online Disclosure



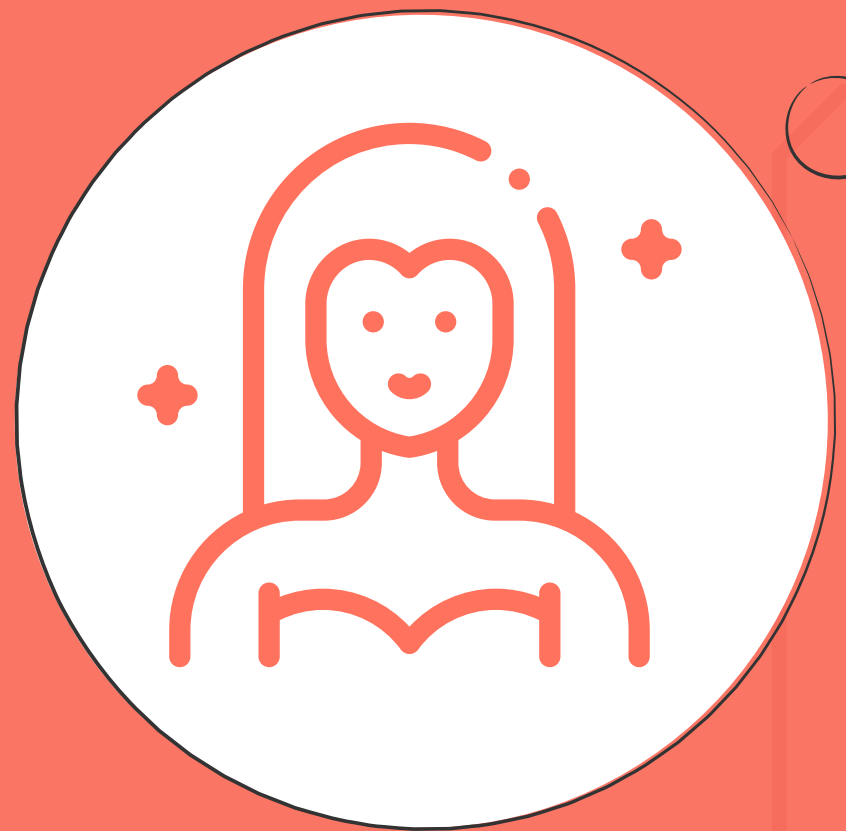
## Easy target?

Yes! Anyone who sees here post will know what school she is in, the names of her classmates, as well as the places she frequents.

## How can one avoid being an easy target?

# Reflect: Online Disclosure

Are you an easy target? Are these your online behaviours?



Do I share compromising photos of myself (e.g. inappropriately dressed) on social media?



Do I share personal information (e.g. my home address) on social media?



Do I share my password with my friend?



Do I share on social media about being alone at home or my current location?



**Did you know that you are making yourself an easy target?**

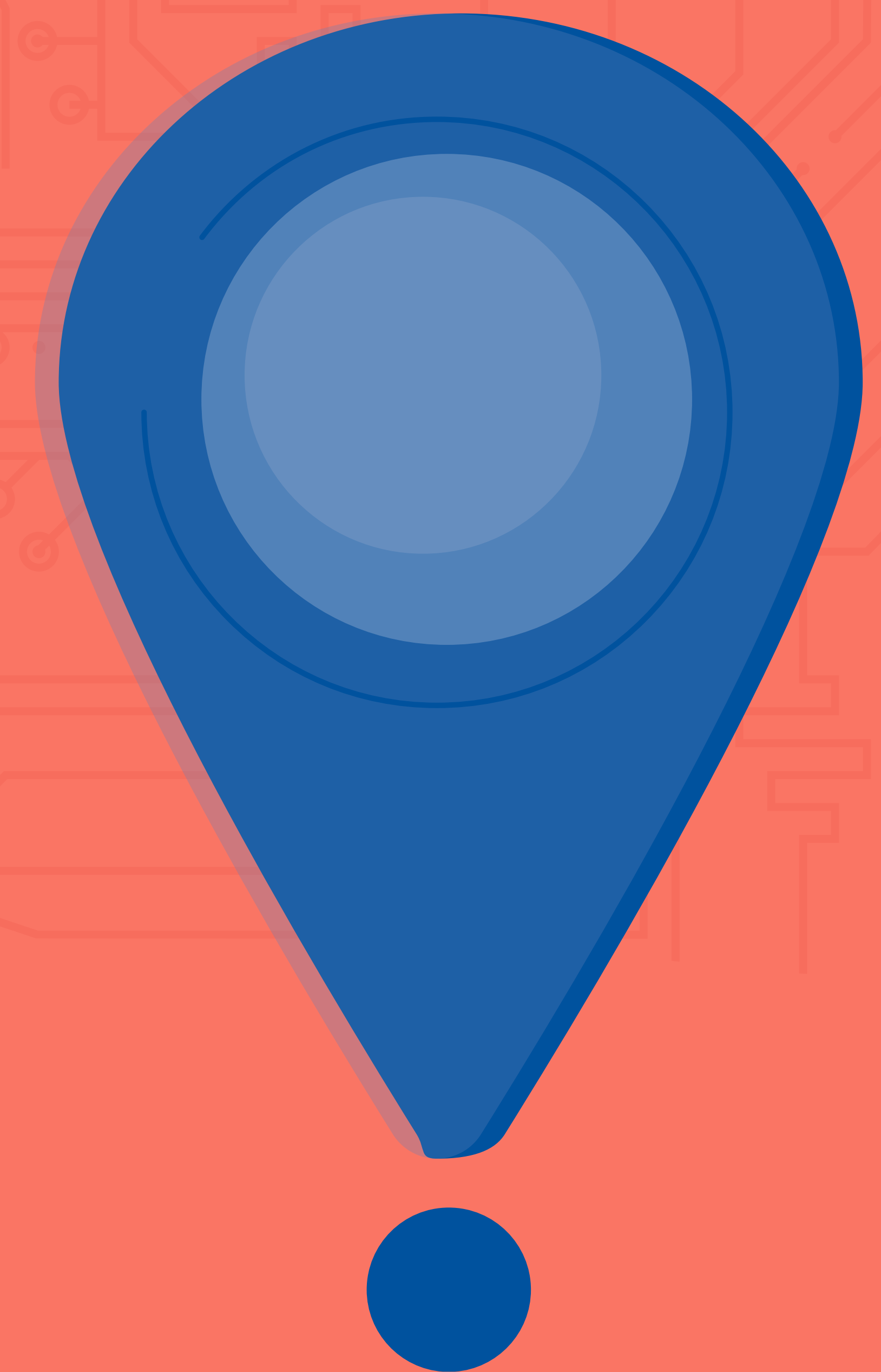
Even if you do not mind, your friends and loved ones could be impacted.

# Reflect: Online Disclosure

## Are you an easy target?

Geotagging is a feature in many smartphones that 'tags' the location of where a photo was taken. When a photo is uploaded to social media, it is possible for others to extract this information. This can compromise safety.

When we post photos online, regardless of platforms and privacy settings, we will almost certainly leave behind digital footprints. This implies that they can remain in the online space for a long time.



## How much should you share about yourself online?

Consider ways to protect your personal information when using social media.

