

DIGICOMPBOOK

Methodological Guide



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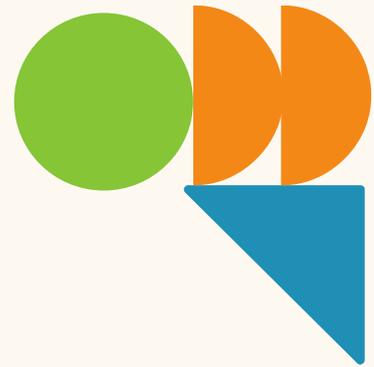
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MODULE 1: BASIC DIGITAL OPERATIONS

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Module Overview

This module aims to empower students aged 11 to 15 with foundational digital skills so they can confidently support their parents or guardians in navigating essential online tools. The course emphasizes practical, real-world applications such as creating documents, using email, browsing the internet effectively, and accessing online government services.

The lessons are built around hands-on, project-based activities that strengthen digital autonomy, responsibility, and critical thinking. Students will first learn how to use Google Docs and Canva to create and share digital content. Then they will master email communication, focusing on etiquette and file management. In the third session, students will become savvy internet users—learning how to search efficiently and evaluate website reliability. Finally, they will explore how to access public digital services related to healthcare, taxes, and social benefits, which are particularly relevant to family life.

Aligned DigiComp areas include:

-  **Area 1: Information and Data Literacy**

This area focuses on the ability to find, evaluate, and manage digital information effectively. Students will learn how to search for trustworthy sources, extract relevant content, and organize information clearly in documents. Activities using Google Docs enhance their skills in summarizing and presenting structured data.

-  **Area 2: Communication and Collaboration**

Emphasizes using digital tools to interact, share, and collaborate with others. In Google Docs and Canva, students practice real-time editing, commenting, and teamwork. They also learn to manage sharing permissions and apply respectful online communication, skills that prepare them to support and teach family members.

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Module Overview

Aligned DigiComp areas include:

- 🎨 **Area 3: Digital Content Creation**

Covers the ability to produce and edit digital materials. Students will use Canva to design visually appealing projects and Google Docs to format structured documents. This area encourages creativity and introduces concepts like layout, design principles, and the use of proper file formats.

- 🛡️ **Area 4: Safety**

Involves understanding how to protect oneself and others online. Students explore privacy settings, responsible sharing, and awareness of cybersecurity risks. They also learn about image licensing, copyright, and how to guide family members in using digital tools safely and ethically.

- 🛠️ **Area 5: Problem Solving**

Focuses on using digital technologies to solve problems, improve workflows, and support others. By navigating challenges in both Google Docs and Canva, students develop critical thinking, adaptability, and digital troubleshooting skills. They also anticipate the difficulties others may encounter and plan ways to simplify learning.

Target Group

Teachers training students (ages 11–15) to become digital educators for their families.



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Session 1: Google Docs and Canva

A. Theoretical Content (for Teachers)

This session is designed to empower students with foundational digital content creation skills through the use of Google Docs and Canva. These platforms are widely used in both professional and personal contexts and offer an excellent gateway into the world of digital productivity and communication. By mastering them, students will gain the confidence and competence needed to become digital guides for their families..

Key Concepts

The digital skills targeted include word processing, basic document formatting, collaborative editing, cloud-based file management, and introductory graphic design. Students will learn to draft documents in Google Docs with appropriate structure, use styles for headings, insert images and tables, and share content with others while managing permissions. In Canva, they will explore the use of templates, drag-and-drop design, and basic customization to create visually appealing content for everyday purposes.

- **Word processing**
- **Basic document formatting**
- **Collaborative editing**
- **Cloud-based file management**
- **Introductory graphic design (via Canva)**
- **Use of styles, headings, images, and tables in Google Docs**
- **Template use and drag-and-drop customization in Canva**
- **Managing sharing and permissions on documents**





Key concepts include understanding the difference between local and cloud-based storage, recognizing the value of visual communication, and learning about the responsible use of digital resources

- **Difference between local and cloud-based storage**
- **Value of visual communication**
- **Responsible use of digital resources**

Real-Life Applications

The digital tools explored in this session—Google Docs and Canva—are not just useful for school assignments or creative expression. They are directly applicable to a broad range of real-life scenarios that students and their families may encounter regularly. For many parents or caregivers, especially those with limited digital experience, tasks like formatting a letter or designing a simple document can feel overwhelming. This is where students, empowered with practical digital skills, can make a tangible difference.

These tools allow learners to become problem-solvers at home, bridging generational gaps in digital knowledge. By helping family members complete day-to-day communication or documentation tasks, students also gain a deeper sense of purpose and ownership of their learning.

Here are some specific and relatable examples of how these skills can be applied:

1. **Writing a Formal Letter or Request**

- **Example:** A student helps their parent draft a letter in Google Docs to request financial aid from the school or to apply for a reduced lunch program. They use headers, proper formatting, and respectful language learned in class.

1. **Designing Invitations for Family Events**

- **Example:** Using Canva, students can create birthday invitations, holiday cards, or a digital flyer for a cousin's graduation party. They learn to select appropriate fonts, add images, and customize color schemes—making the event feel personal and polished.





3. Assisting Parents in Creating Résumés

- **Example:** Many adults struggle with formatting a resume or CV. Students can help parents use Google Docs' built-in resume templates to insert their job history and skills. They guide them on structure, font choices, and even export the document as a PDF for online job applications.

4. Collaborative Document Editing

- **Example:** A family is applying for a visa or filling out a school enrollment form. Multiple people need to contribute to or review the information. Using Google Docs' "share" and "comment" features, students help facilitate the editing process in a shared document.

5. Helping Complete Official Documents with Clearer Formatting

- **Example:** Students assist parents in digitizing and organizing paperwork—such as tax documents, health forms, or rental agreements. They create simple layouts in Google Docs to clearly list items like family expenses, medication schedules, or household chores.

These applications are directly useful, not just theoretical. They show students how digital tools can be empowering when applied to real problems. Moreover, by helping their families, students practice empathy, problem-solving, and digital responsibility—skills that are equally important for life and work

Relevance for Ages 11–15

The relevance for students aged 11–15 lies in their unique role as "digital natives" who can serve as natural intermediaries between the digital world and their less digitally literate family members. Teaching students how to use these tools in a clear, methodical, and pedagogically conscious way equips them not only to use them for themselves, but also to teach others effectively. This promotes intergenerational learning, strengthens family relationships, and boosts the student's self-esteem and communication skills.

- Positioned as digital natives
- Serve as digital mentors for less tech-savvy family members
- Gain confidence and communication skills through teaching others
- Encourage intergenerational learning and stronger family bonds





Notes on Cultural/Local Adaptation

- In terms of cultural and local adaptation, it is essential to contextualize learning activities. Teachers should use culturally relevant examples, such as designing a poster for a local holiday, writing a letter to a school official, or creating a flyer for a neighborhood event. If there are linguistic or literacy challenges in the families of students, activities can be adapted to include simplified instructions or translated materials. Likewise, in communities where internet access is limited, teachers may want to emphasize features available offline or on mobile devices.
- Use of culturally relevant tasks (e.g., local holiday posters, neighborhood event flyers)
- Adaptation of materials for families with literacy or language barriers (simplified or translated content)
- Emphasis on offline or mobile-accessible features in low-connectivity communities

B. Pedagogical Tools (for Teachers)

Suggested Methods

To ensure that students not only learn how to use Google Docs and Canva but also gain the necessary skills to teach these tools to their families, the learning experience must be designed **to be active, participatory, and teaching-oriented**. This session should be built around methods that encourage autonomy, collaboration, and critical reflection.

One key suggested method is peer teaching. By placing students in the role of “teachers,” they are encouraged to organize and articulate their knowledge clearly, reinforcing their understanding and improving communication skills. This can be combined with project-based learning, where students work on real-life tasks using Google Docs and Canva to create meaningful content like invitations or letters, linking technical skills with their personal environments.





Canva



What it is?

What if you could quickly and easily create professional graphics for online services without the need for extensive design knowledge? With Canva, the online platform for graphic design, it's possible.



Canva is a user-friendly graphic design platform for creating and editing materials in a variety of formats. It is a tool that allows you to create visually appealing graphics for a variety of purposes such as social media posts, web banners, business cards, brochures, posters, etc. It offers a wide range of easy-to-use tools and features to help you create professionally designed graphics, regardless of your prior knowledge and experience.

Canva is the perfect tool for designing and editing graphics, images and documents. Best of all, it's available in a variety of languages, making it easy for everyone.

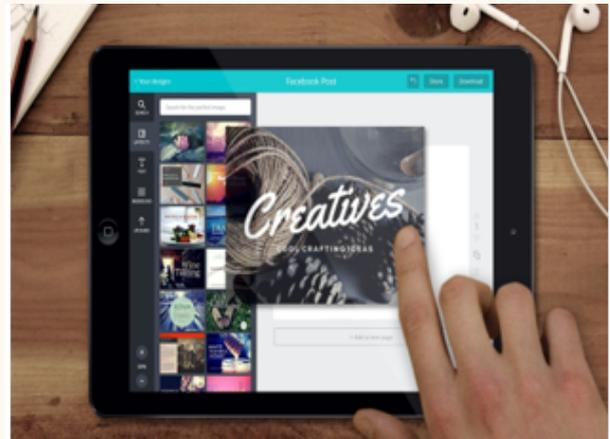
Canva offers both a free and a paid version, called Canva Pro. It includes several fonts, photos and templates to choose from. It offers 100 GB of cloud storage compared to 5 GB for the free version. You'll also have access to more advanced features like a background remover, branding kit and Magic Resize.

We have attached an explanatory sheet on the first steps in Canva and Google Docs.

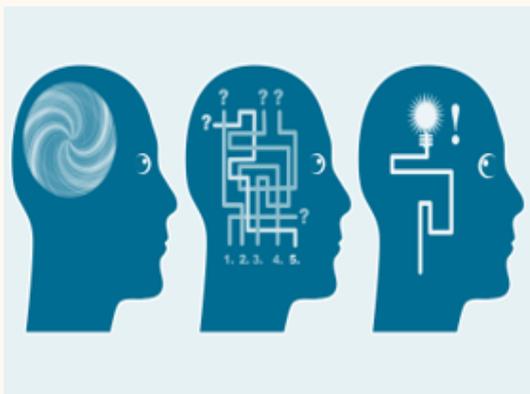
Based on repetitive learning, we have included a brief tutorial called a Canva sheet to help you understand the first steps. This material can be adapted.

