MODULE 8

DIGITAL TAYO

# Digital Wellness

∞ Meta | Digital Tayo

# Check-In

**In our Zoom chat, type out your answer to the question:**

# What is your go-to mindfulness break?

# House Rules

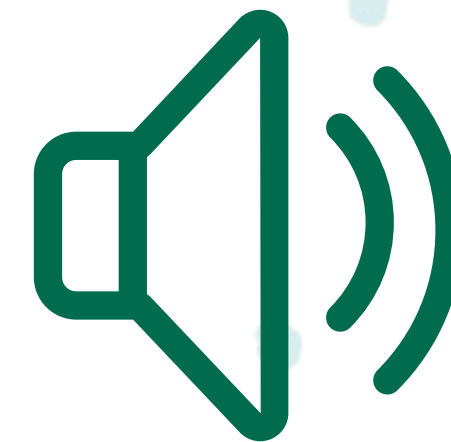**Kindly change your name to:**

**ORG_NAME**
**(e.g. AHA! BD_Juan Dela Cruz).**
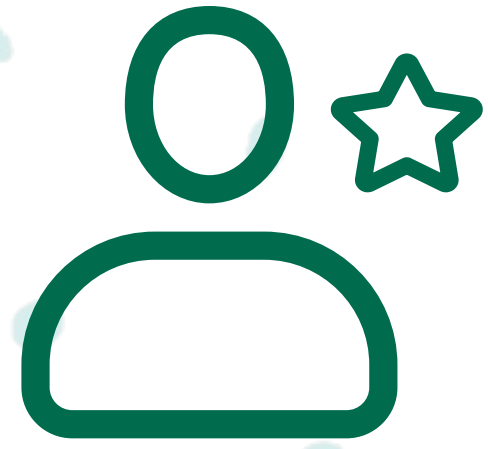
**Always show respect. This is a safe space.**

**Unmute only when you are speaking.**

**Press Zoom's Raise Hand button if you want to speak. When called, kindly unmute yourself and answer.**

# Learning Objectives

Recognize how publicly available online information impacts their online reputation and how to respond to negative content about them.

Understand the importance of privacy in social media and learn how to use online privacy settings effectively.

Identify personal information that they can and cannot control online and the impact of one's online presence.
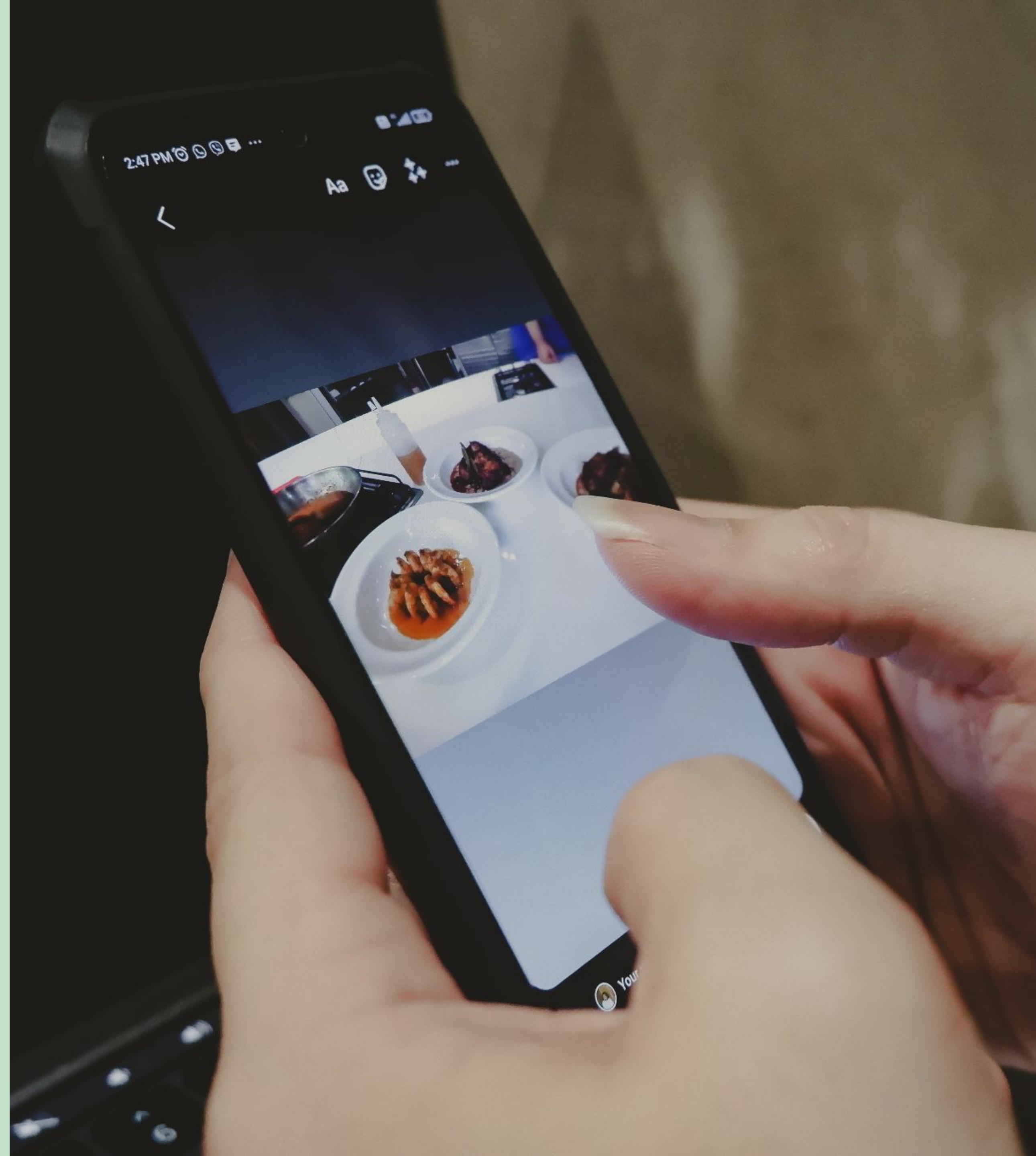
Determine ways to maintain a safe digital space for oneself.

