Online Safety



Workshop 1
October 2026

AlphaPlus





Links

https://docs.google.com/document/d/1ToXVFvvHUlWtygQt5jJp9UD8WCR1aJZES8jNAGHh6To/edit?usp=sharing



Welcome to this series of workshops!

We are really happy to have you with us to tackle the difficult subject of teaching online safety.

Make yourself comfortable, we will move step by step.

All questions are welcomed and you are invited to share your knowledge as well.

We will get better at this all together.

About us



Tracey has worked in adult education at community programs, school boards, colleges, unions and networks. Her work is informed by her experience as an instructor and program worker as well as her project experience developing e-learning strategies, blended or distance curricula and models for online instructional design.



Guylaine began her career as a librarian supporting literacy practitioners in the Deaf and Francophone communities. She specializes in information and cloud content management, curating learning resources, and technology problem-solving. Her areas of interest include information literacy and artificial intelligence, online privacy and safety, as well as digital equality.

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What will we cover in these workshops?



Week 1: What is online safety? Passwords and multi-factor authentication

Week 2: Identifying and avoiding scams, phishing, and fraud

Week 3: Protecting our privacy and personal data

We will look at various learning resources and experiment with them.

You will be able to experience lessons as learners.

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Tell us a little bit about yourself

Have you taught online safety to learners?

What are the challenges?

What would you like to know?



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Today’s workshop

- Introduction to online safety
- Passwords and account safety

* You are welcome to share your own teaching tips

What is online safety?



Introductory video for a series by Khan Academy in collaboration with Google

Get familiar with online safety

MediaSmarts created a lesson with a board game which helps recognize the risks of engaging in various online activities:

Winning the Cyber Security Game

- Classroom game
- Includes lesson plan, cards to print out and tip sheet
- Can be used to start the discussion about online safety

Let's try an online version

Other resources to encourage discussion

- Take the Get Cyber Safe Checkup
- Cyber security checklist (PDF)
- Get Cyber Safe Challenge Worksheet (PDF)

GETCYBERSAFE.CA

These resources are part of the Get Cyber Safe initiative from the Government of Canada.

They can be used to build awareness of online safety issues.

Because of the concepts and vocabulary, learners might need prior knowledge. The resources could also be brought in later, once learners have learned the concepts.

Secure account practices : Managing passwords



Accounts and passwords teaching resources 1

Digital Learn provides access to online computer and technology training.
It is supported by the Public Library Association.

On the Learner Site modules can be accessed independently.
No login required.

The Accounts and Passwords module covers:

- Creating a new account
- Logging in to an account
- Account security (secure websites, strong password, keeping track of passwords)

* The content of each part of the module is available as a PDF.

Accounts and passwords teaching resources 2

On the Teacher Site, each course provides a set of resources:

- instructor guide
- slide deck
- activity handouts and certificates

The Cybersecurity Basics course covers:

- What is cybersecurity
- How to create safe and secure accounts and passwords
- Learn about the most common types of scams
- What to do when you recognize a scam

The workshop can be delivered in-person or virtually.

About Digital Learn

Tutorials that cover basic concepts and practices in plain language accessible to adult learners of all reading and writing levels. The quizzes sometimes require typing short answers in a box. Usually the text is available in the question for copying.

- Using the Learner Site: Teachers could present the tutorials on a large screen to a learner or groups of learners or learners can work through the materials independently and at their own pace. Some learners may need support navigating and troubleshooting the interface but it is fairly simple to use and consistent.
- The site will keep track of a learner's progress within a session. If learner's want the site to keep track of their progress between sessions, they can make an account and log in each time. All a learner needs to create an account is an email address and a password.
- On the Learner's site, there are PDF versions of each lesson so teachers and learners can review the content and keep a copy for reference.
- Using the Teacher Site: Each lesson has a set of resources (instructor guide, slide deck, activity handouts and certificates) so that unplugged versions of the lessons can be presented in classroom settings.

Accounts and passwords teaching resources 3

DigitalSmarts

A program from MediaSmarts offering a series of eight hour-long workshops designed to teach important everyday digital skills.