Click here for the SLS lesson on

# Be Safe: Digital Footprints



## Easy target?

Yes! Whatever you post online can stay online forever. What you post now may reflect badly on you in the future! (e.g. when you're applying for a school or a job)

## How can one avoid being an easy target?

# Reflect: Digital Footprints

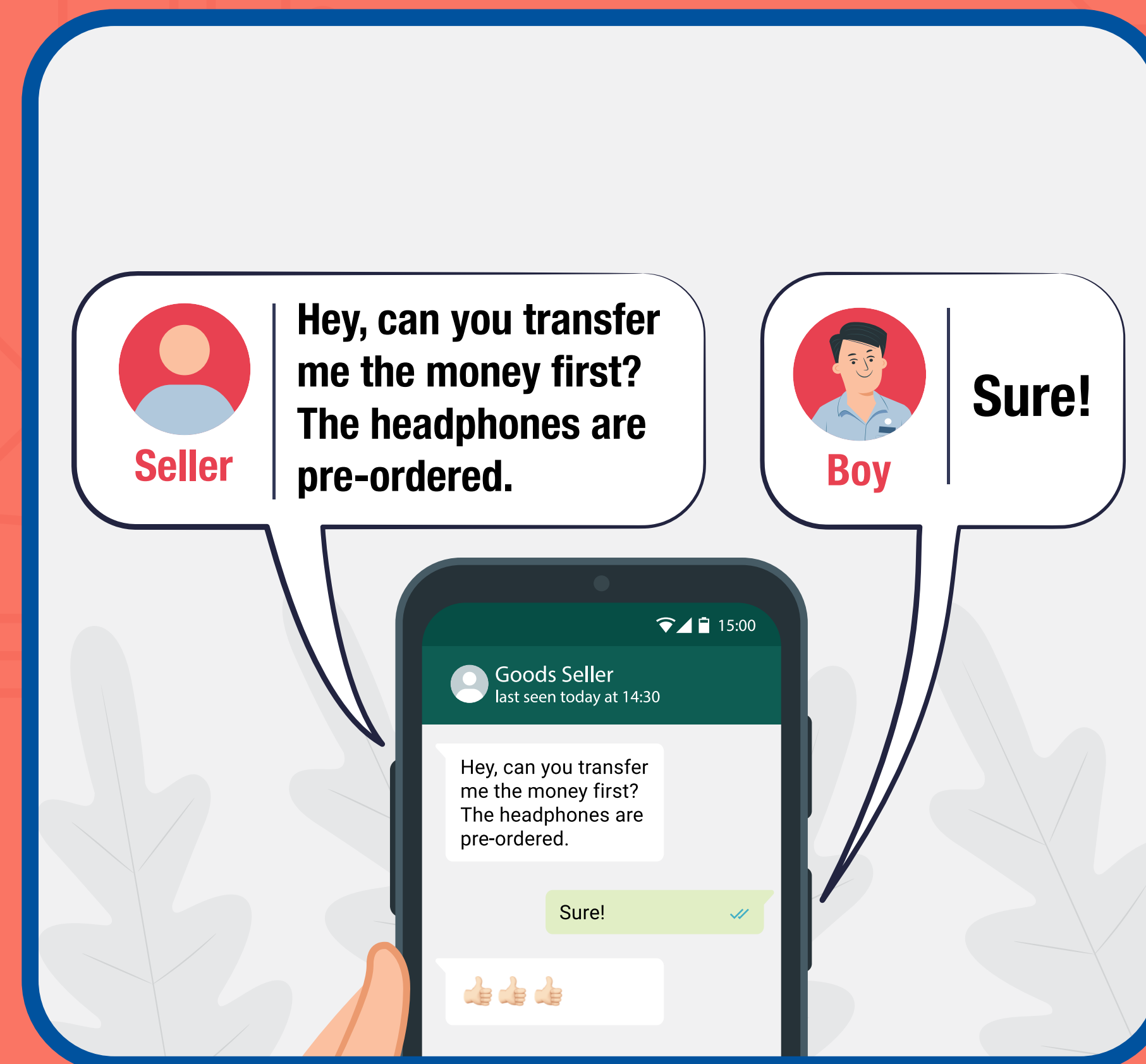
## Are you an easy target?

Whatever is put up online, stays there forever.

Online posts may be shared and re-shared continuously. It is almost impossible to have them removed from the internet. Do not post if you are not comfortable with this.



# Be Safe: Scams



## Easy target?

Yes! When a deal is too good to be true, it is probably a scam.

