وزارة الاتصـــــالات وتكنولوجيـــــا المعلومـــــات
Ministry of Communications and Information Technology
دولــة قطــر • State of Qatar

SAFE SPACE
سيــف سبيــس

Digital Safety Heroes

Teacher/Trainer Guide

Overview

This toolkit, a part of the "Safe Space" initiative by the Ministry of Communications and Information Technology in the State of Qatar, offers an educational program specifically designed for students in grades 4 to 6. It focuses on developing digital awareness and online safety skills, with an emphasis on four key concepts: Time and priority management, self-control and self-regulation, digital identity, and peer pressure. It is a valuable tool for empowering the new generation to navigate the challenges and opportunities of the digital world with confidence and responsibility.

Objectives

The content of the toolkit aims to equip students with the knowledge and skills needed to become "digital heroes" who can navigate the digital world responsibly and safely. The main objectives include:

- **Time and Priority Management:** Teaching students how to balance study, play, and screen time; prioritize tasks; and manage their Time effectively to enhance focus and productivity.

- **Self-Control and Self-Regulation:** Enabling students to make wise decisions online, pause and think before responding to situations, and develop emotional regulation techniques to deal with frustration and conflict.

- **Digital Identity:** Introducing students to the components of digital identity, the importance of protecting personal information, and how to build a positive digital footprint while maintaining privacy.

- **Peer Pressure:** Helping students recognize different forms of online peer pressure, learn strategies to resist undesirable behaviors, and seek support from trusted adults.

Contents

- A PowerPoint presentation that is organized according to the topics and objectives of the toolkit.

- A detailed implementation plan for the topics and concepts covered in the toolkit, including goals, strategies, tools used, roles, and timing.

- A supplementary appendix of extra activities, which includes a set of supportive training activities designed to encourage dialogue, discussion, and critical thinking among students. The teacher can select and implement these activities, in addition to the activities included in the lesson implementation plan, to clarify the lesson concepts and reinforce the learning objectives.

- Samples of some educational tools used in conducting activities, such as the Clock Model, Scenario cards, the Pause Button model and the Digital Citizen powers sheet.

General Guidelines for an Enjoyable and Effective Implementation

Divide the learning journey into four units, each focusing on a core concept. Use practical examples and real-life scenarios to spark students' imagination and deepen their understanding, as outlined in the lesson plan.

Review your resources before you begin: Take the Time to go through all the attached materials. They are your toolkit for delivering a rich and engaging learning experience.

Time is your treasure: Invest your time wisely by organizing activities to keep the lesson flowing smoothly and achieve the objectives. You may also allow extra time for the activities according to your assessment of your students' needs.

Familiarize yourself with the activities and prepare your tools: Understand the proposed activities for each topic and gather the materials and resources that will add fun and effectiveness to the learning process.

Suggested Resources for Preparation

Topic	Suggested Resources
Managing time and priority	**Getting Things Done:** Strategies and Digital Tools for Time and Tasks - IT Teaching Resources Time Management Strategies for Teachers in Elementary School | Edutopia
Self-Control & Regulation	Lifelong Learning on Cyberspace | SafeSpace Fundamentals for Content Creators | SafeSpace How Well Can You Juggle Your Time? | SafeSpace Do You Encourage Your Students to Reduce Their Screen Time? | SafeSpace
Online identity	Self-Image and Identity | SafeSpace Who Are You Online: A reading Guide | SafeSpace Who Are You Online? | SafeSpace Who Are You Online? | SafeSpace How Authentic is Your Online Image? | SafeSpace
Peer-Pressure	Standing Up Against Peer Pressure | SafeSpace Empowering Your Children Against Peer Pressure | SafeSpace

Closing Note:

We sincerely thank you for your commitment to promoting digital awareness, and we trust in your ability to deliver the topics of this toolkit with inspiration and provide a rich, engaging learning experience.

We hope this toolkit leaves a positive impact on our students and serves as a solid step toward developing their digital awareness and enhancing their skills in safe and responsible technology use.

We wish you a successful training journey filled with enthusiasm and impact, and for our students, a bright and secure future in the digital world.

Safe Space Team – Ministry of Communications and Information Technology

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Thank You

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