# Online Reputation

∞ Meta

# When you post a status update, photo, or other information on social media, who is your intended audience?

# When you post on other people's page, or tag them in a photo, who is your intended audience?

# When you send a message (e.g., text, email, private/direct message on social media), who is your intended audience?

How can your message reach people other than the person you sent it to?

In which cases might reaching a larger audience be useful?

In which cases could reaching a bigger audience than intended be problematic?

What are some situations where maintaining a good online reputation is important?

# Who is your intended audience?



**No matter who the audience is, information can be copied, taken a screenshot of, and posted somewhere else!**

# Activity

# Researching your reputation

**03:00**

How do you feel about the results?

How would you feel if there is incorrect information about you online?

How many people do you think can access this information?

How can you control what information about you is available online?

# What should you do?

Sofia and her best friend Anna had a huge fight. Then, Sofia shared a post on social media revealing a "secret" about Anna that only the two of them know about.

**What would you do if you were Anna?**
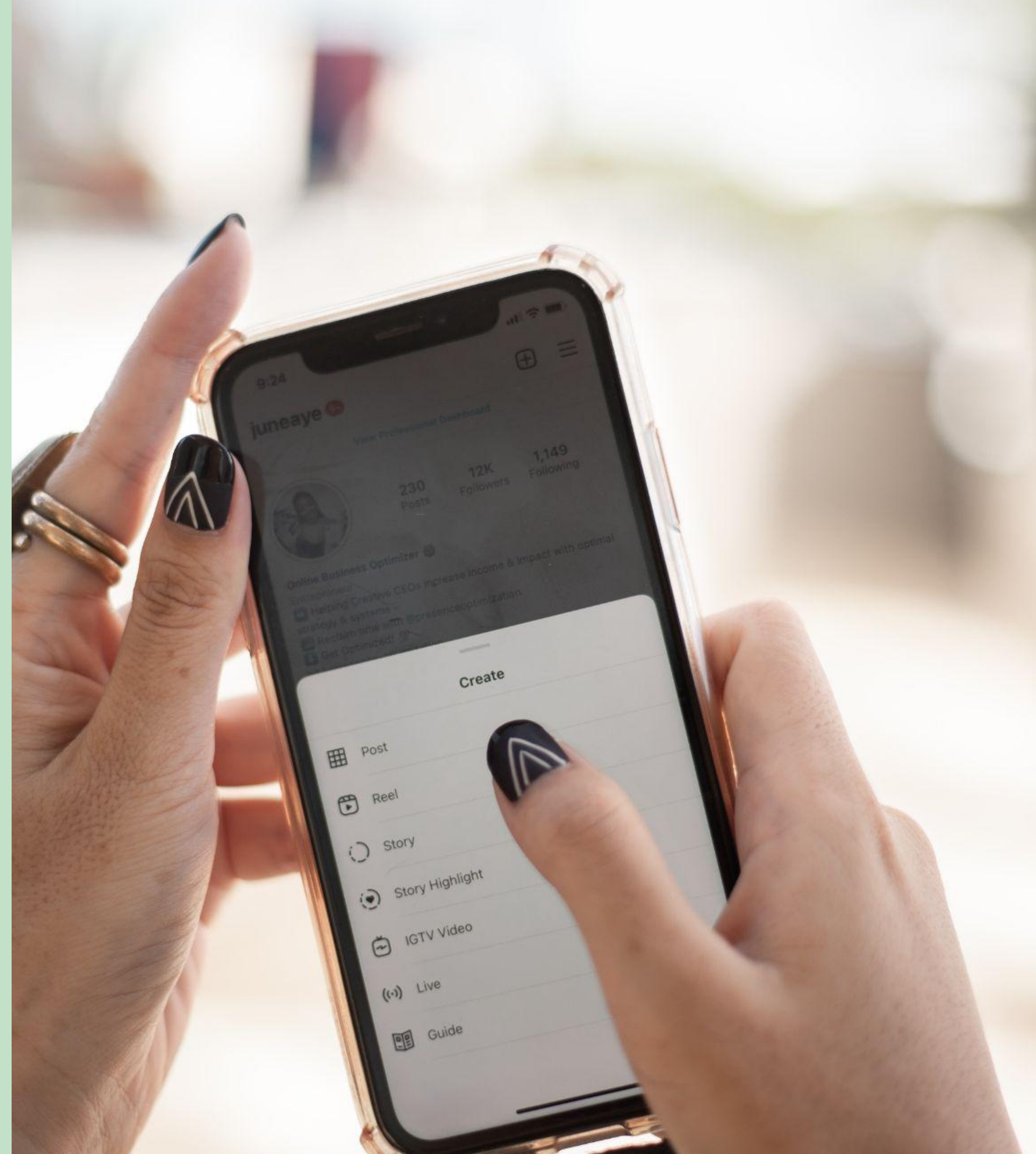
# What should you do?

Tim and Jason are colleagues. Tim has a fashion blog and in one of his posts, there is a photo of Jason at work with #whatnottowearatwork (making fun of his clothes). Jason was upset and embarrassed, especially since a lot of their colleagues and even some of his friends saw the post.

**What would you do if you were Jason?**

# If you find negative information about yourself when you search for your name online, can you do something about it?

**1**

# Counter-speech

## Draw attention to positive stories about yourself

**2**

# Have negative content removed

Reach out to the one who posted it
or report to the social media platform

**3**

# Legal remedies

Know what you can do if you encounter these challenges (e.g. review applicable laws, relevant government agencies you can turn to)

# Recap

- People you meet will use search engines to obtain more information about you. What they find, good or bad, is going to impact what they think about you.