## How can one avoid being an easy target?

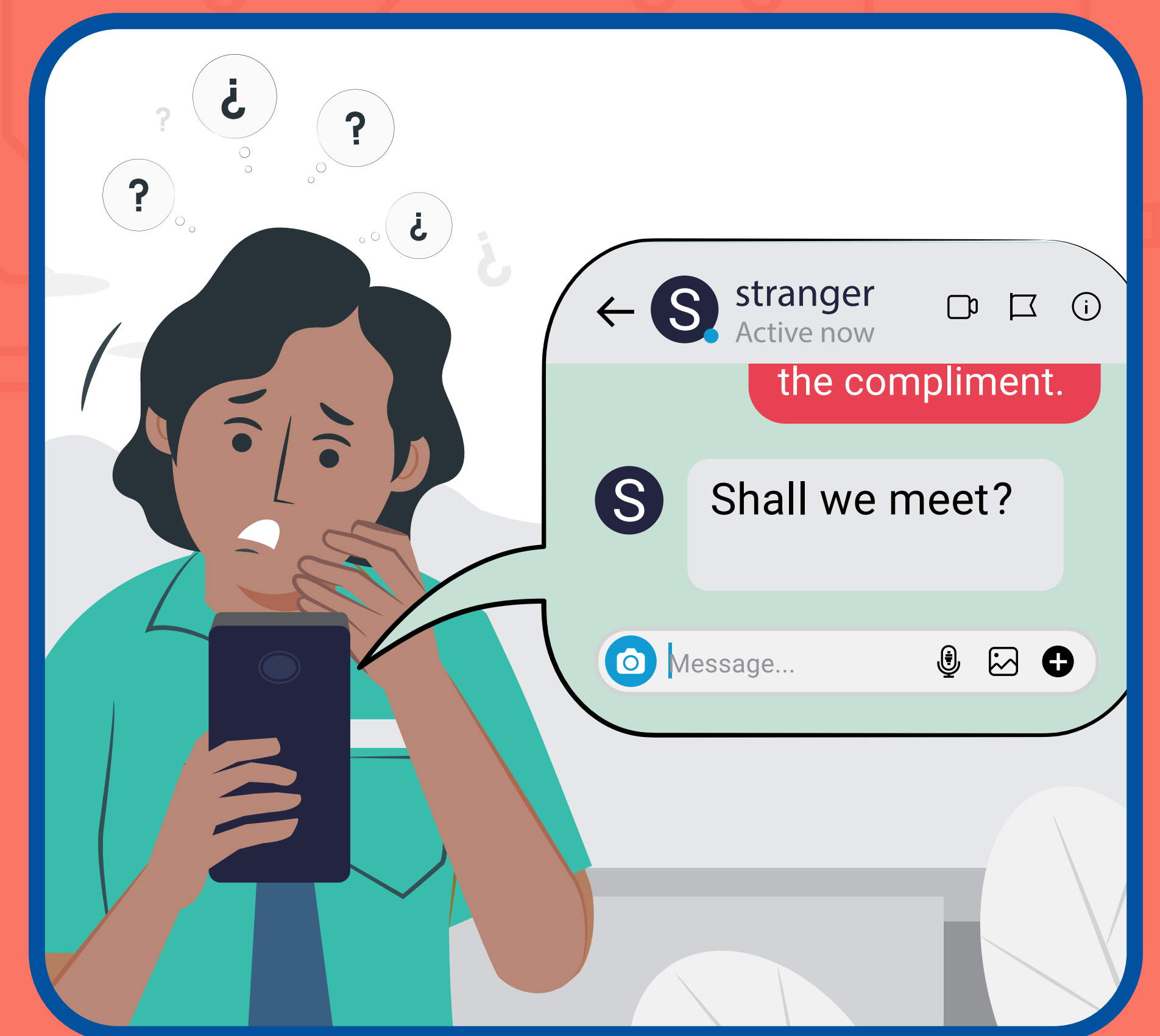
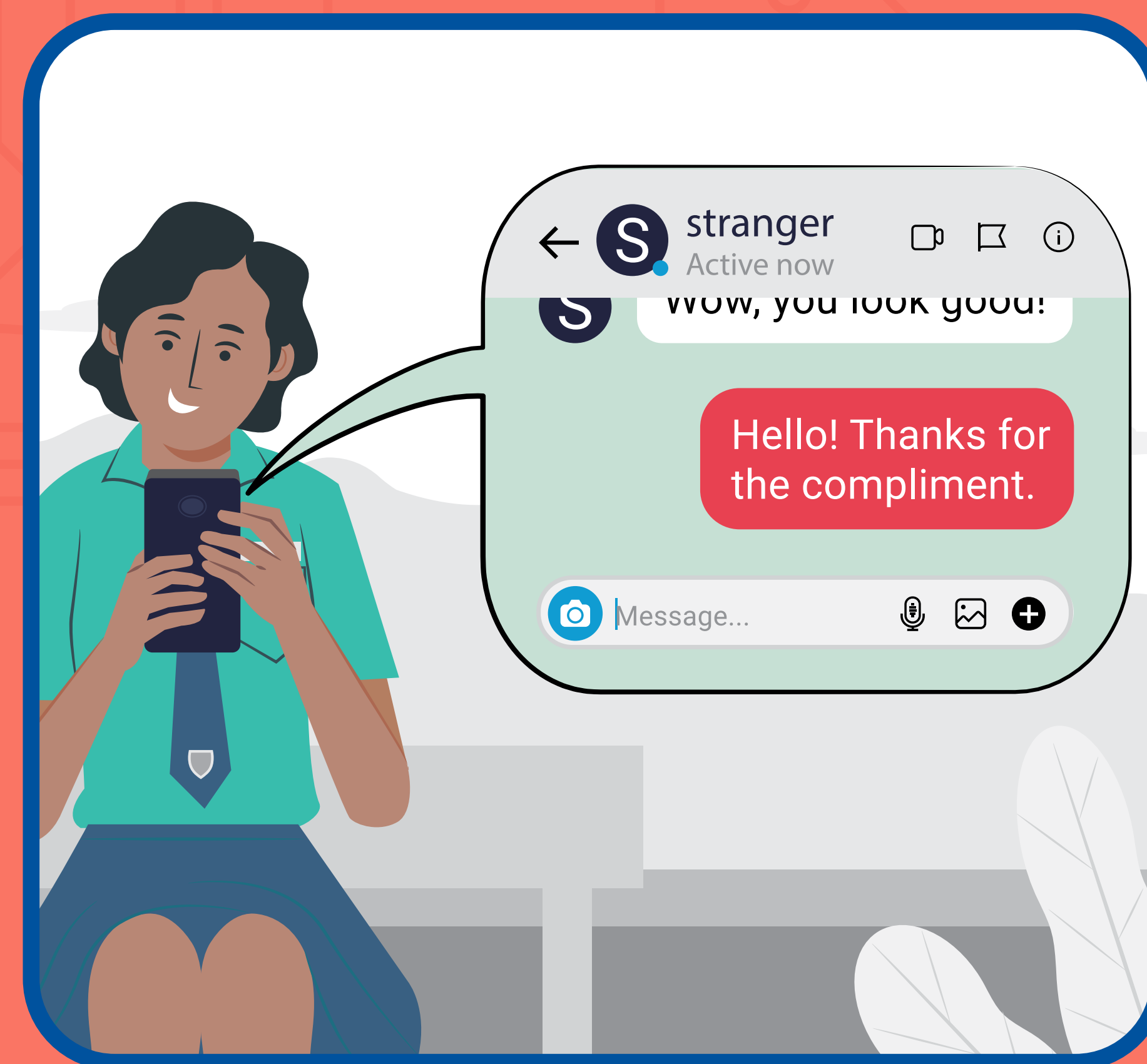
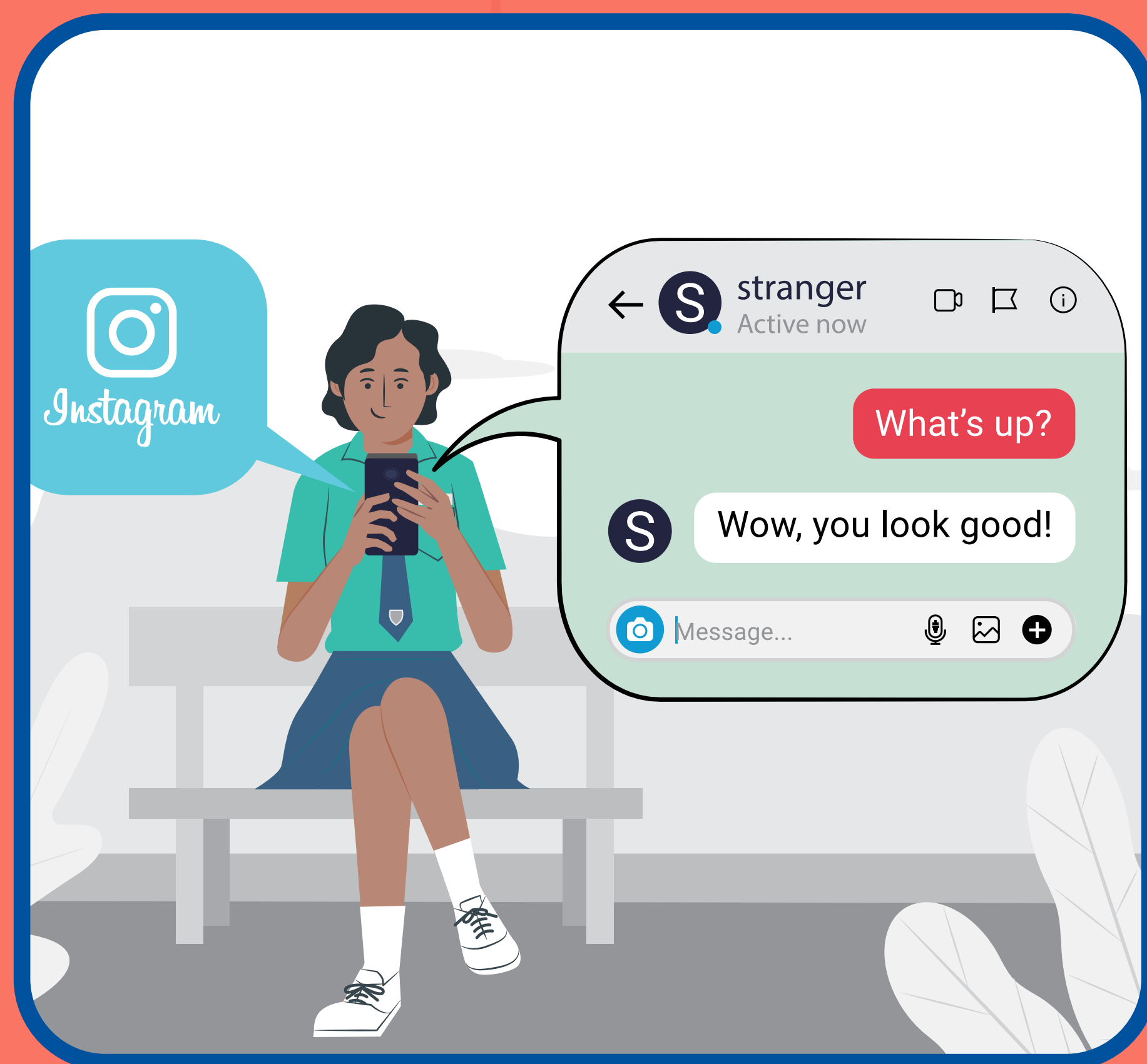
# Reflect: Scams