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Project-based learning offers another enriching dimension. Asking students to create a real document or graphic design with a specific purpose—such as a letter to school, an invitation for a family event, or a flyer for a local activity—helps them connect digital content with their immediate environment. Through these projects, they not only develop technical competence but also experience the practical value of these digital tools, which boosts their motivation to share this knowledge with others



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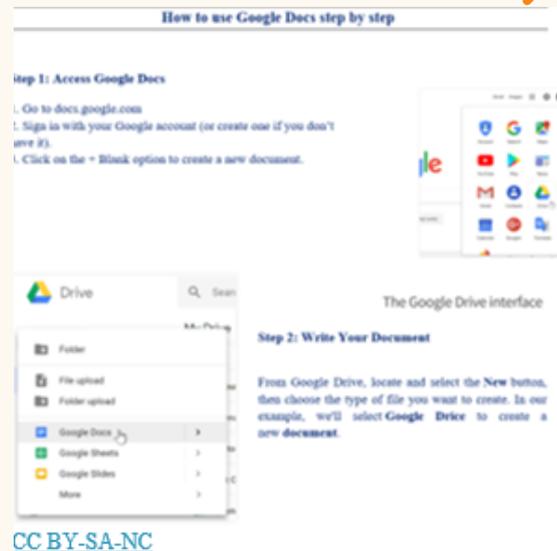
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It is also essential to incorporate spaces for reflection and metacognition. Activities such as "think-pair-share" allow students to identify potential barriers their parents might face when using digital tools and to brainstorm strategies for making the learning process more accessible. From these discussions, ideas may emerge for adapting their teaching style—such as using simpler language, offering relatable examples, or relying on visual aids.





Classroom activities should focus on both production and explanation. For instance, **students can work in small groups to co-write a document in Google Docs, practicing features like commenting, collaborative editing, and inserting tables.** Later, they can create a design in Canva to represent a school or community event, using templates that they customize. After these practical experiences, simulation exercises can be held in which one student acts as the family member while the other plays the role of instructor, guiding them step-by-step through the tool. These simulations provide an opportunity to observe how students communicate, whether they use visual aids, and if they can guide others with clarity and patience—all of which are key indicators of their readiness to become digital educators.



For assessment, a combination of strategies can be used: from direct observation during simulations and project presentations to peer review checklists that allow students to evaluate each other's work based on criteria like clarity, usefulness, and empathy. Students can also be invited to write a brief reflection about their experience, noting what they found easy or challenging and how they believe their parents might respond to their help. This type of formative assessment, focused on the process, allows teachers to assess not only technical mastery but also the student's mindset and sensitivity toward their role as a family educator.

Ultimately, the success of this session **will depend largely on students not only understanding how to use Google Docs and Canva, but also envisioning themselves as agents of change—capable of sharing knowledge with patience, empathy, and clarity—transforming the classroom into a laboratory of intergenerational digital citizenship.**





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Classroom Activities

- Peer demonstrations of basic tasks in Google Docs and Canva (e.g., inserting images, applying styles).
- Group projects such as collaborative documents with comments and edits.
- Canva-based visual design tasks related to school or community events.
- Simulation exercises where one student plays the role of a parent while the other teaches them step-by-step.

Student-Created Tools

- Illustrated posters with step-by-step instructions.
 - Video tutorials created with phones or tablets.
 - Checklists summarizing key features and commands.
- These tools not only reinforce learning but also act as support resources for family members.

Assessment Ideas

Assessing students in this session goes beyond checking whether they know how to use Google Docs or Canva. Since one of the core objectives is to prepare them to teach these tools to family members, the assessment must consider communication skills, empathy, clarity of instruction, and the ability to connect technical skills with real-life needs.

Here are several assessment approaches tailored specifically to this module:

- **Observations during simulations: clarity, use of visuals, and empathy.**
- **Peer review checklists rating teaching clarity and effectiveness.**
- **Reflection exercises: what was easy/difficult, and how they would help their parents.**
- **Final presentations of documents or designs as teaching products.**





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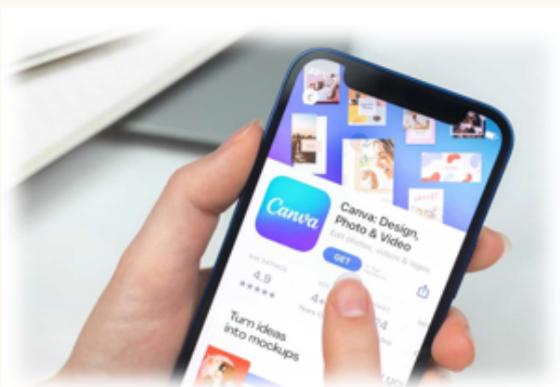




ANEX 1

What it is?

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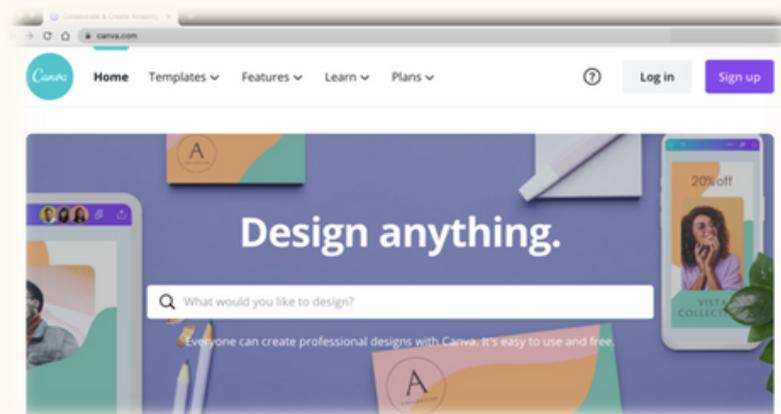


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Canva is a **user-friendly graphic design platform** for creating and editing materials in a variety of formats. It is a tool **that allows you to create visually appealing graphics** for a variety of purposes such as social media posts, web banners, business cards, brochures, posters, etc. It offers a wide range of **easy-to-use** tools and features to help you create professionally designed graphics, regardless of your prior knowledge and experience.

Canva is the perfect tool for designing and editing graphics, images and documents. Best of all, it's available in a **variety of languages**, making it easy for everyone.

Canva offers both a free and a paid version, called Canva Pro. **It includes several fonts, photos and templates** to choose from. It offers 100 GB of cloud storage compared to 5 GB for the free version. You'll also have access to **more advanced features** like a background remover, branding kit and Magic Resize.



You can design anything you want.

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ANNEX 1

How to use the tool?

Canva free version offers a **wide range** of tools and **features for designing different projects**. Users can also add individual elements such as premium images or illustrations.



The editor is extremely advanced and allows you to add a wide variety of elements **such as squares, circles, buttons, icons, beautification elements and more**. In addition, you can easily upload your own photos and integrate them into your design.

The Canva editor works on a **drag-and-drop** basis, which means you can simply drag and drop elements **into your design** and then design them.

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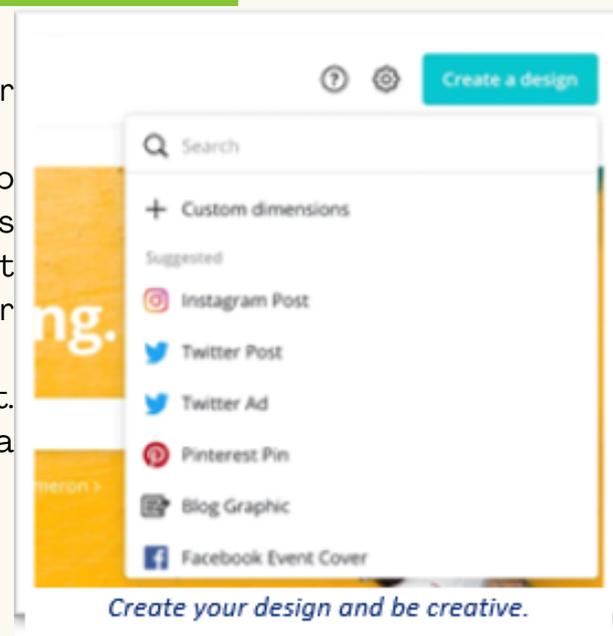
This greatly simplifies the process of creating graphics and allows your final graphics to look perfect and professional, without the need for special technical skills.

CANVA requires registration, with an e-mail account. You can also register via Facebook or Google account. However, even without registration, the website is open enough to allow you to play around with the design and get to know the settings.

How to use Canva step by step

Step 1: Select Size and Shape

Go to Canva.com or click on the app on your computer or mobile if you have downloaded already. Then click the 'create a design' button in the top right corner. You can pick from 'custom dimensions' or a range of pre-selected sizes. Canva makes it easy to start your design by including templates for the optimal sizes on many social media platforms. For this example, we will create an Instagram post. You can also select things like a Pinterest image, a Twitter post, a Facebook post, or more.



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ANNEX 1

How to use the tool?

Step 2: Set your Background

With the blank canvas in front of us, let's choose a background.