- There are different approaches as to what can be done if you encounter online content about yourself that you don't like:
  - Counter-speech
  - Measures to have negative content removed
  - Legal remedies
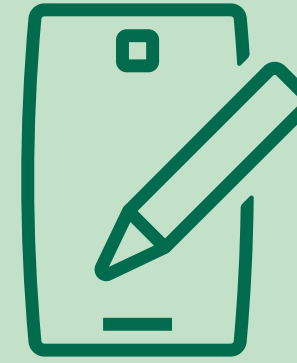
# Let's Discuss Facebook Community Standards

**Safety:** Facebook is committed to making Facebook a safe place. Expression that threatens people has the potential to intimidate, exclude, or silence others isn't allowed on Facebook.

**Authenticity:** Facebook wants to make sure the content people are seeing on Facebook is authentic. They believe that authenticity creates a better environment for sharing, and that's why they don't want people using Facebook to misrepresent who they are or what they're doing.

**Privacy:** Facebook is committed to protecting personal privacy and information. Privacy gives people the freedom to be themselves, and to choose how and when to share on Facebook and to connect more easily.

**Dignity:** Facebook believes that all people are equal in dignity and rights. They expect that people will respect the dignity of others and not harass or degrade others on Facebook

# Social Media and Sharing

# AGREE

# DISAGREE

I have an account on a social media platform like Facebook, Twitter, Snapchat, or Instagram.

The social media profile I use the most is set to public.

I have a friend/connection on social media who I have never met in real life.

# AGREE

# DISAGREE

The social media profile I use the most is for friends/people I know really well only.

I accept every friend/follow/connection request I get.

I have deleted/blocked friends/followers/connections.

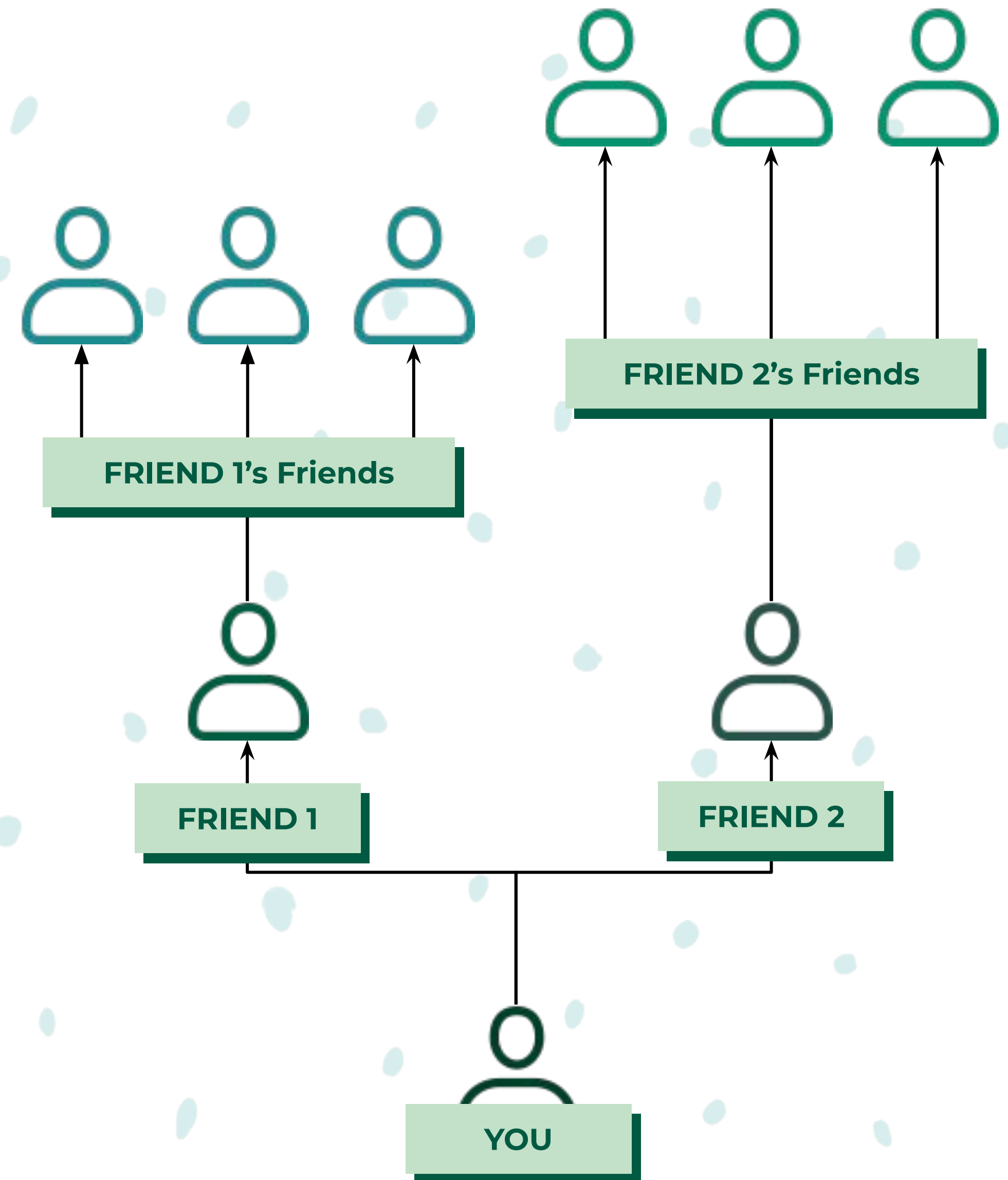I have looked at and/or changed my privacy settings.

# How many people do you think you're sharing with?

If, for example, you have two friends on a social media platform and each of them has three friends, then how many people, at maximum, can see the content you share on the platform?