## Are you an easy target?

The number of phishing scams in the first 5 months of 2020 increased to 266 cases.

That's almost 30 times the 9 cases reported in the same period in 2019! (source: Singapore Police Force)

# Be Safe: Meeting Strangers Online



## Easy target?

Yes! We should not talk to strangers online and should definitely not agree to meet up with them.

## How can one avoid being an easy target?

# Reflect: Meeting Strangers Online

Are you an easy target?

**“I never thought it would happen to me.”**

Thinking of meeting someone you only interacted with online?

Consider the following:

1. Do you know as much about them as they know about you? Is what you know about them real? (e.g. Is the photo shown on their online account really them?)
2. Do you have suspicions/doubts about them?
3. Should you bring someone along when you meet them?
4. Should you meet in a public place?
5. If you are thinking of meeting up with an online friend, seek the advice of a trusted adult/friend before making any arrangements.



# Conclusion

**Are you an easy target? That depends on your online actions.**

You can keep both yourself and your peers safe online by taking the necessary precautions.



**What can you do if you or your friend encounters danger online?**

1. Speak to someone about it.  
(e.g. a trusted adult/friend)
2. Block the person who is making you feel uncomfortable.
3. Gather evidence of what happened.  
(e.g. take screenshots, save messages and emails)
4. Report or flag it up to the platform administrator, webmaster, or internet service provider.
5. Make a police report.  
(if necessary, after discussion with a trusted adult)

# 04. Be Smart

**Managing the time you spend on your digital devices is important too.**

**Being smart online means developing good cyber habits.**

Develop good cyber habits and make responsible decisions to balance time spent online and offline, get sufficient sleep, and be discerning about the content you read and share.

It is as important as finding the right information to help you learn and grow!



# Be Smart: Develop Good Cyber Habits



Do you find yourself sacrificing sleep for games or to spend more time online?

Does this scenario relate to you?

# Be Smart: Develop Good Cyber Habits

Sleep is important for your well-being! Here are 4 reasons why:



## • Strengthens Health

A lack of sleep can lead to increased health risks such as a higher likelihood of heart disease or stroke.



## • Improves Learning

Sleep strengthens the brain to help you with your memory, thinking and learning!



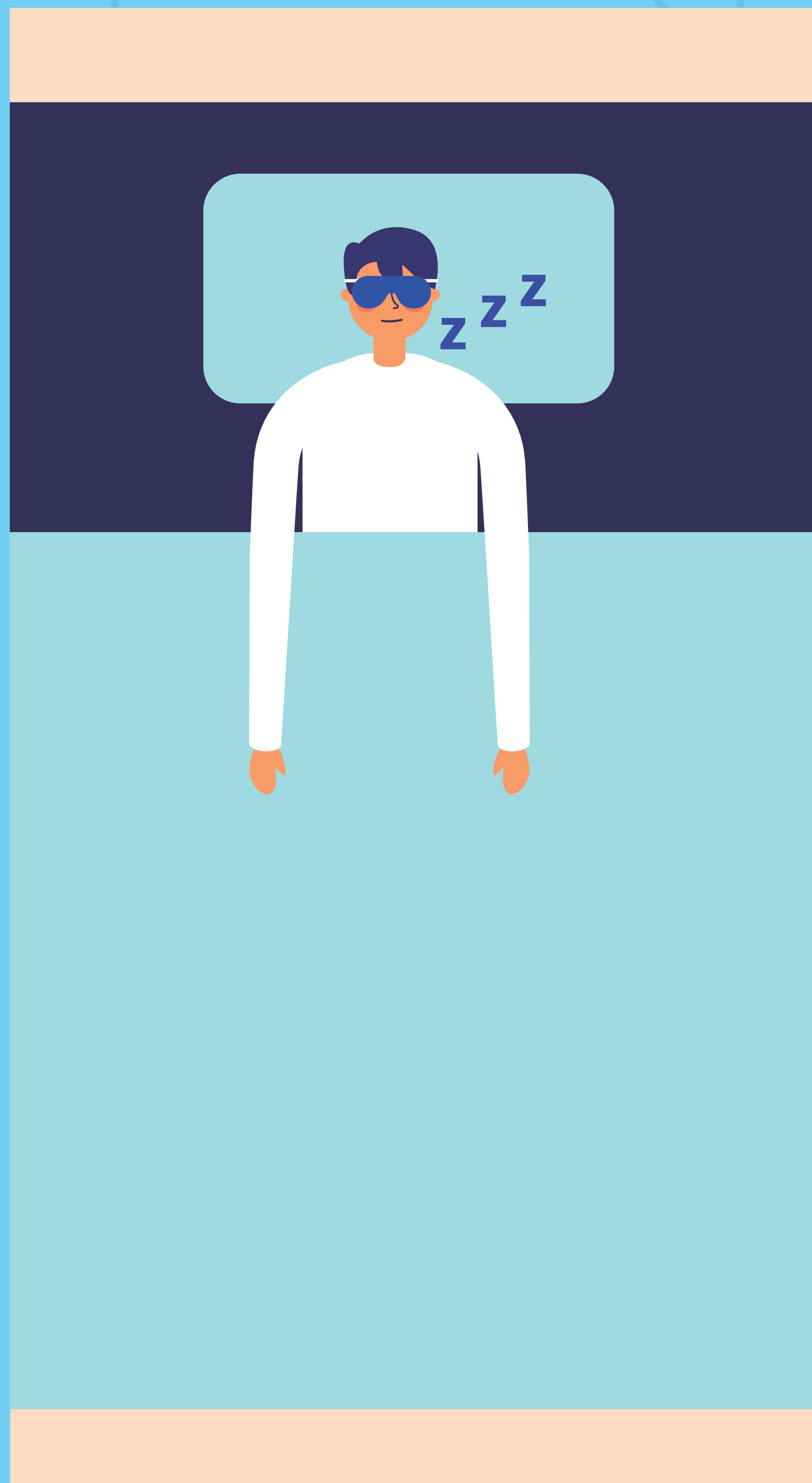
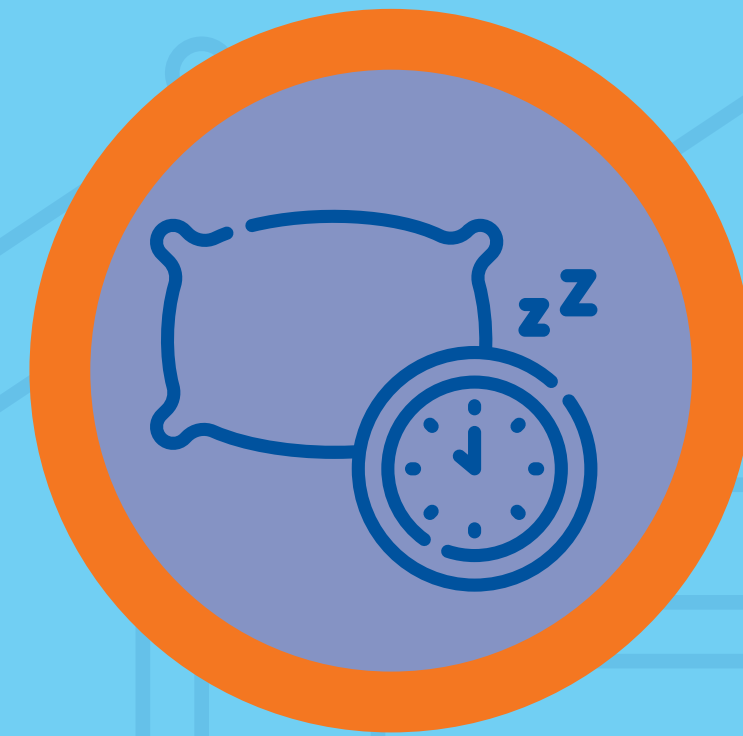
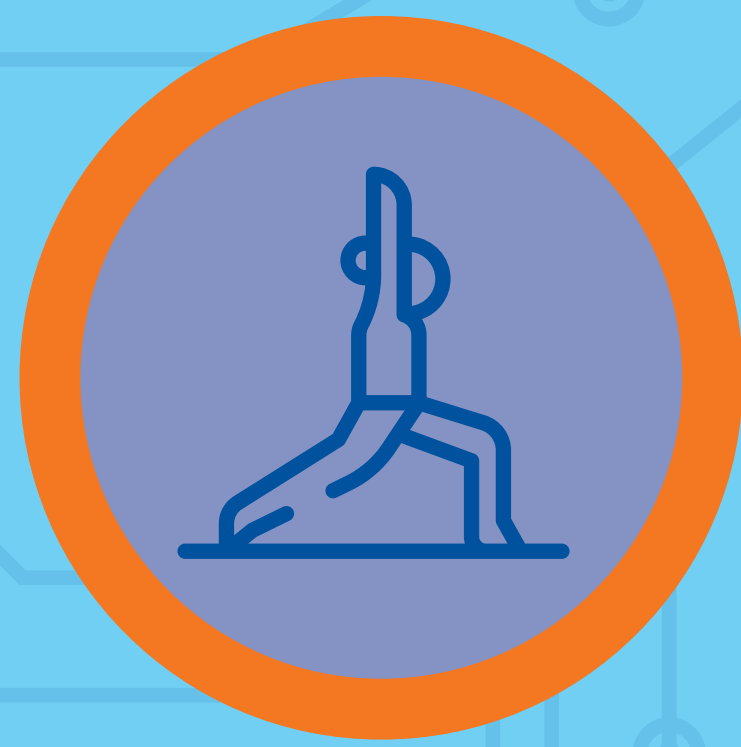
## • Helps Growth