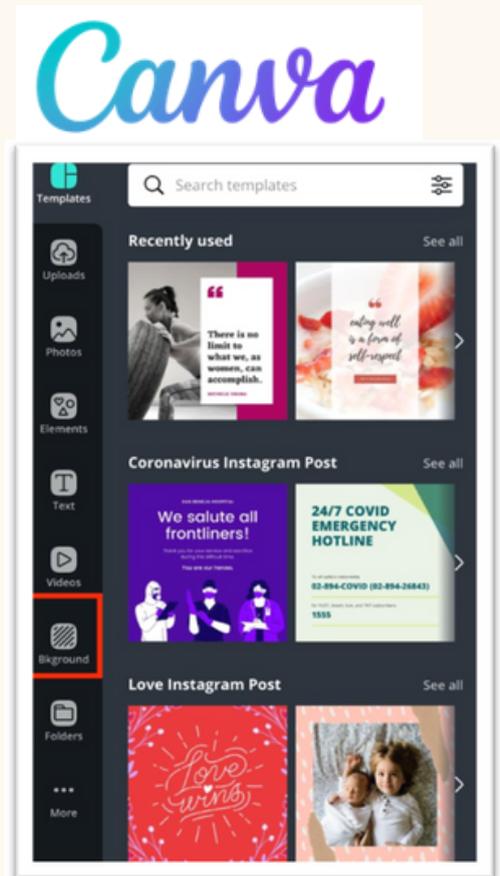
You can pick a plain colour or pattern. There are abstract images and even photos to choose from.

You could also select a photo and add this to the background. This includes photos you upload.

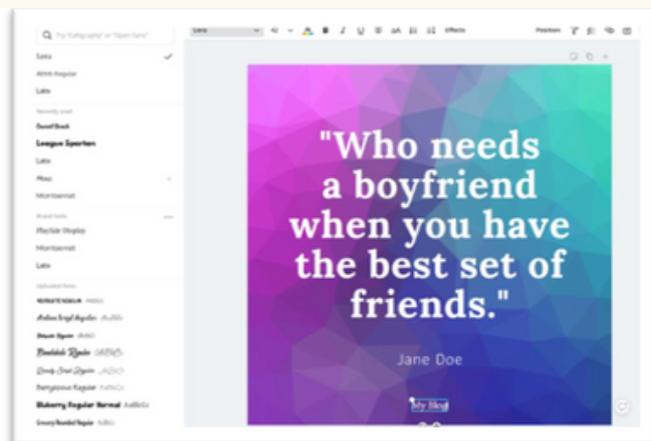
Step 3: Add Your Text

Go to 'text' on the left-hand menu and there are options to choose a simple text box. Or some font combinations and effects.

Choose a font combination idea to start with. Type in the quote you want to use.



Select your background.
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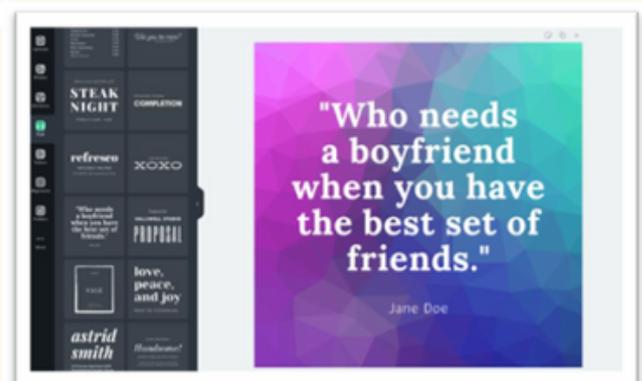
Add the text to your design.

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Step 4: Add Your Name or URL

To add your URL or blog name to the graphic, select a text box and move it to the bottom.

You can **change the size** and also match up the fonts with the ones used. Just **select the font menu** or the size menu along the top.



You can also add your name or URL.

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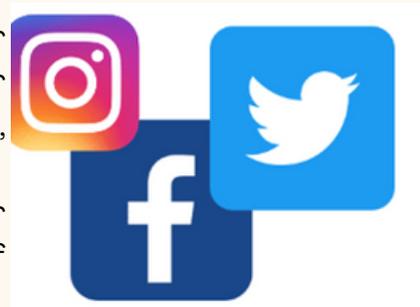
ANNEX 1

Why to use the tool?

Canva contains many pre-made templates and motifs that are easy to assemble **into an attractive design**. In terms of saving your time, the templates are already prepared in the correct dimensions for different purposes (e.g. Facebook posts or Instagram posts).

This **tool offers a wide range of features** to create visually **appealing graphics** for a variety of purposes. Some of the main features you can take advantage of in Canva include:

- **Social post design:** easily create eye-catching posts for different social networks such as Facebook, Instagram, Twitter and LinkedIn. You can choose from a variety of templates, adjust the size and add different graphics, texts and filters.
- **Web banner design:** create visually appealing web banners for your websites and online ads. You can choose from a variety of templates and customise sizes, colours, images and text.
- **Brochure and poster design:** take advantage of easy brochure and poster design, where you can choose from a variety of templates.
- **Invitation and flyer design:** design invitations and flyers for various events such as birthdays, weddings, conferences, presentations and more.
- **Create presentations:** allows you to quickly create eye-catching presentations where you can customise the look to your logo or branding.
- **Design books and eBooks:** design books and eBooks.
- **Business card creation:** create a unique business card for your business needs.



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Benefits of
Canva

Pre-sized social media images.

Designer type templates get your graphics started.

Lots of size and shape options.

Search for stock images and pay a small fee to use – or use the free stuff.

Save your images to edit or download later.

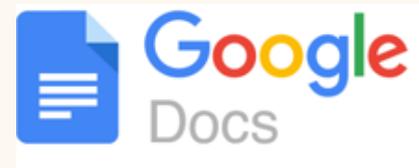
Easy to make multiple, similar graphics from a template.





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ANNEX 2

What is it ?

Imagine being able to write documents, reports, or stories online and access them anytime, anywhere — even from your phone or tablet. That’s exactly what Google Docs lets you do.

Google Docs is a free, cloud-based word processor developed by Google. It allows you **to create, edit, and share text documents in real time**, directly from your web browser — no need to download or install any software.

It’s very similar to Microsoft Word, but with some powerful extra features:

-  **Automatic saving:** Your work is saved instantly as you type, so you never lose progress.
-  **Accessibility:** You can access your documents from any device — computer, smartphone, or tablet — as long as you're connected to the Internet.
-  **Collaboration:** Multiple people can work on the same document at the same time. You can see each other's changes instantly and even leave comments or suggestions.
-  **Integration with Google Drive:** All your Docs are stored securely in Google Drive, where you can organize them into folders and access other tools like Sheets, Slides, and Forms.
-  **Available in many languages:** Google Docs supports multiple languages, making it a great tool for students, teachers, and professionals around the world

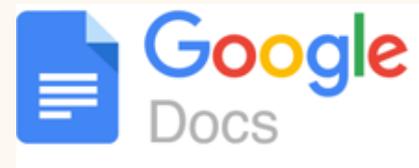
Google Docs is the perfect tool for creating, editing, and collaborating on documents in real time. Best of all, it's available in multiple languages and works seamlessly on any device, making it accessible for everyone.

Whether it’s writing an essay, a project report, or taking notes, Google Docs is a simple and powerful tool for students.



ANNEX 2

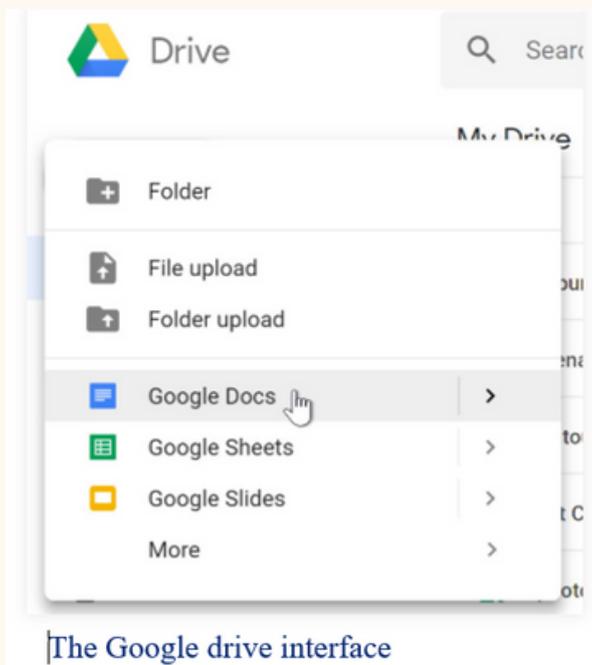
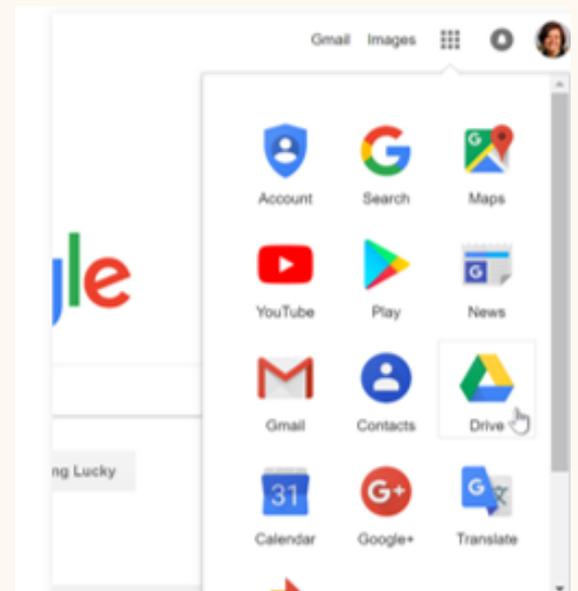
How to use the tool?



How to use Google docs step by step

Step 1: Access Google Docs

1. Go to docs.google.com
2. Sign in with your Google account (or create one if you don't have it).
3. Click on the + Blank option to create a new document.

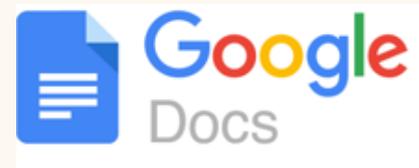


The Google drive interface

Step 2: Write Your Document

From Google Drive, locate and select the New button, then choose the type of file you want to create. In our example, we'll select Google Docs to create a new document.