**If, for example, you have <u>two</u> friends on a social media platform and each of them has <u>three</u> friends, then how many people, at maximum, can see the content you share on the platform?**

**Answer: 2 + 2 x 3 = 8**

FRIEND 1's Friends

FRIEND 2's Friends
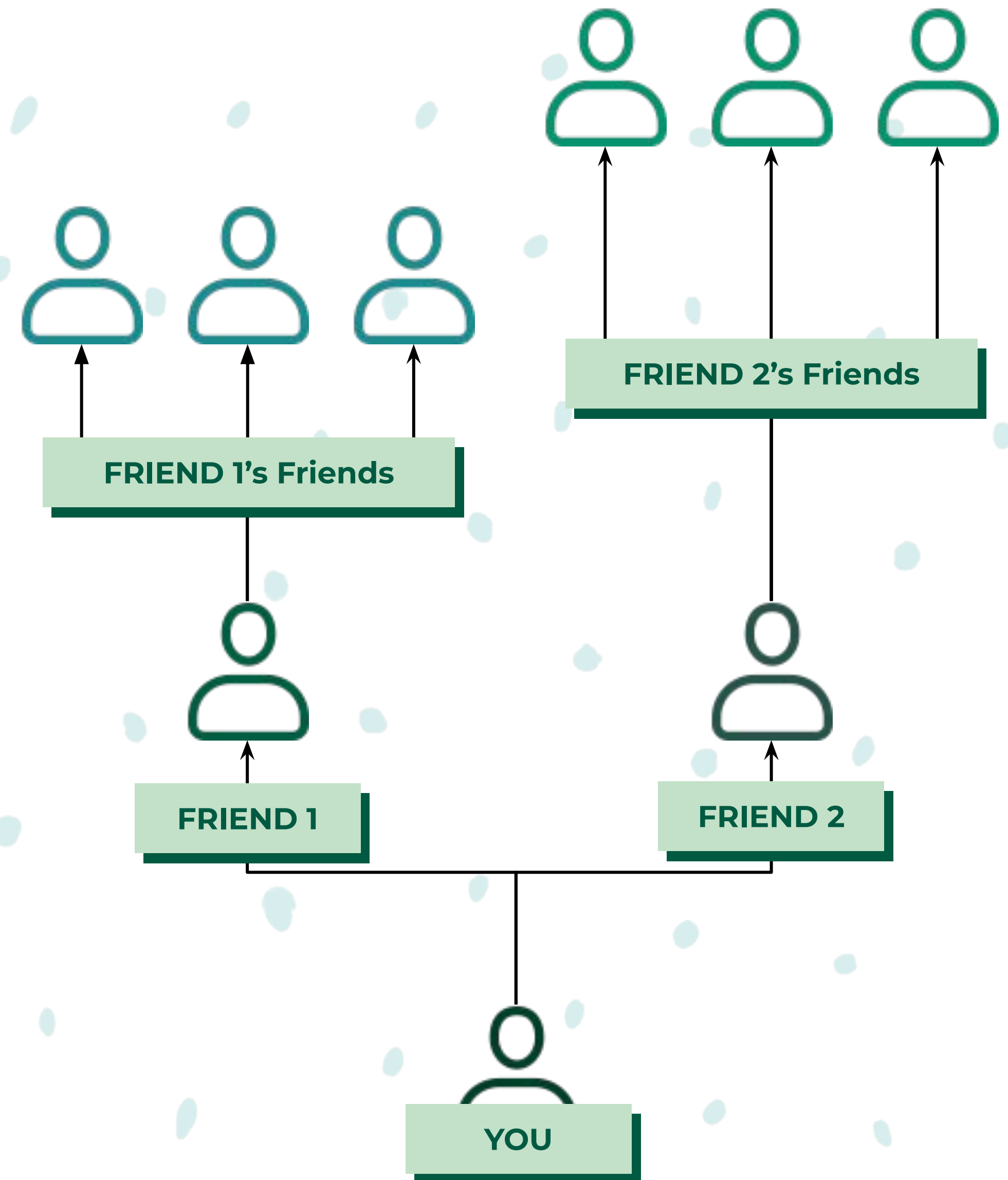
FRIEND 1

FRIEND 2

YOU

**If you have 10 friends on a social media platform and each of them has 10 friends, then how many people, at maximum, can see the content you share on the platform?**