Growth hormones released during sleep promote cell and tissue repair, which contributes to growth and development.



## • Supports Recovery

When sleeping, the body undergoes repair and replenishes its energy stores for physical activity.



# Be Smart: Develop Good Cyber Habits

**Practise good sleep hygiene.**

## **This includes:**

1. Sleeping and waking up at the same time every day.
2. Practising a relaxing bedtime routine, e.g.
  - Taking a warm bath.
  - Writing a 'to do' list to clear your thoughts.
  - Doing relaxation exercises such as light stretches.
  - Listening to music that relaxes you.
3. Avoiding the use of electronic devices at least 1 hour before sleep.
  - Keep them out of your room and off your bed.

# Be Smart: Develop Good Cyber Habits

One area that can threaten the development of good cyber habits is that of gaming.



YES



NO

Are you gaming too much? Let's take a quiz!

1. Are you constantly thinking about a game or playing a game?
2. Do you feel irritable, moody, anxious, or sad when you are not playing?
3. Do you feel you need to spend more and more time playing in order to get the same level of enjoyment you used to get?
4. Have you lost sleep because you were gaming?
5. Have you forgotten to eat your meals because you were gaming?
6. Has your school work been affected because you were spending too much time gaming?
7. Have you lost interest in things that you previously enjoyed?  
e.g. Hobbies, CCA, going out with friends, etc.
8. Have you lied to hide your gaming habits from your family and friends?
9. Have you made excuses to avoid your friends so that you can play games?
10. Do you game to escape from/forget about personal problems or to relieve uncomfortable feelings such as guilt, anxiety, helplessness, or depression?

If you answered **YES** to one or more of these questions, you may be gaming too much. Talk to a trusted adult about it.

Disclaimer: please note that this quiz is not diagnostic in nature. For a proper assessment, please seek the support of a professional.

# Be Smart: Develop Good Cyber Habits

Did you answer YES to any of the questions in the quiz?

Excessive gaming can disrupt one's life.

Gamers may skip meals, compromise relationships and even forgo personal hygiene (e.g. not showering for days) so they can spend more time gaming. Such gamers would also replace as many normal daily activities as possible with gaming.

If you need help, talk to a trusted adult. You can also look at the last chapter of this handbook for helplines to call.



# Be Smart: Develop Good Cyber Habits



## 20-20-20 Rule

To protect your eyes, look at something 20 feet (6 metres) away for 20 seconds after 20 minutes of looking at the screen.



## Online & Offline Balance

Taking part in a combination of online and offline activities will help you to remain healthy. Plan for tech-free time (like going for a run), and put your devices away during family bonding time.



## Establish Routines & Keep At It

Set up a routine to help keep your device use in check. Put your device away during mealtimes, and commit to cutting off screen time 1 hour before bedtime to help you to sleep better.

# Be Smart: Develop Good Cyber Habits

It is vital to connect with others offline too! Try these ideas:



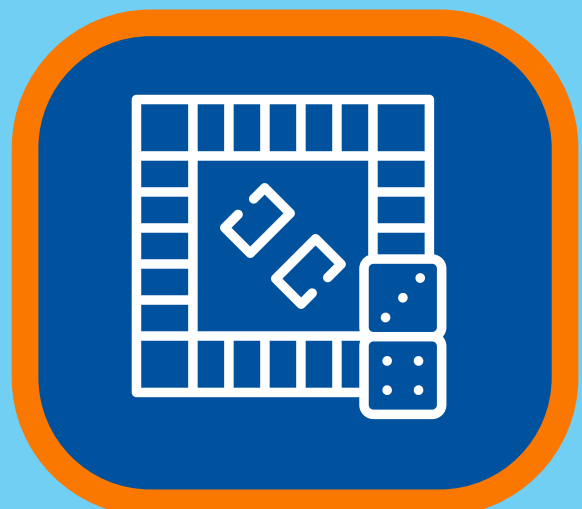
1. Talk to your family and friends when having meals together.