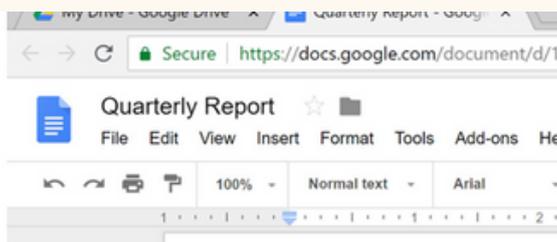
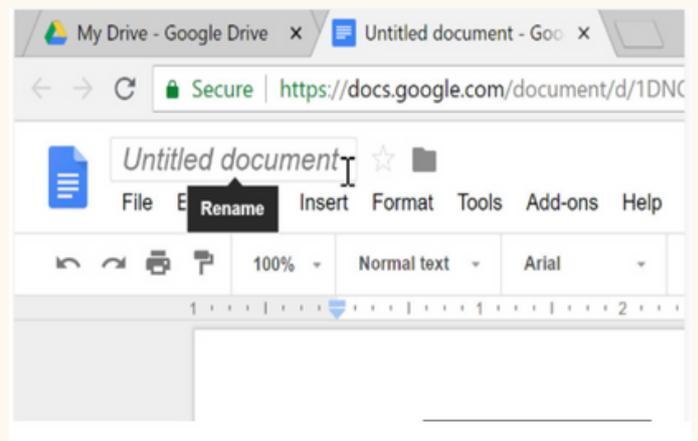
ANNEX 2

How to use the tool?

How to use Google docs step by step

Step 3: Create your document

1. Your new file will appear in a new tab on your browser. Locate and select "Untitled document" in the upper-left corner.
2. The Rename dialog box will appear. Type a name for your file, then click OK. Your file will be renamed. You can access the file at any time from your Google Drive, where it will be saved automatically. Simply double-click to open the file again.



Step 4: Edit your document

3. Start typing in the white space. Use the toolbar at the top to:
 - Change the font, size, and color.
 - Add bold, italic, or underline styles.
 - Create bullet or numbered lists.
 - Align your text (left, center, right).





ANNEX 2

How to use the tool?

How to use Google docs step by step

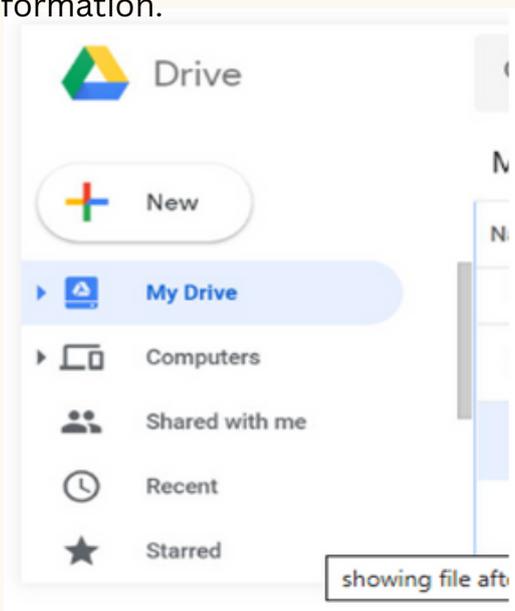
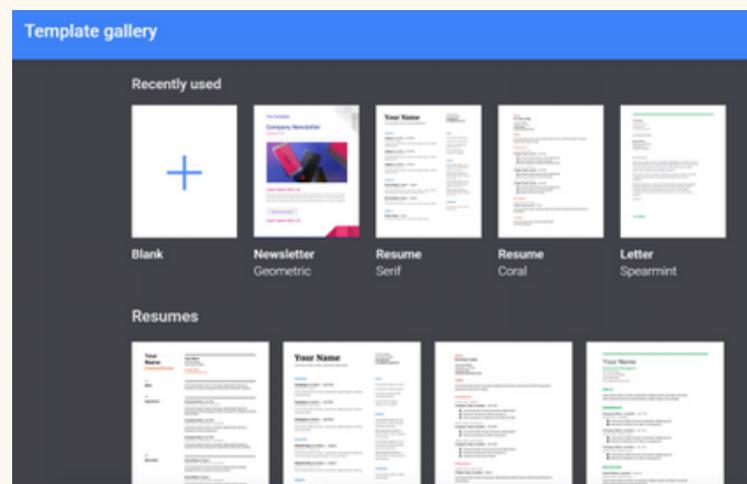
Step 5: Add Titles, Images, and Use and official google template

You can use countless photos, links, or documents; you just have to work in Google Docs.

Navigate to the template gallery.

When you've found a template you want to use, click the template to select it.

A new file will be created with the selected template. You can then customize the file with your own information.

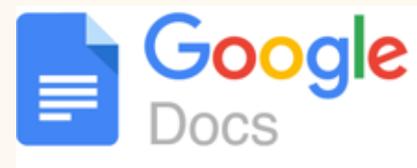


Step 4: Share and Collaborate

1. Click the Share button (top-right corner).
2. Enter the email addresses of your classmates or teacher.
3. Choose what they can do:
 - Viewer: Just look.
 - Commenter: Add comment
 - Editor: Make changes.

You can all work on the document at the same time!





ANNEX 2

Why to use the tool?

Google Docs is an excellent choice for anyone who needs to write, edit, or collaborate on documents, especially students and teachers. One of its greatest advantages is that it's completely free and very easy to use, even for beginners. You don't need to install any software — just open a web browser and start writing. Whether you're on a computer, tablet, or smartphone, you can access your work from anywhere with an internet connection.

Another great feature is its automatic saving system. Every time you type, your changes are saved instantly, which means you never have to worry about losing your work due to a power cut or accidentally closing the tab. In addition, Google Docs makes it incredibly easy to collaborate. You can share your document with classmates or teachers with just a few clicks and work on it together in real time. Everyone can see changes as they happen, leave comments, and even chat inside the document. This makes teamwork faster, more organized, and much more efficient.

 **Don't forget: With Google Docs, learning becomes sharing.**

<https://edu.gcfglobal.org/en/googlespreadsheets/getting-started-with-google-drive/1/>

Final Thoughts

Google Docs is a must-have tool for school and beyond. It's powerful, simple, and helps you collaborate, organize, and learn — all in one place.

- Write essays or reports
- Make group projects
- Take class notes
- Prepare homework
- Brainstorm ideas with classmates
- Draft letters or emails
- Insert tables and organize information



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Session 2: Gmail; e-mail Essentials — Account setup, sending emails, attachments, organizing emails, etiquette

A. Theoretical Content (for Teachers)

Gmail is a free email service provided by Google. In many ways, Gmail is like any other email service: you can send and receive emails, block spam, create an address book, and perform other basic email tasks. But it also has some unique features that make it one of the most popular online email services. Due to its free nature and the number of tutorials available, we have focused on this tool for session 2.

In this session, students will progressively build a solid foundation in email use through guided, hands-on practice. They'll begin by learning how to **create and manage their own email account**, with a focus on setting up a Gmail account. This includes choosing a secure password and configuring recovery options such as a phone number or backup email—an essential step for account safety. For support, teachers can refer students to the official Gmail account [creation guide](#) and tips on [creating strong passwords](#).

Once logged in, students will explore the **structure and navigation of a webmail interface**. Using tools like the [Gmail interface tour](#), they'll identify folders such as Inbox, Sent, Drafts, and Spam, and practice accessing key actions like composing, replying, and forwarding messages.

An important part of the session focuses on **writing and sending emails**. Students will learn to use appropriate greetings, write concise messages, and include respectful closings. To support this, instructors can use guides like [Grammarly's email etiquette tips](#), which cover tone, clarity, and politeness. They will also learn how to **attach files**, such as homework documents or scanned forms, and how to properly use **CC (carbon copy)** and **BCC (blind carbon copy)** fields—vital for understanding digital privacy. A helpful explanation of these features is available in this guide by Computer Hope.





As their inbox fills up, students will gain skills in **organizing emails using labels, folders, and filters**. They'll learn how to automate inbox management through the creation of filters that sort messages by sender, subject, or keywords. This functionality is well documented in the [Gmail help article on filters and labels](#).

Throughout the session, emphasis is placed on **netiquette**, or digital communication etiquette. Students will discuss how their tone, word choice, and formatting affect how messages are received. They'll also learn to avoid behaviors such as sending emails in ALL CAPS, forwarding spam, or ignoring proper greetings. To reinforce these ideas, teachers can use the GCFGlobal guide to digital etiquette, which presents these concepts in an accessible way for young learners.

Ultimately, these digital skills will empower students not only to communicate effectively online but also to **support family members**—such as helping a parent manage school emails or organize their inbox—which adds a layer of social value and intergenerational learning to the session.

The main **goals** to be achieved are:

- Creating and managing an email account (e.g., Gmail)
- Navigating a webmail interface via desktop or mobile
- Composing, sending, replying, and forwarding emails
- Adding attachments, using CC and BCC responsibly
- Organizing inboxes using labels, folders, filters
- Understanding proper online behaviour and netiquette
- Creating and managing an email account (e.g., Gmail)
- Navigating a webmail interface via desktop or mobile





Key Concepts

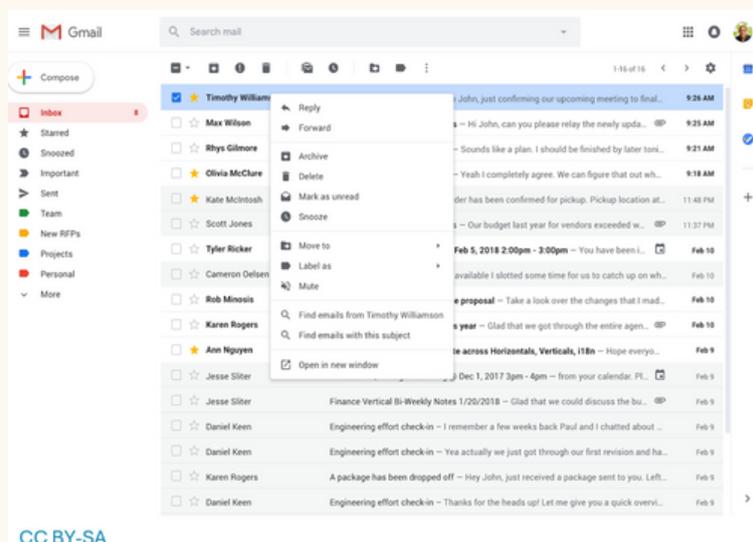
To guide students effectively in mastering email, it’s important to explore several foundational concepts that underpin how email systems work and how we interact through them.