**Answer: 10 + 10 x 10 = 110**

FRIEND 1's Friends

FRIEND 2's Friends

FRIEND 1

FRIEND 2

YOU
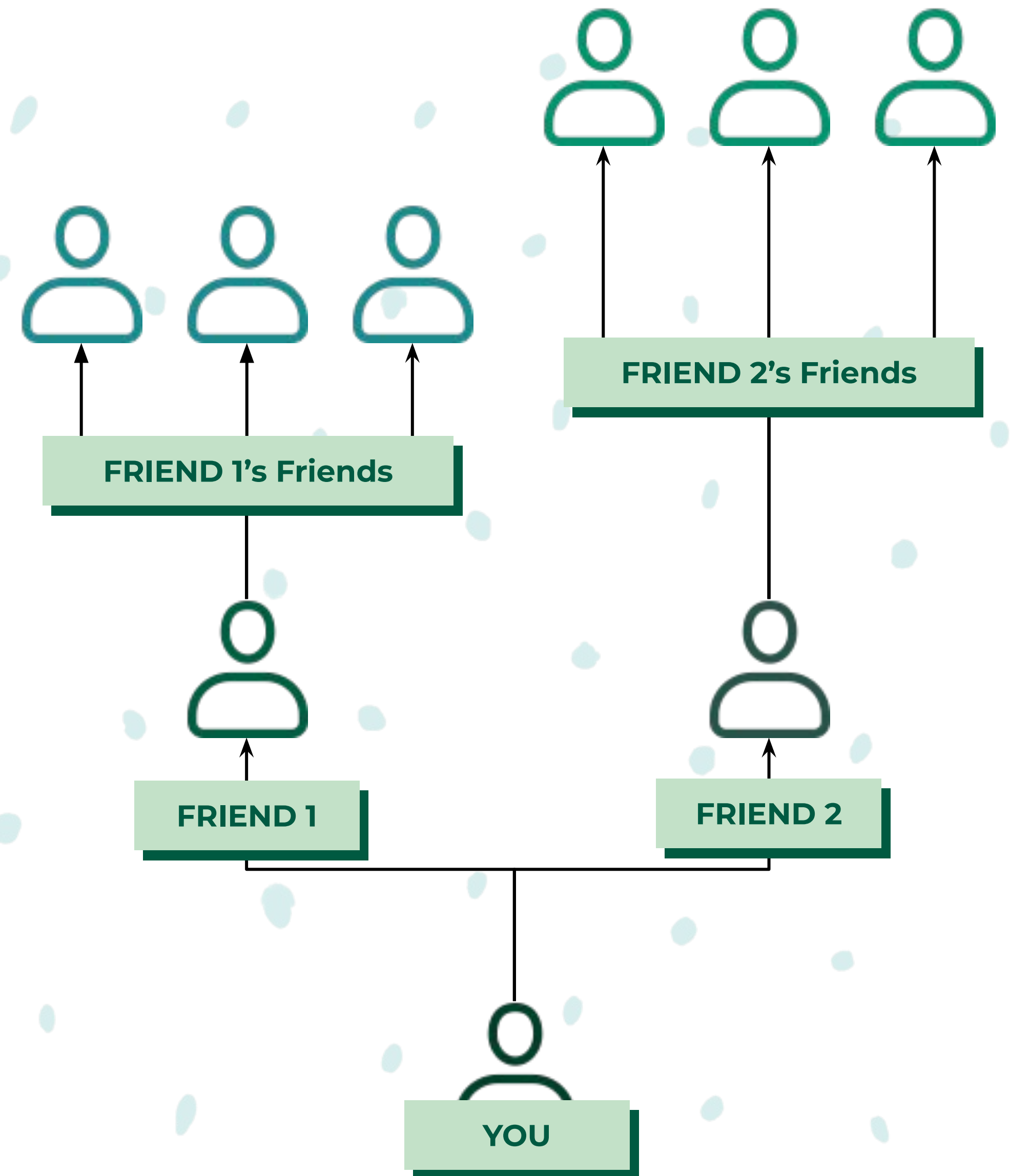
**If you have 300 friends and they each have 300 friends, how many people, at maximum, can see the content you share on the platform?**
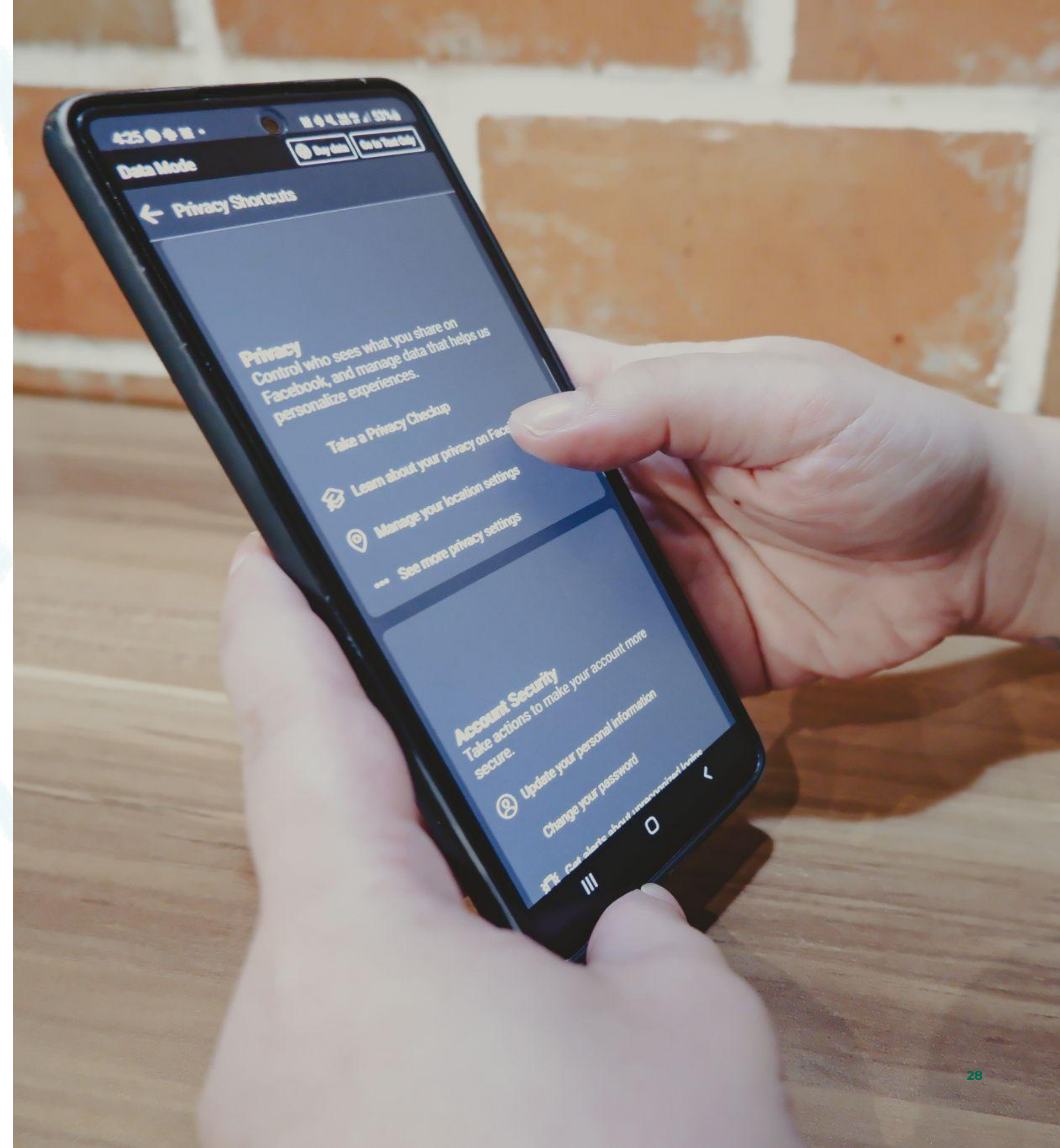
**Answer: 300 + 300 x 300 = 90,300**