2. Arrange to meet up with a friend.



3. Learn new skills with friends (e.g. music, art).



4. Play board games and enjoy sports with family and friends.



5. Visit a part of Singapore that you have not been to before.

Remember that your well-being is important. Being safe online and keeping good cyber habits will help you greatly!

# Be Smart: Evaluate Credibility of Online Resources

Let's be discerning in what we read and what we share with others.



## **S.U.R.E or not?**

**Facts: things that can be tested and proven to be true.**

**Opinions: things that someone believes, which cannot be fully proven.**



TO STAY VIGILANT AGAINST THE SPREAD OF FALSE INFORMATION

## HERE ARE FOUR STEPS TO BE S.U.R.E.



STEP 1:



### CHECK THE SOURCE

- Check if there is a website link provided. It may be harder to verify its credibility if no clear source is given.
- On social media platforms, check the post's origin and see if it is an authentic web source.
- Some fake news originate from dubious web sources that imitate official websites by adding in an extension to the web address.



STEP 2:

### UNDERSTAND THE INFORMATION YOU READ ONLINE

- Personal expressions and opinions on social media can potentially expose you to misinformation.
- Understand the difference between factual information and opinions.
- Some fake news are vague in their details and lack factual information, e.g. no date, time, nor links to other official sources to confirm the information.



STEP 3:

### RESEARCH THE AUTHENTICITY OF AN ARTICLE

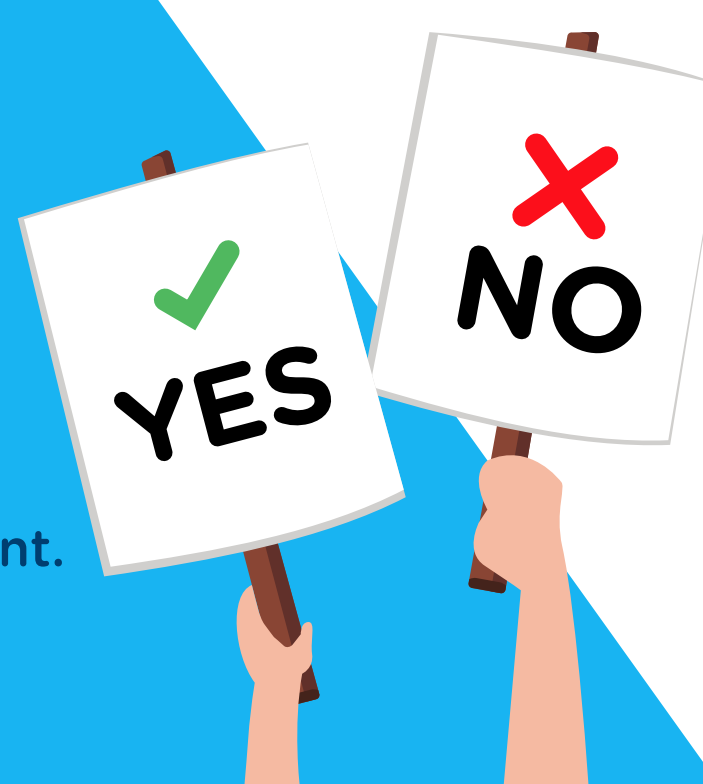
- Research using credible sources to find out the authenticity of an article or message you received.
- Dig deeper and go beyond the initial source. Do a quick search of any suspicious article or message you receive and treat it with suspicion if there is lack of news coverage or evidence.
- Find at least two or more sources to confirm if the information is real.



STEP 4:

### EVALUATE FROM DIFFERENT ANGLES

- Is the information fair and balanced?
- Before you choose to share or forward information, exercise fair judgment and consider if the headline or media may be manipulated.
- It is important to evaluate any information you receive, as they may not reflect the real actual incident.



## Use the S.U.R.E. framework to determine the credibility of the sources.

Anyone can fall victim to online falsehoods, but you don't have to be the one. By being S.U.R.E, you will be able to discern information better, and help people around you too! **So always remember to check your information.** Be S.U.R.E. before you share!