We begin by helping students understand **what an email address is** and how it functions. Each address follows a structure like *username@domain.com*, which identifies the individual user and the email provider. This concept is often new to learners and may be likened to a “digital home address” for sending and receiving messages.

Equally important is the **creation of a secure password**. Students should understand the importance of using strong combinations of letters, numbers, and symbols, and avoiding obvious personal information. Teachers can guide them using Google’s password creation tips, which stress both complexity and memorability. Setting up **account recovery options**, like linking a phone number or alternate email, is another essential safety measure.

As students begin using their inboxes, they should get familiar with the **core email folders**:

- **Inbox** (received messages)
- **Sent** (messages they've sent)
- **Drafts** (unfinished messages)
- **Spam** (potentially harmful or unwanted mail)
- **Trash** (deleted messages)





- **What is an email address and how it works**

Structure: *username@domain.com* – each address is unique and allows sending and receiving messages online.

- **Importance of a secure password and account recovery**

Use complex passwords and set up recovery options (phone/email).

👉 [How to create a strong password – Google](#)

- **Email structure: Inbox, Sent, Drafts, Spam**

Recognizing and using core folders ensures efficient email management.

- **Etiquette in digital communication**

Always start with a greeting (“Dear...”), use polite tone, and avoid writing in ALL CAPS. Be concise and check for grammar and spelling.

- **Difference between labels and folders**

Labels in Gmail allow multiple categories per email; folders (in other services) store messages in one place.

- **Email search, archiving, and message filtering**

Gmail’s search bar allows keyword queries; archive keeps emails for later without cluttering inbox. Filters automate actions based on sender, subject, or keywords.

👉 [Create rules to filter emails – Gmail](#)

- **Responsible sharing and privacy in digital spaces**

Use BCC when sending to multiple recipients; don’t forward sensitive information without permission.





Real-Life Applications

The practical uses of email extend well beyond the classroom. As students develop confidence in sending and organizing emails, they can begin applying these skills in meaningful ways that directly benefit their households and communities. Many families rely on students to assist with school communication, and email is often the primary method for receiving important updates from teachers, school administrators, or health services.

Students may become the go-to digital helpers in their homes, supporting parents who may not be familiar with email tools. From sending a scanned health form to replying to a parent-teacher meeting request, students can facilitate smoother communication between home and school. These real-life tasks give context to their learning and show them how technology can solve everyday challenges.

Moreover, the ability to organize messages using folders and filters teaches time management and prioritization—skills that will serve them in academic and professional settings later on. By learning to identify important messages and separate them from less urgent content, students can help reduce stress and prevent missed deadlines or forgotten events.

Some **specific examples** of these real-life applications include:

- Sending academic documents, school assignments, or official forms via email.
- Helping parents check and respond to school-related emails from teachers or school offices.
- Using folders or labels such as “Health”, “School”, or “Family” to sort and access messages quickly.
- Setting up filters to automatically label and store newsletters, announcements, or urgent notices from the school.





Relevance for Ages 11–15

Although **email has become an essential tool in education and administrative communication, many parents—especially those who didn’t grow up using digital technologies—may still find it challenging to compose a message, attach a document, or recognize the appropriate tone for different contexts.** This creates a meaningful opportunity for students to step in as digital mentors within their own households.

Through this session, students are not only gaining valuable technical skills for their personal development, but also learning how to guide others with empathy and clarity. They’re encouraged to help their parents or relatives, developing both communication abilities and emotional intelligence. **By teaching what they’ve learned, students deepen their own understanding while actively promoting digital inclusion within their families.**

This intergenerational exchange strengthens the relationship between young learners and their caregivers. It helps empower families to engage more confidently with digital tools—especially when it comes to interacting with schools, submitting forms, or managing schedules. Over time, this support results in stronger, more efficient communication between schools and families, enhancing trust and participation in the educational process.

Some helpful tips for students supporting their parents include:

- Explain each step slowly and clearly, avoiding technical jargon.
- Show instead of tell—demonstrate actions on the screen and encourage hands-on practice.
- Be patient with repetition and allow time for questions.
- Use relatable examples, like replying to a teacher or sending a doctor’s note.
- Reinforce positive progress, even with small tasks.





Cultural/Local Adaptation

When delivering email literacy instruction in diverse classroom or community settings, it's vital to tailor the content to the local cultural context and technological realities of the learners and their families. In many communities—especially in low-income or rural areas—**smartphones are the primary or only digital devices available** at home. For this reason, it's important to emphasize mobile access in lessons: teachers should demonstrate how to navigate and use email on a phone screen, rather than focusing exclusively on desktop interfaces.

Adapting the material to include **real-life, locally relevant examples** also increases student motivation and comprehension. Instead of abstract tasks, use practical scenarios that reflect students' daily lives, such as replying to a school invitation, confirming attendance at a local event, or sending a message to a community leader. This makes the learning experience not only more relatable, but also more immediately useful for family needs.

Language and tone also play a major role in cultural adaptation. Learners should be taught how to use **formal and culturally appropriate greetings**, which vary across languages and regions. For example, Spanish-speaking students might learn to write "Estimado/a" or "Muy señor mío," while English learners can practice openings like "Dear Sir/Madam" or "To Whom It May Concern." These expressions reinforce respectful communication, especially in official or unfamiliar settings.

Finally, instructors should make an effort to **avoid idioms, overly technical terms, or culturally specific references** that may confuse learners—especially when helping them support parents or older relatives with lower literacy or language skills. Clear, simple language and universal examples make email literacy more inclusive for all.

Some practical guidelines for cultural and local adaptation include:

- Prioritize mobile-friendly demonstrations using smartphone email apps.
- Integrate everyday examples like responding to a school email or confirming a local appointment.
- Teach common, respectful email greetings in both English and any relevant community languages.
- Choose scenarios and vocabulary that reflect students' home and neighborhood environments.





- Avoid idiomatic expressions and tech jargon that may not translate clearly across generations or literacy levels.
- Be sensitive to different norms around formality, directness, and hierarchy in written communication
- Use of culturally relevant tasks (e.g., local holiday posters, neighborhood event flyers)
- Adaptation of materials for families with literacy or language barriers (simplified or translated content)
- Emphasis on offline or mobile-accessible features in low-connectivity communities

B. Pedagogical Tools (for Teachers)

Suggested Methods

Teaching email effectively to students aged 11–15 requires more than just step-by-step instruction—it benefits from active, student-centered methodologies that promote collaboration, exploration, and real-world relevance. The goal is to empower students not only to use email confidently themselves, but also to explain it to others with clarity and patience.

Peer teaching is a powerful approach in which digitally confident students support classmates who may be less familiar with technology. This method strengthens learning on both sides: the 'teacher' reinforces their own knowledge while building leadership skills, and the 'learner' benefits from a peer's relatable language and perspective.

Group demonstrations are also highly effective. Teachers can lead a whole-class walkthrough of the Gmail interface, showing live examples of how to create an account, write a message, or organize the inbox. This shared experience provides a common reference point for later practice.

Project-based learning gives students ownership over their learning. Assigning them to organize an inbox by creating folders or labels—or to compose a message based on a real-life situation—helps them apply concepts in meaningful contexts.





Guided discovery methods, such as think-pair-share, allow students to reflect on communication tone and etiquette. For example, pairs can compare email drafts to explore how tone affects interpretation, or discuss how to adapt language for a parent vs. a teacher.

Classroom Activities

- Based on repetitive learning, it is necessary to attach a link to a free course in all Gmail languages that will allow us to understand step by step how to create an email and the different steps involved [← Gmail | Google Cloud Skills Boost](#)
- Students create their own Gmail account and explore its interface.
- Write and send emails with attachments based on realistic prompts (e.g., “Send your school report to your teacher”).
- Create labels and set up inbox filters (e.g., emails from a specific address go to 'School').
- Role-play: one student helps a parent respond to a school message.
- Analyze poorly written emails and rewrite them with better structure and tone.
- Practice searching and archiving emails using Gmail’s tools.

Student-Created Tools

- Step-by-step illustrated guides: 'How to set up Gmail', 'How to attach a file', 'How to reset your password'.
- Sample templates: emails for asking questions, confirming attendance, sharing documents.
- Netiquette poster: 'Top 10 Email Etiquette Rules'.
- Personalized inbox checklist: weekly checklist to clean and label inbox.
- [← Printable Gmail keyboard shortcuts and settings](#)





Assessment Ideas

- Teacher observation: assess students' ability to perform tasks like attaching files or creating filters.
- Peer review: students exchange sample emails and check for correct tone, format, and clarity.
- Reflection journals: each student writes about how they helped a parent or guardian use email at home.
- Rubric-based evaluation: assess ability to teach others clearly and patiently, using email appropriately and securely.

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Session 3: Effective Internet Browsing – Searching efficiently, bookmarks, understanding search results, finding reliable websites.

A. Theoretical Content (for Teachers)

The goal of this session is to strengthen the digital literacy of parents and caregivers by focusing on one of the most essential everyday skills in the digital age: internet browsing. In an era of information overload, it's not enough to simply know how to “Google something”; individuals must be able to **search smartly, evaluate critically, and save efficiently**. This session prepares parents to model and support these skills in their children.

The aim of this session is to strengthen the digital literacy of parents and carers by focusing on one of the most essential skills for everyday life in today's digital environment: effective Internet browsing. Knowing how to use a browser or open a web page is not enough. To function independently, people need to understand how search engines work, how to interpret results, and how to evaluate the quality and credibility of the information they find online.

A search engine is a computer tool that allows you to quickly find information on the web. Google, Bing and DuckDuckGo are some examples of search engines. Although their use is very common, many people do not fully understand how they operate: search engines use algorithms to crawl, index and rank millions of web pages according to criteria such as relevance, popularity or matching terms.

Understanding how to use a search engine correctly not only saves time, but also allows access to better quality sources. For example, by using precise keywords or applying advanced filters, users can refine their searches and find exactly what they need, without getting lost in a sea of irrelevant information.

Furthermore, in a context of growing misinformation, it is essential that parents learn to differentiate between sponsored results and organic content, to read the titles and snippets that appear with a critical eye, and to identify signs of reliability such as the domain of the site, the author, or the date of publication. These skills not only protect them as consumers of information, but also prepare them to teach their children to navigate safely, efficiently, and responsibly.