The workshop **Discover Online Safety** covers topics including making strong passwords, downloading apps safely, and avoiding online scams.

- Slideshow (this link will download a PPT file)
- Script (PDF)
- Practice Sheet (PDF)
- Work Sheet (PDF)



About DigitalSmarts

The workshops include hands-on activities and videos.

- ***Discover Online Safety*** covers topics including making strong passwords, downloading apps safely, and avoiding online scams.
- ***Explore Online Privacy*** looks at safe use of social networks, using privacy settings, and making good decisions about sharing other people's photos online.
- ***Navigate Online Privacy and Security*** looks at how to secure your accounts and devices, how to keep your devices safe from malware, and how to prevent and deal with cyberstalking.

Audience

- These workshops are designed for adults in community settings.
- The workshops are divided into three skill levels: *Discover*, *Explore* and *Navigate*. The *Discover* workshops are made to help people who are just getting started with digital technology. They focus on the most basic skills of using the internet.
- These workshops are not designed for beginner readers and some of the activity sheets are not accessible to readers of all levels.

Teacher resources

- The workshops are designed to be facilitated by community members. The facilitation guide and scripts are designed to support facilitation at all experience levels. The ***Facilitator's Guide*** includes background information about the workshop series and advice on preparing and presenting the workshop, Frequently Asked Questions and handouts for participants.
- Each workshop has a video, slide deck, a facilitator script and activity handouts.

Accounts and passwords teaching resources 4

WisTech Open (Wisconsin Technical College System) offers open resources on various topics.

The Basic Computer Skills MOOC includes a section on Managing Personal Data. It covers topics such as:

- Online accounts, strong passwords, password managers
- Malware, phishing, social engineering
- Security software

The modules can be done independently or could be done as a group.

WisTechOpen Free Educational Resources

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About WisTech Open

Accessible to learners of all reading levels, more advanced concepts.

- ***Surf the Internet Securely*** (Accounts and Passwords, Personal Data, Password Managers, Logging Out, Encryption, Check in quizzes)
- ***Identify Security Features and Threats*** (Passwords, Biometrics, Malware, Viruses, Trojan Horses, Worms, Spyware, Hackers. Phishing, Social Engineering, Check in quizzes)
- ***Use Security Software*** (Strategies, Identify the Effects of Threats, Security Software, Check in quizzes)
- ***Manage Personal Data Test***

Audience

- Tutorials that cover basic to intermediate concepts and practices in plain language accessible to adult learners of all reading and writing levels. The quizzes sometimes require typing short answers in a box.

How to use

- In this course, each numbered section covers related computer skills divided into Learning Activities and concluded with a test. Before starting the Learning Activities, watch the navigation tutorial under Get Started. Complete the Pre-Assessment Test to help determine which sections you may want to complete to improve your skills in that targeted area.
- Teachers could present the tutorials on a large screen to a learner or groups of learners or learners can work through the materials independently and at their own pace.
- There are no teacher resources.

Accounts and passwords additional resources 5

GetCyberSafe - Government of Canada

- Your offline password organizer (PDF)
- Passphrases, passwords and PINs
- Password managers
- Multi-factor authentication
- Secure your connections
- Secure your devices
- Secure your accounts



Accounts and passwords additional resources 6



The resources from Stay Safe Online (ABC Life Literacy Connect) are mostly workbooks or activity sheets for unplugged lessons.

Some of the topics related to accounts and passwords:

- **Protect Your Information Online** : create strong passwords, spot unsafe pop-ups, understand website cookies, and tell if a website is secure.
- **Creating strong passwords** : tips for creating a strong password to use on a device or website.
- **2-Step Verification for Online Banking** : protect your online bank account with 2-Step Verification.

About Stay Safe Online

Stay Safe Online is part of the ABC Life Literacy Connect for Learning series.

In addition to workbooks and activity sheets, courses (online workbooks) are also offered. To see the online courses, sign up as student.