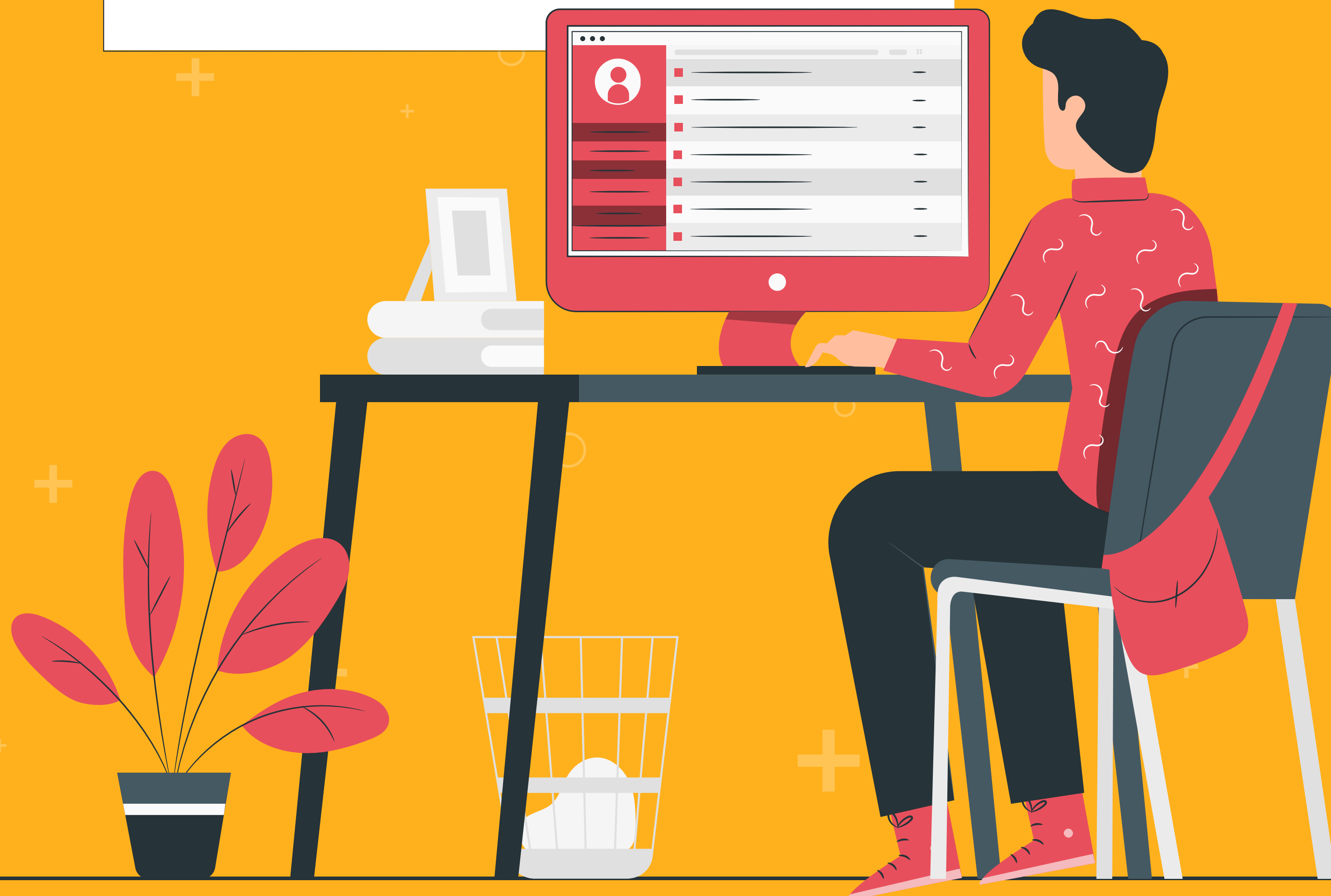
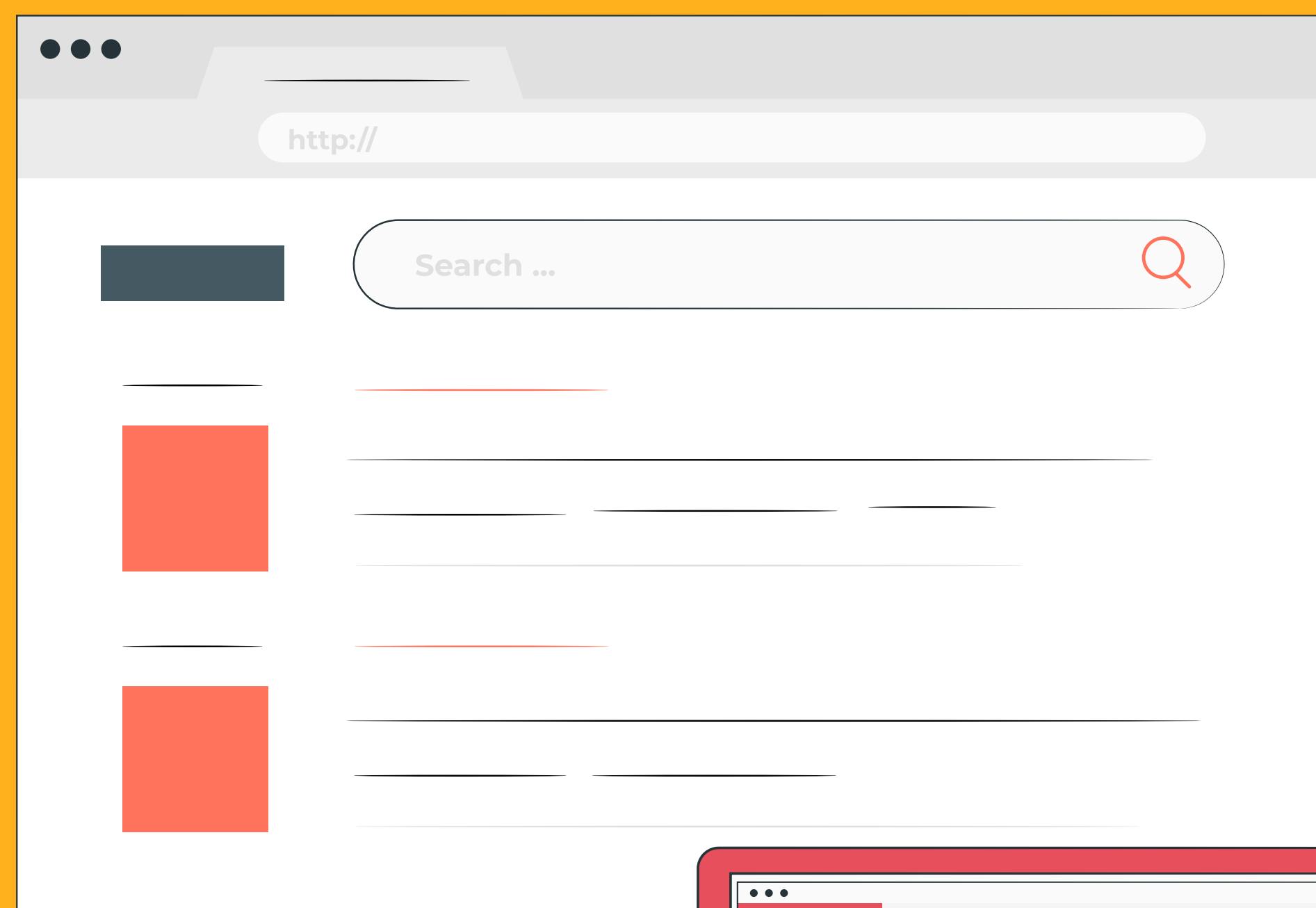
sure.nlb.gov.sg

# 05. Be Kind

**There can be many negative opinions and behaviours online/ on the internet.**

**Now that you know how to be safe and smart online, learn how to interact with others in a respectful and responsible way.**

You can add positivity by acknowledging that others may have different views from you and choose not to engage in behaviours that may hurt or harm others.



# Be Kind: Being Positive Online

**THINK** before you post online:



**T – Is it True?**

**H – Is it Helpful?**

**I – Is it Inspiring?**

**N – Is it Necessary?**

**K – Is it Kind?**

If you say something nasty or hurtful, even unintentionally, apologise sincerely and offer to delete the post quickly.

Remember, rules about being respectful to one another apply online and offline. Apply your class rules to your online chatgroups.



## **OUCH... That hurts!**

Be particularly sensitive with regard to religion, race and ethnicity, nationality, socio-economic status, and politics.

# Be Kind: Being Positive Online

**THINK** before you post online:



**Based on your own experience, what kinds of comments on social media made you feel upset/angry?**

**If you disagree with another person using negative comments, e.g. by calling that person names, does that invite more or less negative comments?**