This session also covers how to use bookmarks to save useful pages, how to organise links according to relevant categories (health, school, family), and how to apply evaluation criteria to determine whether a source is reliable or not. Although the latter will be covered in another module. All of this is part of a broader strategy of critical thinking applied to the digital environment.

Strategic Online Searching

Moving beyond typing questions into Google, participants learn how to select appropriate keywords and phrases that narrow and improve the quality of their results.

Search Result Analysis

Understanding how to interpret what search engines display—identifying organic vs. paid content, and recognizing signs of trustworthy sources.

Bookmarking for Productivity

Learning how to save, organize, and retrieve frequently visited websites effectively using folders and naming conventions.

Evaluating Information Credibility

Applying specific criteria to assess whether a website is trustworthy, biased, outdated, or misleading.

Critical Thinking in the Digital Space

Differentiating between fact and opinion, recognizing manipulation in headlines, and identifying fake or low-quality content.





Key Concepts

The Power of Keywords

Participants learn that the success of a search depends largely on the quality of the input. We explore the difference between vague terms ("nutrition") versus targeted queries ("easy school lunch recipes for 13-year-olds").

Boolean Operators and Search Filters

Introduction to tools like:

- Quotation marks ("") for exact phrases
- Minus sign (-) to exclude terms
- site: to limit results to a specific domain
- filetype: to look for specific document formats (e.g., filetype:pdf)

Reading a Search Result

Participants are guided to interpret:

- The title of the page
- The URL (web address)
- The snippet (summary text)
- Indicators like date of publication or author name

Bookmarks and Digital Organization

We cover how to:

- Bookmark a page on a browser or mobile device
- Create and name folders for easy access (e.g., "Homework Help", "Parenting Advice")
- Use mobile-friendly apps like Google Keep or Pocket for saving and sharing links

Credibility Evaluation Framework

Introduce a simple rubric for judging online information:

- Authority: Is the source credible? Who wrote or published the information?
- Accuracy: Are there references, data, or citations?
- Currency: Is the content up to date?
- Purpose: Is the site informative, commercial, persuasive, or misleading?
- Domain clues: .gov, .edu and .org tend to be more trustworthy than .info, .xyz, or sites overloaded with ads

Advertising Awareness

Parents are often unaware that sponsored content is designed to mimic organic results. We practice identifying "Ad" tags, sponsored links, and affiliate articles.





Real-Life Applications

This session connects theory with scenarios that parents commonly face:

- Helping a child with homework
- Parents learn how to find reliable educational resources and teach their children to avoid copying unverified content from forums or anonymous blogs.
- Making informed decisions
- Whether looking for medical information, government benefits, or school updates, parents gain confidence in locating official and up-to-date sources.
- Time-saving through bookmarks
- Rather than starting every search from scratch, participants learn how to return quickly to trusted pages.
- Preventing the spread of misinformation
- Parents become allies in the fight against fake news by developing habits of verification and teaching their children to ask: “Where did this information come from?”

Relevance for Ages 11–15

At this stage, children begin to explore the internet independently—often on personal devices, sometimes without adult supervision. Parents, therefore, play a key role in:

Modelling smart browsing behaviour

Children tend to copy what they see. If a parent searches responsibly, evaluates sources, and bookmarks useful pages, it sets a powerful example.

Co-learning opportunities

When a parent says, “Let’s look that up together,” they create moments of joint inquiry that reinforce both connection and digital skill-building.

Empowering conversations about online risks

With a better understanding of what credible websites look like, parents are more equipped to discuss clickbait, misleading ads, and disinformation with their children.

Scaffolding toward digital autonomy

As children prepare for secondary education and increased online responsibilities, parental guidance is key in developing good habits early.





Cultural/Local Adaptation

- **Language and Literacy:** Where digital or reading literacy is limited, the session should include visual aids, printed screenshots, and real-life examples over abstract explanation.
- **Mobile-first Approach:** In many communities, internet access is primarily via smartphones. Emphasize how to perform searches, use bookmarks, and recognize sources using mobile browsers like Chrome or Safari.
- **Local Examples:** Use national government websites, local health agencies, and regional educational portals to practice and contextualize evaluations.
- **Trust in Informal Networks:** In some cultures, word-of-mouth or social media groups are primary sources of information. This session helps participants critically analyze such content without dismissing their lived experience

B. Pedagogical Tools (for Teachers)

Suggested Methods

To ensure that participants understand and apply the content, a combination of participatory, visual and practical approaches is suggested. A very effective approach for this type of training is problem-based learning (PBL), where adults solve realistic, everyday situations.

For example, a situation can be presented in which the participant's son or daughter has to research climate change for a school assignment. The group discusses how to search for information, which terms to use, which sites to avoid, and how to identify a reliable source. This methodology generates conversation, critical reflection and collective knowledge building.

In addition, guided learning is recommended: the facilitator can project a live search, show how to save a bookmark or analyse a real search result together, commenting on each step in clear, everyday language.





Classroom Activities

a) Guided Search and Sharing

An initial activity can involve conducting a search together. Ask an open-ended question such as: 'Where can I find reliable information about adolescence and mental health?'

Each participant tries searching on their device or shares ideas verbally if there's no internet access. Then, compare the results, discussing which sites are trustworthy and why. This activity reveals different search strategies and encourages learning from common mistakes and successes.

b) Bookmark Workshop

With access to a computer or smartphone, participants learn how to save a bookmark in their browser. Then, they are encouraged to create thematic folders (e.g., 'School', 'Health', 'Family', 'Technology') and save at least three useful pages in each.

Digital organization is not always intuitive, so this hands-on activity helps build a valuable habit in a simple, visual way.

c) Search Result Analysis

Another enriching activity is to display real screenshots of search results (or distribute printed copies). Participants are asked to identify:

- The result's title
- The URL
- Sponsored content
- Whether the site can be trusted and why

This can be done in small groups followed by a plenary discussion. It helps develop critical analysis skills, even among those with limited digital experience.

d) Source Comparison

Present three different websites on the same topic (e.g., 'vaccines for teens'): one reliable (like a public health portal), one questionable (with poor design or alarmist language), and one openly false. Groups compare design, tone, sources, authorship, and domain. They then rank the sites from most to least trustworthy and justify their choices.





Classroom Activities

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Student-Created Tools

🔍 Activity 1: Smart Search Challenge

Objective: Learn to use keywords and search operators.

Instructions:

- Provide a real question (e.g., 'What are the flu symptoms in teenagers?')
- Each participant performs a search on their device.
- Compare and discuss results:
 - Which was more accurate?
 - What keywords were used?
 - What made the result trustworthy?

Suggested visual aid: screenshot of Google search results



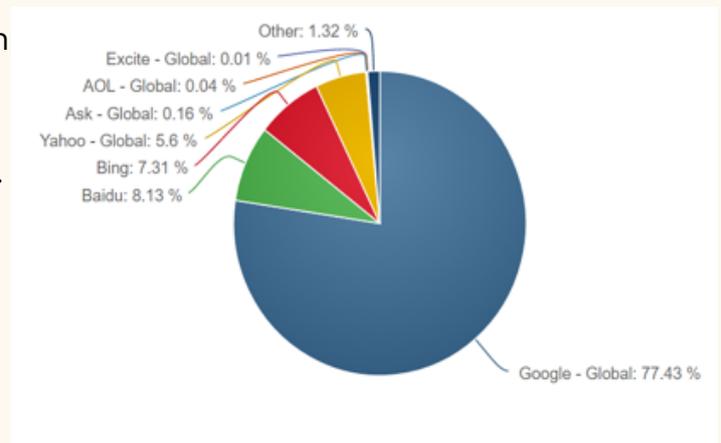
CC BY-SA

📄 Activity 2: Analyse the Result

Objective: Understand the structure of search engine results.

Instructions:

- Show a screenshot of a Google results page.
- Identify and discuss:
 - Title
 - URL
 - Snippet
 - Sponsored results
- Ask:
 - Which result would you click?
 - Which one seems reliable?



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Student-Created Tools

📌 Activity 3: Bookmark Workshop

Objective: Learn how to save and organize useful pages.

Instructions:

- Demonstrate how to add bookmarks in a browser (mobile or computer).
- Ask participants to create folders such as 'Education', 'Health', 'Family'.
- Each participant saves at least three useful websites.

🔒 Activity 4: Is This Site Trustworthy?

Objective: Learn how to evaluate website credibility.

Instructions:

- Provide printed or digital screenshots of 3 websites (one reliable, one doubtful, one misleading).
- Discuss:
 - Who is the author?
 - Is there a recent date?
 - What is the domain (.gov, .org, .com)?
 - Are there design or language errors?
- Create a checklist of warning signs as a group.



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🧠 Activity 5: Create Your Own Search Guide

Objective: Reinforce learning through creativity.

Instructions:

- In groups, design a visual guide or poster titled: “5 Tips for Smarter Internet Searching”.
- Use simple language, icons, or drawings.
- Present it to the group and display or save it for families.

💬 Activity 6: Peer Role Play – Pupils Helping Parent

Objective: Practice digital peer support.

Instructions:

- In pairs, one participant asks for help with an online search (e.g., school scholarships).
- The other guides them using tips learned in the session.
- Switch roles and repeat.

Outcome: Reinforces communication and teaching confidence.



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Student-Created Tools

Checklist

After analyzing real websites, participants create a checklist of questions to assess a site's reliability. Examples include:

- Is there a clear author or institution?
- Is the information up to date?
- Are there spelling mistakes or poor layout?
- Can I find the same info on other reliable sites?
- Is the site informative or trying to sell something?

This checklist can be shared at the end of the session as a printed or digital resource for use at home with their children.





Assessment Ideas

To ensure that parents can confidently guide their children in safe and smart internet use, we focus on simple, practical assessments that show both understanding and readiness to teach. Below are five effective strategies:

1. Peer Explanation

Ask each participant to explain one of the learned skills (e.g., how to check if a website is reliable) to a partner.

If they can explain it clearly and simply, they're likely ready to teach it to a child.

