Cyber Security
Training Booklet

This workbook is to be used alongside the community safety film on Cyber Security.

Talkback

DEVELOPING A WORLD OF POSSIBILITIES

Welcome to the Talkback
Cyber Security Training

This guide has been produced to accompany the cyber security video. Please follow the steps outlined carefully. We have produced this document with helpful training tips, that are highighted in the yellow boxes.

Learning Objectives

- To understand the importance of keeping personal details private, especially those related to banking.

- To understand what Cyber Security means, and steps that can be taken to keep personal information safe when using the internet.

What's in the video?

In this video, you will see two parts of a story. The first part shows what can happen when you do not keep your personal details safe on the internet. The second part of the story shows what you can do to keep your personal details safe when using the internet.

Glossary: Key Terms

What does Cyber mean?
Cyber is another word for the internet.

What does Cyber Security mean?
Keeping your personal information safe on the internet.

Trainer tips

After you've talked through the learning objectives and key terms, show the member the film in full. Then, using the narration of events below, read through the story, making use of the timestamps if necessary to rewatch the relevant parts of the film.

Use the trainer tips as discussion points to pause and reflect on what is happening.

Part 1 of the story shows what can happen when you do not keep your personal details safe on the internet.

00:00:22 — Hattie is using a computer at college during her break time to log into her Facebook account.

00:00:24 — John Henry is someone Hattie knows from college. John is looking through the window and sees Hattie logging into Facebook.

00:00:46 — John asks Hattie how she remembers her password. Hattie tells John that the password is her name and the year (her birth year).

Trainer tips
Ask the member whether they think it was a good idea for Hattie to tell John this information. Also ask the member whether they think it's a good idea or not to use personal information like their name or birthday in their password.

00:01:03 — Hattie then logs out of her Facebook account and leaves the room.

00:01:30 — John is now alone in the room. John logs into Hattie's Facebook account using the password that Hattie told him.

00:01:50 — A short while later Hattie receives angry messages from some of her friends on Facebook. She was not expecting these messages so is confused and upset.

Trainer tips
Ask the member to consider what might have happened here. Remind the member that John Henry has logged into Hattie's Facebook account. Ask the member what he might have done whilst on her account.

00:02:08 — Hattie meets her support worker after college. Hattie tells her support worker she is confused about the angry messages she's been sent.

00:02:36 — Hattie's support worker says she thinks that John Henry has logged into Hattie's Facebook account. Hattie's support worker thinks that John has pretended to be Hattie and sent out a post, which her Facebook friends have seen.

Trainer tips
Talk through the storyline so far and confirm understanding.

Part 2 of the story shows how you can keep your personal details and yourself safe on the internet.

00:03:03 Hattie is using a computer at college during her break time to log into her Facebook account.

00:03:04 John Henry, someone Hattie knows from college, sees her logging into Facebook and comes into the room.

Trainer tips
Prompt a discussion on the need to be careful when logging into websites such as Facebook in a public place like college or a library. Reiterate that anyone could be watching them and could make a note of their login details.

00:03:17 John asks Hattie what her password is. Hattie says she is not telling him her password.

Trainer tips
Highlight that Hattie did the right thing here and confirm that nobody should tell anyone their username or password, even if they know the person.

00:03:35 Hattie logs out of her Facebook account and leaves the room.

Trainer tips
Reiterate that Hattie has done the right thing by logging out of her account when using shared computers, like in a college environment or public library. By logging out of her Facebook account, it ensures no one else using the computer has access to Hattie's account.

00:03:38 John is annoyed because he has tried to log into Hattie's Facebook, but he can't because he doesn't know Hattie's password.

00:03:47 Hattie is happy; she doesn't receive any confusing messages and her account is secure.

Trainer tips
Reiterate that If you keep your personal information like login usernames and passwords private and safe, you can avoid situations like the one Hattie found herself in. Confirm to the member that if they are confused or upset about something that has happened online, they should always talk to a trusted adult for advice on what they should do.

Quick Quiz
Work with the member to complete this quiz to gauge their understanding of what they've learnt.

Fill in the gaps to complete these sentences about keeping your information safe online.

1. When you log into a personal account on a computer that you share with other people, you should always remember to _____ when you are finished.

2. Your password should not include _____ information, like your name or _____.

3. If you log into a personal account whilst in a public place like college, you should be aware of _____.

4. If someone asks you to tell them your password you should _____, even if you know them.

5. If you are worried that someone is using your account or pretending to be you, you should speak to _____.

Answers

1. Log out
2. Personal / date of birth
3. People around you
4. Not tell them
5. A trusted adult

Trainer tips: Final scenario check
Present this scenario to the member to see if they can apply the knowledge they have learnt.

Sarah is at college when her friend Lucy asks for her email password so that she can forward herself some of Sarah's revision notes. Sarah has been friends with Lucy for a couple of years. Should Sarah give Lucy her email password?

Answer
No. Sarah should not give Lucy her email password.

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