FRIEND 1's Friends

FRIEND 2's Friends

FRIEND 1

FRIEND 2

YOU

Let's take a look at an example of
# Stories Gone Viral

# How can we manage our privacy online?

# How to review your privacy settings on Facebook

## How to choose who you share content with:

▶ At the top of your News Feed or profile, click **"What's on your mind?".** From here, you can do things like post a status update, photo, video, or check in to an event.

▶ Below your name, click the **audience selector** (example: **Friends**).

▶ Click the audience you'd like to see your content (example: **Friends, Public, or Only Me**).

# How to review your privacy settings on Facebook

## How to adjust your Privacy Settings:

▶  Click **Account** in the top right of Facebook.

▶  Select **Settings & Privacy,** then click **Settings**.

▶  Click **Privacy** in the left column.

# How to review your privacy settings on Facebook

**Privacy Checkup guides you through some of your privacy and security settings, so you can review your choices to help make sure that you're sharing content with who you want. To complete a Privacy Checkup:**

▶  Click ⊙ in the top right of Facebook.

▶  Click **Settings & Privacy,** then click **Privacy Checkup**.

# How to review your privacy settings on Facebook

**To Make Your Account Private on the Instagram App:**

▶ Tap 👤 or your profile picture in the bottom right to go to your profile.

▶ Tap  —  in the top right, then tap ⚙️ **Settings**.

▶ Tap **Privacy**.

▶ Tap next to **Private Account** to make your account private.

# How to share stories on Instagram only with close friends

**On the Instagram App for Android and iPhone:**

▶   Tap  ⊙   or your profile picture in the bottom right to go to your profile.

▶   Tap  —   in the top right, then tap **Close Friends**.

▶   Scroll down to **Suggestions** (Android) or **Suggested** (iOS).

▶   Tap **Add** next to the people who you want to add to your close friends list. You can also tap **Search** to search for a friend.

# How can you control your Facebook and Instagram Accounts?

# Control Your News Feed on Facebook

**To report someone:**

▶ Go to the profile you want to report by clicking its name in your **News Feed** or searching for it.

▶ Click more to the right and select **Find Support** or **Report Profile**.

▶ To give feedback, click the option that best describes how this profile goes against **Facebook's Community Standards**, then click **Next**.

▶ Depending on your feedback, you may then be able to submit a report to Facebook. For some types of content, you do not have to submit a report, but your feedback is used to help their systems learn. Click **Done**.

# Control Your News Feed on Facebook

**To unfriend someone:**

▶  Go to that person's profile by typing their name into the search bar at the top of Facebook.

▶  Click  👤✓  at the top of their profile.

▶  Click **Unfriend**, then **Confirm**.

# Control Your News Feed on Facebook

**To block someone:**

▶  Click **Account** in the top right of Facebook.

▶  Select **Settings & Privacy**, then click **Settings**.

▶  Click **Blocking** in the left side menu**.**

▶  In the Block users section, enter the name of the profile you want to block and click **Block**.

▶  Select the specific profile you want to block from the list that appears and click **Block**, then click **Block [name]**.

# Comment Controls on Instagram

## How to turn off commenting on your posts:

▶ Tap ⋯ (iOS) or ⋮ (Android) above your post.

▶ Select **Turn Off Commenting** or **Turn On Commenting**.

*Note:* *You can also turn off commenting for a post before you share it. On the screen where you add a caption or location to your post, tap* ***Advanced settings****, then tap* ***Turn Off Commenting****.*

# Comment Controls on Instagram

## How to delete/report comments:

▶  Tap 💬  below the post or tap any comment.

▶  Swipe left over the comment (iOS) or tap the comment (Android) you'd like to delete.

▶  Tap the trash can icon to delete a comment.

▶  Or tap ⓘ and:
   ● Tap **Report This Comment** (iOS) or **Report this comment** (Android).
   ● Tap **It's spam** or tap **It's inappropriate**.
   ● Select an option for why the comment is abusive.

# Comment Controls on Instagram

## How to manage all comments on the iOS app:

▶   Tap **View all comments** below your post.

▶   Tap  ⋯  in the top right, then tap **Manage comments**.

▶   Select all the comments you want to manage.

▶   From here, you can:
- Tap **Delete** in the bottom left, then tap **Delete comments.**
- Tap **Restrict** in the bottom right, then tap **Restrict accounts**. Tap **Restrict accounts** to confirm.
- Tap **Block** in the bottom right, then tap **Block accounts**. Tap **Block accounts** to confirm.

# Comment Controls on Instagram

## How to manage all comments on the Android app:

▶  Tap **View all comments** below your post.

▶  Select all the comments you want to manage.

▶  From here, you can:
- Tap the trash can icon in the top right to delete the comments.
- Tap in the top right, then tap **Block accounts**.
- Tap in the top right, then tap **Restrict accounts**.

# Recap

- There are two main ways of sharing content (e.g., photo, video, text-based post) with an audience.

- Content can be shared with a default audience, which can be just your friends/followers/those you are connected to, or it can include friends of friends as well.

- You may share things online for an intended audience, but when you make content public, it may gain unexpected attention.

- Media shared online can go "viral," spreading quickly over social media, being replicated and possibly remixed.

- You can protect yourself by both managing your online privacy settings, and controlling what you see on your feeds.

