

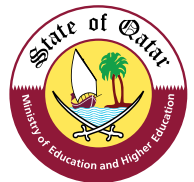


سيف سبيس  
Safe Space

# DIGITAL LITERACY CURRICULUM



**STUDENT'S WORKSHOP NOTES**  
ONLINE REPUTATION  
MANAGEMENT



# Workshop Notes

This Workshops Notes summarizes the most important information highlighted in the workshop you attended. The points below serve as a reminder to help you stay aware and informed about Online Reputation. Don't forget to share this information with your family and friends to help them protect their reputation online. ☺



**Reputation** is the beliefs and opinions that people generally hold about someone or something, so your attitude, behaviour with people around you and the way you communicate may all be attributed to your reputation.



**Online Reputation** is defined by your behaviour on the web, and by the content that you post about yourself and others.



Your reputation is created by what people say about you (positive or negative), your general behaviour with your social community, and the number of social contacts you have.



We should practice the same rules of communication and courtesy in the online world that we usually practice in the real world.



**A Good Online Reputation** will help you get more connections, have a positive online presence, get accepted for school or university admission, and eventually be a successful person and highly recommended by others.



**A Bad Online Reputation** will increase bad publicity and negative energy around you, as well as increase your enemies and the chances of people ignoring you. This could have an impact on your school grades, exclude you from being a potential candidate at schools or universities, and even possibly decrease your winning chances in life.



You can find out about yourself Online using the search feature on popular search engines, blogs and social networking sites. Make sure to be specific and use all variations of your name to get better results.



To manage and protect your online presence: create and optimize your Google profile, monitor your online presence, delete unwanted content and associated search results to keeping personal information out of Google, and finally use the “**Me on the Web**” feature to get notified when your personal data appears on the web.



It is a good idea to create and optimize an account on ethosU, a reputation-building fun and interactive website that measures the reputation based on the person’s positive action, from sharing personal achievements and helping other online users.



Remember! Anything once posted online **remains forever**, even after we delete it. This includes anything from personal pictures to hurtful comments, so think twice before you write anything online!



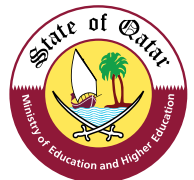


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# DIGITAL LITERACY CURRICULUM



**STUDENT'S WORKSHOP LEARNER'S  
FEEDBACK**  
ONLINE REPUTATION MANAGEMENT



# Learner's Feedback

Dear Student,  
You have just participated in one of the Cyber Safety Workshops. To help us improve the training we would like to know your opinion.

Thank you for your cooperation.

**Name of school:** \_\_\_\_\_

**Name of your teacher:** \_\_\_\_\_

**Your email / phone number:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

<b>YOUR OVERALL SATISFACTION WITH:</b>	(Lowest)			(Highest)
<b>WORKSHOP</b>	①	②	③	④
<b>TRAINER'S PERFORMANCE</b>	①	②	③	④



**1. TO WHAT EXTENT DID YOU ENJOY THIS WORKSHOP?**

(Didn't enjoy)

(Enjoyed very much)

①

②

③

④

**2. TO WHAT EXTENT THE INFORMATION PROVIDED WAS NEW TO YOU?**

(Not new)

(New)

①

②

③

④

**3. TO WHAT EXTENT DID THE WORKSHOP GIVE YOU OPPORTUNITY TO ASK QUESTIONS YOU WANTED TO ASK BEFORE?**

(I didn't get opportunity to ask questions)

(I asked all questions I wanted)

①

②

③

④

**4. WHAT ACTIVITY FROM THE WORKSHOP DID YOU REMEMBER BEST? WHY?**

Your comment:

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**5. WHAT ACTIVITY SURPRISED YOU? WHY?**

Your comment:

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**6. WERE THERE ANY UNNECESSARY ACTIVITIES IN THIS WORKSHOP?**

YES  NO

Your comment:

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**7. WERE THERE ANY NEW TOPICS IN THIS WORKSHOP?**

YES  NO

Which topics were new?

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**8. WHAT OTHER TOPICS SHOULD BE COVERED IN FUTURE WORKSHOPS?**

Your comment:

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**9. PLEASE COMMENT ON THOSE ISSUES CONNECTED TO THE WORKSHOP PRESENTED:**

Length:

Good  Too long  Too short

Your comment:

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Was the workshop appropriate for you?

(Inappropriate)

(Appropriate)

①

②

③

④

Your comment:

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Did you get new ideas from the workshop?

(No new ideas)

(A lot of them)

①

②

③

④

Reason behind your answer:

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Was the workshop useful for you?

(Not useful)

(Useful)

①

②

③

④

Reason behind your answer:

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