Audience

- These resources have been developed for adult literacy learners. They are in plain writing and clear language design. There is no audio support. There are no answer keys for the workbooks or the online courses.

How to use

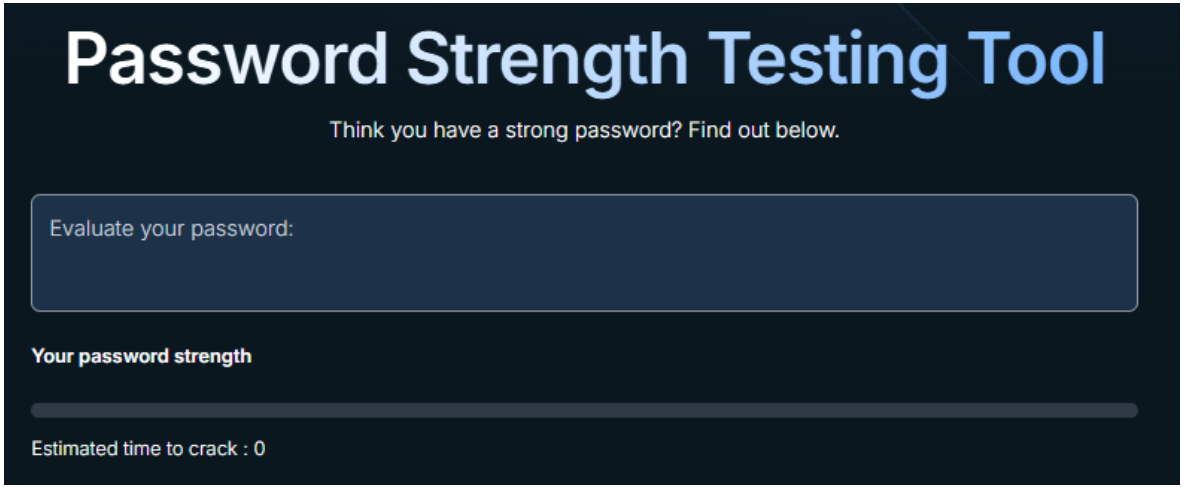
- Designed for independent learning but probably best for classroom work when teaching beginner readers.
- Can be used as warm-up activities, discussion guides or to introduce a topic.
- There are no teacher resources.

How long does it take to crack this password?

X!g7T$p9

- 8 characters long, using uppercase, lowercase, numbers & symbols
- ~80 possible characters per position = 1.68 quadrillion combinations
- A modern system testing 10 trillion guesses/second can crack it in ~3 minutes
- Advanced attacks use AI to spot common patterns and speed up cracking

Password strength check



https://bitwarden.com/password-strength/

What are passphrases?

Example: fold-orbit-keys-denim-spin

- 20+ characters
- Uses words, symbols, numbers & randomness
- Easier to remember, harder to crack

https://bitwarden.com/password-generator/#password-generator

Multi-factor authentication (MFA) 1

Multi-factor authentication (MFA) is also called **Two factor authentication** (TFA) or **2-step verification**. It is a security method that verifies user identity with multiple factors, such as devices, locations, or biometrics.

GetCyberSafe offers a few resources to help understand MFA.

MFA summary

Why multi-factor authentication is an essential part of cyber security



Multi-factor authentication (MFA) 2

On the **Digital Learn** Learner Site in the Accounts and Passwords course, the second lesson Logging In to an Account covers MFA.

The resources from Stay Safe Online (ABC Life Literacy Connect) offers and activity on MFA specific to online banking but it can apply to other sites.

Password managers

What is a password manager?

- Stores and encrypts all your passwords securely
- Accessible across devices: phone, computer, browser
- Creates strong, unique passwords for every account

Information on password managers from Get Cyber Safe

* Impossible to reset the password if forgotten
  Possible to import passwords from a browser.

1Password

bitwarden

Proton Pass

NordPass®



Next

Week 2 - October 14:

Identifying and avoiding scams, phishing, and fraud

Week 3 - October 21:

Privacy protection and data management

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Thank you!

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