# Be Kind: Being Positive Online

Let's examine how to disagree appropriately while online



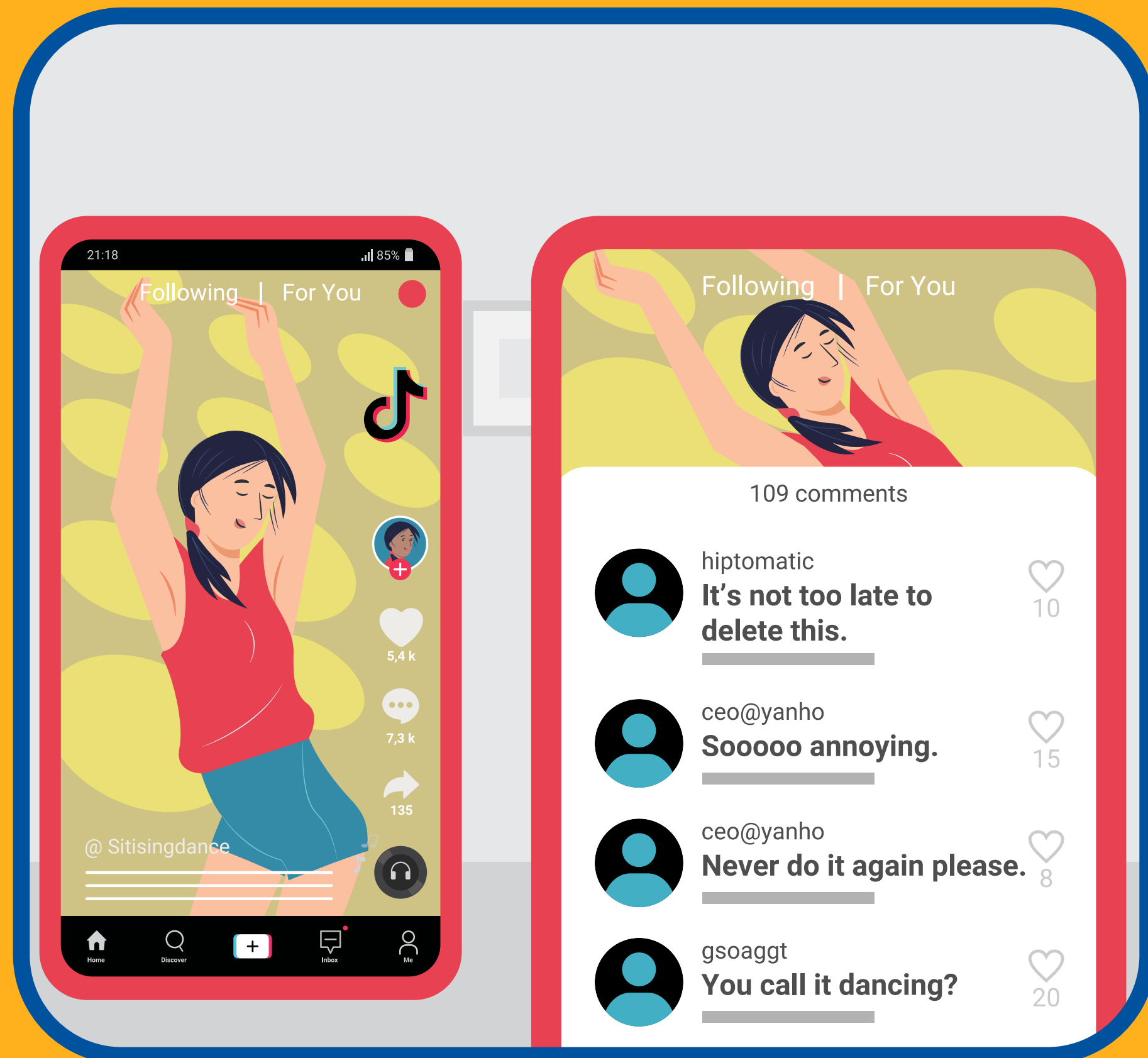
**Focus on facts and T.H.I.N.K. before you post**

A strong argument is one that uses facts over opinion. A respectful disagreement places logic over emotions about the situation or debate.

**Don't get personal and stay calm**

If you get upset, remind yourself that you are mad at the idea or concept that is being raised, not the person.

# Hurtful Behaviour Online



Sandy put up a video of herself on social media. The comments received were extremely negative and made fun of her dancing.



Wei Ren overheard his classmates talking about how much fun they had at Sentosa together. He realises that they created a separate group chat to plan their outings without him.



Imran often plays games with his classmates, but whenever he makes mistakes that cause his team to lose, his friends would call him lousy.



**How do you think each of these main characters feel?**

# Hurtful Behaviour Online

Our actions online may hurt others in many ways.

This may not be done on purpose (e.g. a prank) but could also be due to a miscommunication or a broken promise. Nevertheless, such actions do hurt the people around us.

Simple things like excluding others from a group chat or sharing online what you promised to keep secret offline can cause hurt to others.



# What is cyber bullying?



Bullying stops someone from feeling safe and secure, hinders their learning and affects their health. It involves repeated or persistent behaviours (e.g. hurting, frightening, or intimidating others) intended to cause hurt, distress, or humiliation. Any behaviour performed through electronic or digital media by individuals or groups that communicates hostile or aggressive messages intended to inflict harm or discomfort over time against a victim is cyber bullying.

# Hurtful Behaviours Online

Here's what you can do if you are a victim of cyber bullying.



**1. Stop and stay calm**

Something made you feel fearful or hurt? Stop and do not reply. Your responses may trigger more bullying.



**2. Save the evidence**

Take screenshots and save all messages that show evidence of cyber bullying.



**3. Block the bully**

Prevent bullies from further communicating with you online.



**4. Report the bully**

Flag online bullies to the online platforms they are using.



**5. Tell a trusted adult**

Seek advice from your parents, teachers, or even close friends. You do not need to suffer alone!

# Hurtful Behaviours Online

Here's what you can do if you see cyber bullying happening.



## 1. Play an active role

Take an active role in not sharing messages, posts, photos, or videos that are hurtful or humiliating.



## 4. Take a stand

If you feel safe or confident enough, call out the bully for their behaviour and ask them to remove their post.



## 2. Record the evidence

Take screenshots as proof. Save comments, photos, or videos that show online bullying.



## 5. Tell someone you trust

Bring it up to someone who might be able to help, like a parent or teacher.



## 3. Report the bully

Alert platform administrators to online bullies by flagging them reporting inappropriate content.



## 6. Show support

Be a friend to the victim when they need someone to talk to and remind them not to blame themselves.

# Hurtful Behaviours Online

Being an upstander is important.



## Did you know?

1. When peers intervene, bullying episodes tend to stop within 10 seconds.
2. If you do nothing but stand and watch, you are saying that bullying is alright and acceptable. The victim will feel like he/she deserved it.

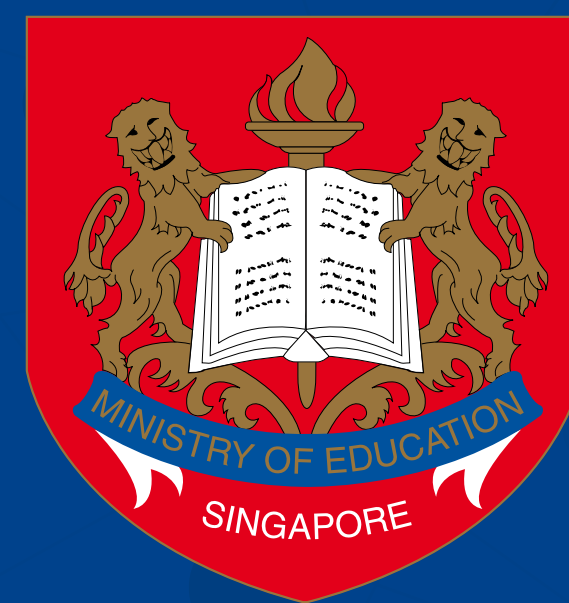
Have the courage to do what is right, and influence others to do the same! #StandUpStandStrongStandTogether.

#StandUpStandStrongStandTogether

# 06. Find Help and Support

Reach out if you or someone you know needs help and support on cyber issues.

Name	Contact	Remarks
Help123	1800-612-3123 <a href="https://www.help123.sg">https://www.help123.sg</a>	For support with any Cyber Wellness related issues.
Touch Cyber Wellness	1800 377 2252 Email: <a href="mailto:cyberwellness@touch.org.sg">cyberwellness@touch.org.sg</a>	For support with any Cyber Wellness related issues.
eCounsellingCentre	<a href="http://www.ec2.sg">www.ec2.sg</a>	An eCounselling service by Fei Yue Community Services for youths aged 13 to 25.
Samaritans of Singapore (SOS)	1800-221-4444	24-hour hotline to provide support for mental health issues, especially with regard to suicide.



Ministry of Education  
SINGAPORE

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