Be Internet Awesome Family Workshop Overview

The purpose of this guide is to provide PTAs with everything needed to plan a 1.5 hour, interactive night where families can engage one another in conversations about raising children in an online world. In this guide you will find:

Event Goals

- Create an interactive event where families engage with one another in meaningful conversations
- Create a shared understanding of what it means to Be Internet Smart, Alert, Strong Kind and Brave
- Empower parents with resources and research to equip their families to be safer online.

Suggested $1000 Budget

Expense Description	Estimated Cost
Refreshments—for example: sandwiches/pizza, bottled water, chips, veggie platter, dessert/ice cream.	$500
Childcare – (if needed) provide a separate room to support childcare of younger siblings, allowing parents to have one on one time with their older students	$100
Door Prizes – For example: small denomination gift cards to restaurants or stores to incentivize attendance	$100
Other costs such as facility rental, janitorial supplies and janitorial costs, lights and/or security (if needed).	$100
Supplies—pens, paper, ink, post-it notes, etc.	$100
Printing costs for flyers, handouts	$100
Total:	**$1000**

Supplies and Materials

- 4-10 Volunteers
  These are the roles where you will need volunteers, some volunteers can fill multiple roles.
    o One main facilitator (This person will lead the group presentation, provide them the script at least one week before the event)
    o Up to 3 sub facilitators (to help with group discussions; keep time; take notes)
    o 2-3 food service and clean up
    o 1-2 Check-In and Membership Table
- Secured space for whole group presentation and dinner
- Projector for Event Presentation
- One copy of the sign in sheet
- 50 copies of the Media Release Form
- Be Internet Awesome Family Guides (provided by Google)
- Giant sticky note pad or 5 large sheets of butcher paper labeled with
    o What do I want to learn about?
    o What did I learn?
    o What do I want to know more about?
- Colored Markers

Advertising and Promoting your Event

Use the materials in the toolkit to advertise and promote your event:

- Email Template Invitation (English/Spanish)
  - 3 weeks before your event email all parents of your school community this invitation to attend the event.
- Email Template Reminder (English/Spanish)
  - 2 – 3 days before your event send this email to remind all parents of the event
- Event Registration Tip-Sheet
  - Use this to find an online platform to help you register people for your event
- School Morning Announcement Template (English/Spanish)
  - Make at least one announcement every week leading up to your event
  - Make sure to schedule an announcement on the day of your event
- Posters (English/Spanish)
  - Hang these up around the school and in areas of the local community that will be visible to parents (such as the library, grocery store or rec center)
- Sample RSVP Backpack Flyer (English/Spanish)
  - Send this home with all students 3 weeks before your event
- Template Media Advisory
  - Use this to let local tv and radio reporters know that you are planning an awesome event night
- Press Release Template
  - Use this to share your grant award and the success of your event night with your local paper
- Social Media Messaging
  - Use these to advertise your event on Facebook, Instagram and any other social media platform your PTA uses.
- Social Media Images

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Recommended Room Setup

The program for this event includes both scripted lectures and guided activities. When selecting your event space make sure that families will be able to easily see the projection screen and talk with one another as they review their family guides.

Depending on your community spaces and needs, you may need to have a different room for dinner and the presentation. Some PTAs also provide a secondary childcare room for families with children under elementary school age. Make sure to identify each of these spaces in advance of your event night.

Place the "What do I want to learn poster" in an area of your event space that families will be able to write on as they enjoy refreshments. Place the "What did I learn" poster near the projector screen for the presenter to access during the presentation. Place the "What do I want to know more about" poster in an easily accessible area close to where families will be exiting the event. Do not put this directly next to the exit as it will block families from leaving.

Event Check-In

- Give each attendee a name tag sticker

    o   Have markers on hand for attendees to fill in their name

- Give each adult attendee a Be Internet Awesome Family Guide

- Make sure each family signs a media release

- Provide families with information on how to access the participant survey (PTA.org/Survey)

Event Timeline: Refreshments (10-15 minutes)

We suggest you allow people to come in, grab some food and have time for fellowship. It is okay to start the presentation while people are still eating. You can adjust this timeframe depending on the needs of your community.

During refreshments, encourage families to add input to the "What do I want to learn" poster.