# Online Presence

# Activity
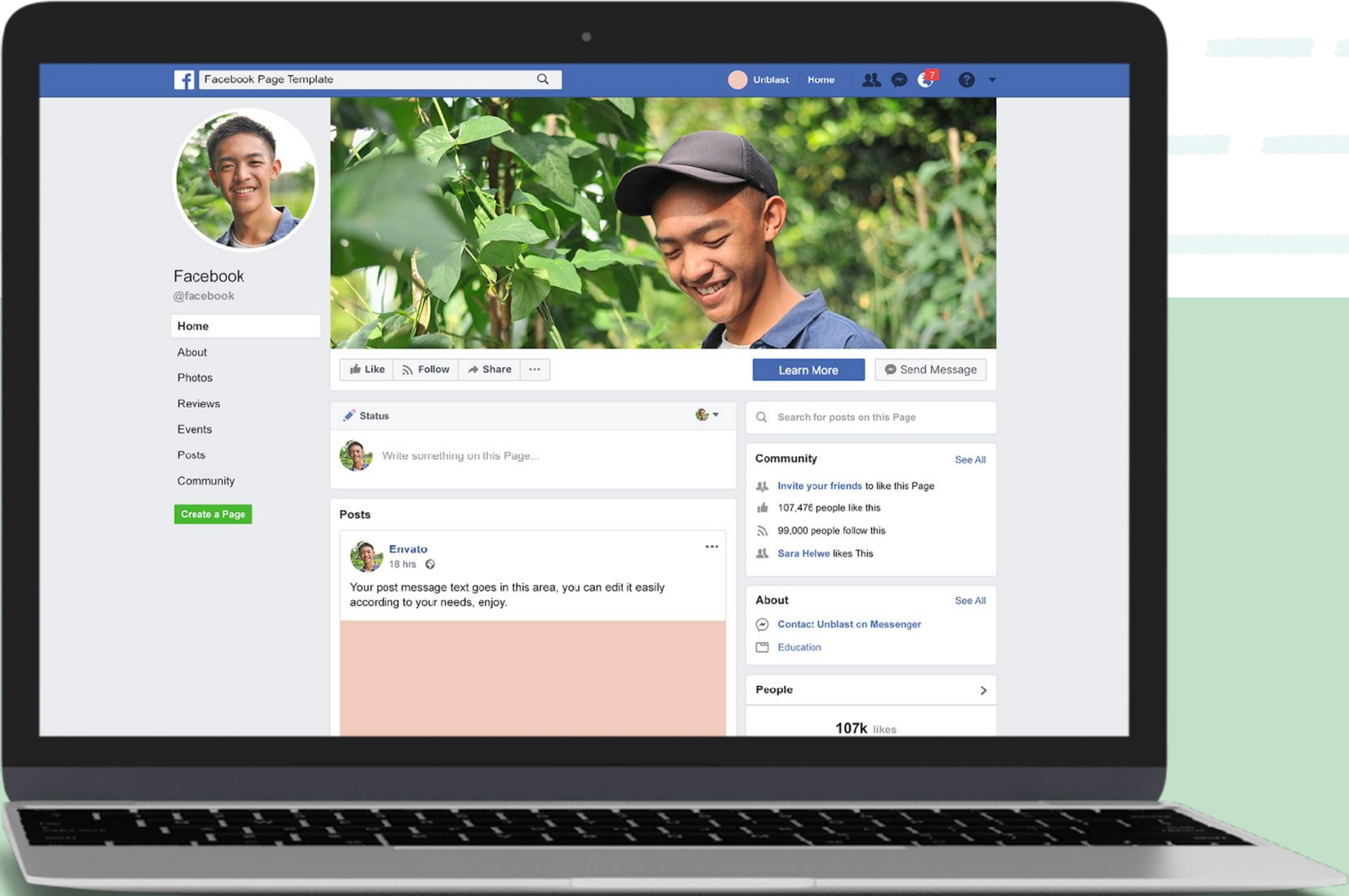
# Is the content within the account owner's control?
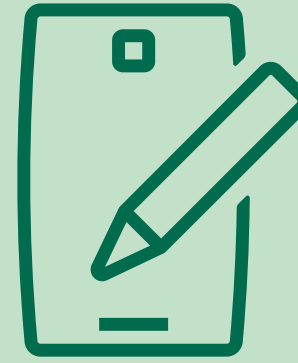
## Yes or No?

Your Username

Status updates

Comments other people make on the content you share

Photos or videos you upload on your profile

Comments you make on the content other people share

Content others share on social media

**What is one type of content that you/the account owner primarily control/s?**

**What is one type of content that you/the account owner do/does not primarily control?**

**What is one thing you can do about content that someone else has written about you that you do not like for some reason?**

# Recap

- The public information that is available about you online comes from many sources. You can control some of those sources, like the content you share (e.g., photos, videos, text-based posts) on your social media profiles.

- Untag yourself, reach out to the person who shared the content and ask them to remove it, block the user, if you fear for your safety, depending on the platform, you may be able to report the content and/or the user if it's harassment or bullying.

# Who Do You Want to Be?

# My online identity

# My online identity

**What content do you currently make and/or share online (e.g., videos, music, remixes, blogs, designs, animations)?**

**What inspires you to make or share this content?**

**Why do you do it? What content do you have your real name and image associated with?**

**Is there any content that you would not want to be publicly associated with you? Why not?**

It is important to take control of your life online and use the internet and social media mindfully.