2. Role Play: Parent & Child

Have participants act out a scene:

"Your child asks you if a website is safe for school. What do you say?"

This shows if they can respond with calm, useful guidance — like they would at home.

3. Take-Home Teaching Task

Invite parents to try teaching one skill at home (like using bookmarks or search tips) and share in the next session:

- What worked?
- What was hard?
- How did their child react?

Real experience helps strengthen both confidence and reflection.

4. Create a Simple Teaching Tool

Ask participants to make a small guide or checklist — something they could actually use at home.

For example: "5 Tips for Smarter Internet Searching" or a list of safe websites.

5. Confidence & Reflection Survey

Give a short, easy form with questions like:

- What skill do you feel ready to teach?
- What would you like more help with?

This helps identify strengths and areas to support in the next session





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Session 4: Accessing Online Government Services – Locating platforms, creating accounts, submitting applications for e-health, taxes, and social benefits.

A. Theoretical Content (for Teachers)

In this session, we have tried to teach essential digital skills for accessing and managing online government services with confidence.

There are many applications available for this purpose, from apps for making digital appointments with your health service to paying taxes. You can even access grants and social benefits. In countries such as Spain, many of these actions are carried out through digital means, with electronic communication with the public administration being mandatory, in line with the Digital Decade 2030 Policy Programme.

Therefore, we will aim to be able to navigate official government websites and applications.

- Know how to create and secure user accounts,
- Submit applications and upload documents
- Recognise legitimate websites as opposed to fake websites
- Use mobile access and digital authentication tools

Key Concepts

- Public digital identity: secure registration and account management
- One portal, many services: understanding centralized platforms
- Online form navigation and data accuracy
- Digital document management: uploads, downloads, confirmations
- Cybersecurity basics for interacting with government services





Real-Life Applications

Understanding how to use online government services has direct and immediate benefits in the everyday lives of parents and caregivers. These applications simplify tasks that are often time-consuming, stressful, or inaccessible through traditional paper-based or in-person methods. They also reduce dependence on intermediaries and enhance autonomy in managing family-related obligations and rights.

Below are some of the most relevant real-life uses of these digital services for families

Applying for Child and Family Benefits:

Many families are eligible for financial support, such as child benefits, food or housing subsidies, and school-related financial assistance. Using digital portals, parents can complete application forms, upload the required documents, and track the status of their application, all from home.

One example is the European Commission website. https://european-union.europa.eu/live-work-study/funding-grants-subsidies_en

Here you can access a wide range of grants and funding opportunities within the European Commission. Example of an online form:



The image shows a screenshot of an online form titled "Rwanda Directorate General of Immigration and Emigration". The form is for an "ENTRY VISA" and includes fields for:

- Personal Identification: Firstname, Surname / Lastname, Profession, Current Occupation.
- Gender: Male (selected), Female.
- Parents' names: Father's name, Mother's name, Spouse's name.
- Passport No.
- Nationality: Rwanda (selected), Home (selected).
- Nationality of other.
- Date of birth, Place of birth, Country of birth.
- Preferred language: English (selected).

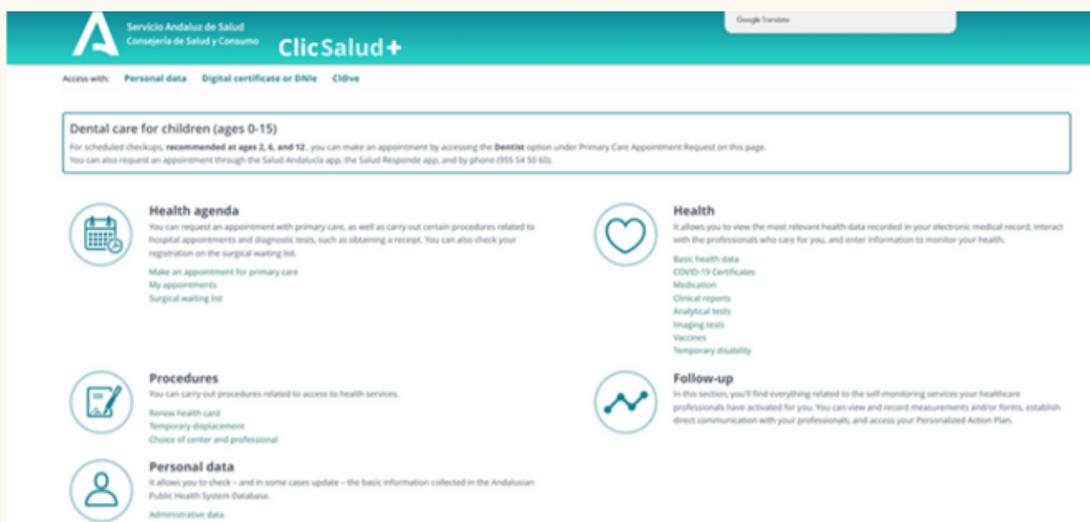
 The form also features a navigation menu at the top with links like "COMING TO RWANDA", "ABOUT US", "SERVICES", "PUBLIC FORUMS", "TRACKING TOURS", "MEDIA CENTRE", "LAW AND ACTS", and "GET LEEB INFO". On the right side, there are logos for "RITA" (Rwanda Office for Tourism) and "Rwanda Office for Tourism".

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Accessing Healthcare Appointments and Vaccination Records: We will also be able to manage medical appointments and obtain vaccination records: Parents can book medical appointments, access digital vaccination certificates, retrieve test results, and view their children’s medical history. This is especially useful during school transitions that require health documentation.



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Filing Taxes or Checking Refunds: Online services allow access to pre-filled tax forms, uploading documents, tracking returns, and managing direct deposit information. This streamlines the process and minimizes paperwork.



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Downloading Proof of School Registration or Social Service Status:

Parents can download enrollment certificates, benefit eligibility letters, and participation confirmations in youth programs directly from education or welfare portals.

Setting Alerts for Upcoming, Application Deadlines:

Users can enable reminders via SMS or email for document renewals, re-certification periods, or policy changes—essential for busy families managing multiple priorities



Relevance for Parents of Children Aged 11–15

Parents of adolescents often manage multiple bureaucratic processes related to their children—such as education, healthcare, identity documents, and social support. By mastering digital public services, they not only reduce time and stress but also model responsible online behavior for their children. This helps children understand the importance of organization, digital security, and autonomy in accessing essential services.

Cultural/Local Adaptation Notes

Use real local portals and services for demonstrations (e.g., national ID site, social service agency platform).

- Acknowledge common barriers such as low internet connectivity, lack of trust in online systems, or unfamiliarity with digital forms. Offer alternatives like printed simulations or offline practice forms.
- Demonstrate mobile-based processes for participants who primarily access the internet via smartphones.
- Include guidance in multiple languages and use visual aids for participants with low literacy levels.





B. Pedagogical Tools (for Teachers)

Suggested Methods

Lead participants through a step-by-step simulation of how to access an online government service. This includes locating the correct platform, registering an account, navigating menus, filling out a basic form, and submitting it. Participants can follow along on their smartphones or use printed screenshots and sample forms.

Classroom Activities

1. Mock Application Form:

- Simulate completing a government form (e.g., school enrollment, healthcare registration).
- Discuss each field: what it asks for, common mistakes, and necessary documentation.

2. Find the Official Site:

- Present a mix of real and fake websites. Ask participants to identify the legitimate ones.
- Teach them how to check the domain (e.g., .gov), contact information, and layout for clues.

3. Poster Activity – Steps to Apply Online:

- In small groups, create a poster showing the 5 key steps to submit a form online.
- Encourage use of icons and clear, simple language to explain the process visually.



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Student-Created Tools

Checklist: ‘Before You Submit an Online Application’; including:

- Do I have the correct documents?
- Is my email and phone number correct?
- Have I reviewed the information before clicking submit?

My Government Account Card: A printable form to record:

- Username
- Recovery email or phone

(Passwords are not collected for privacy reasons)

Illustrated Family Guide: Create a one-page visual guide that explains a process such as applying for child benefits or scheduling a medical appointment online.

Assessment Ideas (Readiness to Teach Others)

Peer Explanation:

- In pairs, participants take turns explaining a digital task (e.g., creating an account, uploading a document).

Form Challenge:

- Participants fill out a simplified government form (on paper or digitally) and explain each field to the group.

Reflection Questions:

- What service will you try to access this month?
- How would you explain this process to a friend or family member who’s never done it?

Facilitators should look for clear communication, use of accurate terminology, confidence, and the ability to connect the task to real family needs.





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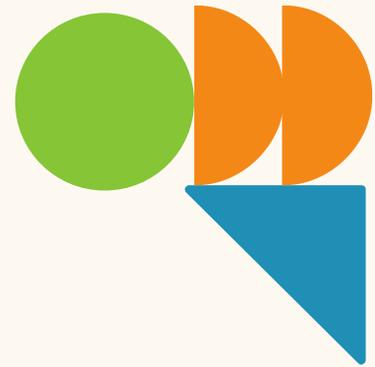
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MODULE 2: ONLINE SAFETY AND DATA PROTECTION

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Module Overview

This module introduces the basic principles of online safety and data protection. It equips students (aged 11–15) with the knowledge and confidence to understand and teach core digital safety topics to their families. Topics include identifying fake news, understanding cyber hygiene, recognising secure online behaviours, and managing personal data responsibly.

By the end of the module, students will be able to detect misinformation, apply cybersecurity practices, evaluate climate-related information sources, and explain how to protect personal data online.

The sessions promote active learning and intergenerational knowledge transfer. Students will create tools (e.g. checklists, posters) and participate in role-play or peer-explaining exercises that help them internalise the topics and become effective family educators.

Target Group

Teachers training students (ages 11–15) to become digital educators for their families.



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Session 1: Identifying Fake News and Scams

A. Theoretical Content (for Teachers)

In today's hyperconnected world, the spread of fake news and online scams poses a significant threat to individual and societal wellbeing. With students spending increasing amounts of time online, it is critical they develop the ability to discern reliable from misleading content. This session equips teachers with the knowledge and tools to help students recognise misinformation, identify scams, and develop fact-checking habits. The goal is not only to protect themselves but also to pass this knowledge on to family members who may be even more vulnerable.