Presentation (60 minutes)

This presentation includes sections with scripted lectures along with guided group activities. Before the event, make sure to print the script, save and test the presentation on the device and projector you will be using for the event. Included here are the guided activities, read through them now to decide if you would like to ask volunteers to help co-facilitate the event. We suggest partnering with your librarian or technology director.

Section 1 – Family Conversations

Bring everyone together to kick-off the night. Use the talking points included within the slide deck to establish why we are coming together for this event night and introduce families to Be Internet Awesome, a guide and game that helps them establish healthy habits and develop digital citizenship and safety skills together.

Activity 1 – Explore Be Internet Awesome (Choose the option that works best for your PTA)

- Option 1 – Ask the group to turn to their seat neighbors to choose a topic area (Smart, Alert, Strong, Kind, Brave) and go through the first scenario together. If using this option, check halfway through that all topic areas have been covered. Assign groups that finish early to discuss uncovered topic areas.

- Option 2 – Identify areas of the room who will discuss each topic area. For example, everyone sitting in the front left corner will practice Be Internet Brave.

- MUST DO: Set a timer for 5 minutes. Walk around the room and listen to the conversations people are having. Help guide them if needed. Be aware that the next 5 slides will ask attendees to share out what they discussed about their topic area.

- This is a great activity to have co-facilitators help with.

Section 2 – Tips for setting and reinforcing boundaries

The script will highlight tools and resources that can be used to help set and reinforce the boundaries that your family agrees upon. Halfway through this section, we will use an activity to get people engaging with each other for two-minutes. Please read through this activity and practice what you will say before-hand.

Activity 2 – Thumbs up – down – sideways

Instruct families that you are going to read through a list of statements and ask them to give the thumbs up sign if they are always good at the statement, the thumbs down sign if they could get better at the statement and the thumbs sideways sign if they are somewhere in the middle. We have provided some statements for you, but also encourage you to make this specific for your community.

Use the following:

1. Give me a thumbs up down or sideways if you stop using screens before bedtime.

2. Give me a thumbs up down or sideways if you always ask for permission before you post a photo with other people in it online.

3. Give me a thumbs up down or sideways if you don't bring your phone to the dinner table.

4. Give me a thumbs up down or sideways if you have shared a favorite online video or game with a person in this room.

5. Give me a thumbs up down or sideways [INSERT FROM YOUR PTA]

Be mindful that this activity will encourage side conversations (this is good!) but should take no more than 2 minutes. This is an activity that a co-facilitator can lead or keep time during.

Section 3 – Modeling

Throughout the script, we have talk about the importance of establishing space to have open conversations about things that happen online. And, we know that this takes some bravery for both parents and kids. Our goal throughout the night, is to create that space as a community. The next activity will give families a chance to practice having an online safety conversation now.

Activity 3 – Practice Conversation

Kids look at the options on the slide and take a moment to think about what you want to talk about today. Parents do the same. Kids we will talk about your topic first, after you finish your topic, ask your parents what they would like to talk about.

Take 5 minutes for this discussion.

- Before the event have an example to share about when you had this discussion with your family. Use this example as an icebreaker, if needed. Even better, you can model this conversation with your child (make sure they practice with you in advance!)
- Set a timer for 3 minutes. Bring the group back together for the final 2 minutes.
- To close out the discussion ask if anyone would like to share key takeaways from the conversation that they had.
- On the final slide we will talk about The Smart Talk, National PTA's tool for helping families continue these conversations at home.

Close out (5 minutes)

Ask families to share out things that they learned. Write these on your "What Did I Learn" poster and post these in a central location for families to remember after the event. Thank families for attending and recap the value of having a community that can connect with each other to help keep everyone safe. Remind families to complete a survey about the event that they can access on their phones. AND, to add to the "What Do I Want to Know More About" and "What did I Learn" posters as they leave the event.

Evaluation

We want your feedback! It is very important to us that we know what worked and could work even better. Make sure all of your attendees fill out the online survey while they are at the event. This form does not have any identifying information.

Please print 20 copies of the survey to have on hand for families who may not be able to access it with their phones. Mail the completed copies of the evaluation to:

Attn: Programs Team; 1250 North Pitt Street, Alexandria, VA 22314