# Learning how to use self-compassion

# 5-4-3-2-1 Technique

FIVE things you SEE around you

FOUR things you can TOUCH around you

THREE things you HEAR

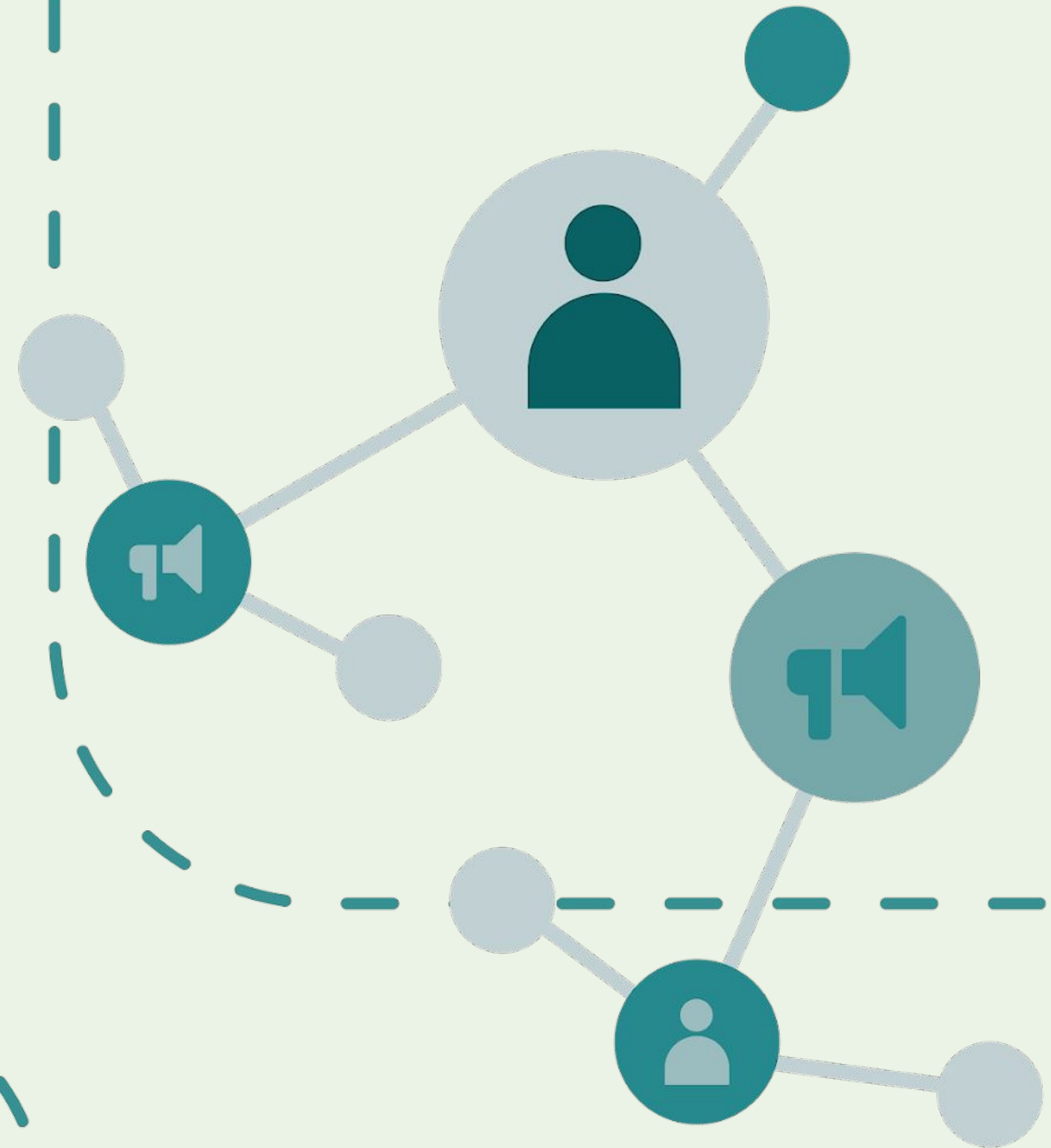TWO things you can SMELL

ONE thing you can TASTE

Think of two people
that you said
**"Thank you"**
to recently

## Recap

- Everyone's online identity may well be different, and your own identity will likely evolve based on how your goals and interests change in the future.

- It is important to take control of your life online and use the internet and social media mindfully.

# Wrap-up

# Key points

There are different approaches that can be done if you encounter online content about yourself that you don't like.

- Counter-speech
- Measures to have negative content removed
- Legal remedies

Content can be shared with a default audience, which can be just your friends/followers/those you are connected to, or it can include friends of friends as well.
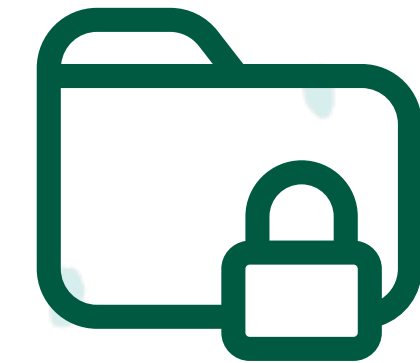
You may share things online for an intended audience, but when you make content public, it may gain unexpected attention.
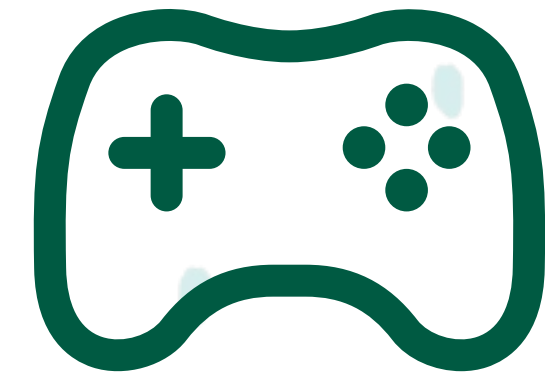
# Key points

Everyone's online identity may well be different, and your own identity will likely evolve based on how your goals and interests change in the future.

Untag yourself, reach out to the person who shared the content and ask them to remove it, block the user, if you fear for your safety, depending on the platform, you may be able to report the content and/or the user if it's harassment or bullying.

It is important to take control of your life online and use the internet and social media mindfully.

MODULE 8

DIGITAL TAYO

# Digital Wellness

∞ Meta | Digital Tayo