Key Concepts

What is Fake News?

Fake news refers to false or misleading information presented as legitimate journalism. It often aims to influence opinions, provoke emotional reactions, or generate ad revenue through clicks. Types of Fake News include:

- **Clickbait:** Sensationalised headlines to attract attention
- **Satire or parody:** Intended as humor but often misinterpreted
- **False context:** Genuine content presented with false narrative
- **Manipulated content:** Photos or videos altered to deceive

Why Fake News Spreads?

Fake news spreads quickly because it often triggers strong emotions like fear, anger, or surprise, which makes people more likely to share it without verifying the facts. Social media algorithms also amplify such content because it is engaging, regardless of its accuracy. Additionally, people tend to believe and share information that confirms their existing beliefs - a tendency known as confirmation bias (Vosoughi, Roy, & Aral, 2018). Summarising:

- **Emotional appeal:** Fear, anger, or surprise increases sharing likelihood
- **Confirmation bias:** People believe news that aligns with their existing views
- **Algorithms:** Social media platforms often promote engaging (not necessarily truthful) content





Common Online Scams

Scams are deceptive tactics used to trick users into giving away personal information, money, or access to devices. Common examples:

- **Phishing emails or SMS:** Fake messages impersonating banks or services
- **Fake giveaways:** Offers of free prizes requiring personal data
- **Romance scams:** Emotional manipulation for financial gain
- **Deepfake videos:** AI-generated fake images or recordings

Red Flags to Detect Scams

- Generic greetings ("Dear user")
- Spelling or grammar mistakes
- Urgent language ("Act now!")
- Requests for personal information
- Suspicious links (hover to check the real URL)

Simple Fact-Checking Techniques

- **Reverse image search:** Use tools like Google Images^[1] or TinEye^[2] to trace a photo's origin.
- **Source verification:** Look to see if the same news or story is being reported by other well-known, trustworthy news organizations (e.g. BBC, Reuters, Associated Press, national newspapers). Example: You see a post claiming "Massive solar storm hits Europe". You search the headline and find that Reuters, BBC, and National Geographic also report it.
- **Cross-referencing:** Take specific facts from the article (like names, dates, laws, statistics) and individually verify them using trusted sources. Example: A story says, "According to the WHO, screen time for teens should be under 1 hour/day". You go to the World Health Organisation website to confirm if that guideline really exists (World Health Organization [WHO], 2019).
- Use of fact-checking websites^[3], examples below:
 - [Snopes](#)
 - [PolitiFact](#)
 - [Washington Post Fact Checker](#)
 - [EUvsDisinfo](#)
 - [FactCheck.org](#)
 - [SciCheck](#)

[1] <https://images.google.com/>

[2] <https://tineye.com/>

[3] <https://library.csi.cuny.edu/misinformation/fact-checking-websites>





Real-Life Applications

Helping Family Members Spot Misinformation on Social Media

Students can support parents or grandparents who may be more trusting of what they see online. For example, they can explain how to identify suspicious headlines, look for the source of an article, or avoid resharing misleading posts on platforms like Facebook, WhatsApp, or TikTok.

Example: A student sees their aunt sharing a post about a “miracle cure” for diabetes. The student checks if it’s reported by medical sources and helps their aunt understand it’s likely fake.

Protecting the Household from Online Scams

Students can help spot fake emails or scam messages that try to steal passwords or bank details - especially phishing attempts targeting older relatives.

Example: A parent receives an SMS claiming to be from their bank. The student checks the message for suspicious links or errors, warns them not to click, and helps them log in safely through the official website.

Using Fact-Checking Skills in School Projects

Instead of copying the first result they see online, students learn to question and verify sources. This improves their academic work and prepares them to be responsible digital citizens.

Example: While preparing a class presentation on climate change, a student finds conflicting data. They search for trustworthy sources (like NASA or the IPCC) to ensure their information is accurate.

Building Critical Thinking in Everyday Conversations

Students can use their fact-checking skills when discussing news, trends, or viral stories with friends. This helps normalize critical thinking and slows the spread of fake news among peers.

Example: A friend claims that a celebrity died, based on a single Instagram post. The student checks Google News and confirms it’s a hoax, helping their friend avoid spreading false information.





Recognising Fake Images and Videos

With the rise of AI-generated deepfakes and altered photos, students who learn to reverse search images or analyze video authenticity can protect themselves and others from manipulation.

Example: A viral video shows a politician saying something outrageous. The student checks fact-checking websites and learns it was a deepfake created for satire.

Relevance for Ages 11–15

- Pre-teens and teenagers are active consumers of social media
- They are often first to encounter viral content and can act as a first line of defense
- Teaching them to recognize falsehoods helps build a generation of informed citizens

Notes on Cultural/Local Adaptation

- Choose examples of misinformation or scams that are relevant in your region
- Avoid political or highly controversial topics; focus on health, environment, education-related fake news
- Use translated/localised versions of global fact-checking tools when possible

B. Pedagogical Tools (for Teachers)

Suggested Methods

Think-Pair-Share^[1]: Ask students to recall an example of suspicious or fake content they have seen online and discuss how they reacted.

Role-play Activity: One student plays the role of a scammer, another plays the victim who must identify warning signs. Rotate roles to cover different scam types (email, SMS, fake prize, etc.).

[1] <https://www.readingrockets.org/classroom/classroom-strategies/think-pair-share>





Example Scenario:

Student A says: “Hi there! 🎉 Congratulations! You’ve been selected as the winner of our monthly tech giveaway! You’ve won a brand-new iPhone 14! To claim your prize, just click this link and enter your full name, address, and bank details to cover the €1.50 shipping fee: [www.getyourfreegift-now.com]

Act fast! Your prize expires in 30 minutes!”

Objective for Student B:

Listen/read carefully and identify at least three warning signs.

Respond out loud by pointing out red flags.

Classroom Activities

Detective Challenge: Distribute a mix of real and fake headlines. In groups, students identify which ones are false and explain their reasoning. Each group presents their findings to the class. Example Headlines (for ages 11–15):

- “NASA confirms Earth will go dark for 6 days in November due to a solar storm” => Fake
- “New law bans homework in Finnish primary schools to boost well-being” => Real

Student-Created Tools

- **Fake News Spotter Checklist:** Students co-create a checklist with red flags and fact-checking steps. This can be printed and used at home by family members.
- **Misinformation Awareness Poster:** Students design posters with tips for identifying fake news and scams, displayed in classrooms or shared digitally with families.

Assessment Ideas

- **Pair Review:** Provide printed or digital headlines or short articles. In pairs, students analyse the content and identify at least 2 reasons why it's fake or suspicious.
- **Mini-Presentation:** Each student selects one misinformation type or scam and gives a 2-minute talk explaining it and how to avoid it.
- **Teach-Back Exercise:** Students must explain 3 fact-checking techniques to a peer or teacher in their own words.
- **Exit Ticket:** At the end of class, each student writes one tip they would share with a family member to avoid scams.





Session 2: Cybersecurity Fundamentals

A. Theoretical Content (for Teachers)

Cybersecurity is the practice of protecting systems, networks, and data from digital attacks (European Union Agency for Cybersecurity [ENISA], 2021). As more aspects of our lives move online, understanding how to stay safe in the digital world becomes essential for students and their families. This session introduces teachers to the basic concepts of cybersecurity that can be shared in simple and relatable terms with 11–15-year-olds and their family members.

Key Concepts

Password Security

Password security means creating strong, unique passwords that are hard to guess and using extra protection like two-factor authentication (2FA). A good password should include a mix of letters, numbers, and symbols – or even better, a memorable passphrase like.

- **Strong passwords:** Use at least 12 characters with a mix of letters, numbers, and symbols.
- **Passphrases:** Easy to remember, hard to guess (e.g. “Sunshine!Library99”).
- **Avoid reuse:** Different accounts need different passwords.
- **2FA (Two-Factor Authentication):** Adds a second layer of protection using a code or device.

Safe Browsing

Safe browsing means visiting secure websites and avoiding suspicious links, pop-ups, or downloads. It helps protect your personal data and keeps your device safe from viruses and scams.

- Only visit websites that begin with “https://”.
- Check for padlock symbol next to URL.
- Be cautious when clicking pop-ups or downloading files.
- Recognise “fake” websites that imitate legitimate services (e.g., go0gle.com).





Wi-fi Safety

Wi-Fi safety means avoiding public networks for sensitive tasks like banking and using secure, password-protected connections whenever possible. At home, it's important to change default router passwords and enable strong encryption to protect your network.

- Avoid entering passwords or banking info on public Wi-Fi.
- Use mobile data or VPN (Virtual Private Network) when available.
- Change home Wi-Fi router passwords from default settings.

Secure Online Banking

Secure online banking involves using strong, unique passwords and enabling two-factor authentication (2FA) to protect your accounts. Always access banking apps from trusted devices and avoid clicking on links in suspicious emails or messages.

- Never access banking apps on public/shared devices.
- Enable biometric or 2FA login features.
- Watch out for phishing messages imitating banks.

Real-Life Applications

Helping Family Members Manage Passwords

Students can guide parents or grandparents in creating stronger passwords and explain why using the same password for everything is risky. They might help set up a password manager or demonstrate how to enable two-factor authentication (2FA) on a bank or email account.

Example: A student helps their mother create a unique password for her online shopping account and enables 2FA using a code sent to her phone.

Securing Personal Devices

Students can take responsibility for their own digital safety by setting lock-screen passwords, avoiding untrustworthy apps, and regularly updating software. They can also explain these practices to siblings or peers.

Example: A student notices their little brother's tablet has no screen lock and helps him set up a PIN and software updates.





Protecting the Home Wi-Fi Network

With basic knowledge, students can support their family by checking if the home router uses a strong password, ensuring encryption (WPA2 or WPA3), and turning off WPS.

Example: A student logs into the router settings and shows their parent how to change the default password to something stronger and more secure.

Recognising Phishing Attempts

Students learn to spot phishing emails or fake login pages and can warn family members about suspicious messages. They can also explain how to hover over links to check the real URL or use trusted apps for banking.

Example: A student notices a fake SMS from “the bank” on their grandfather’s phone and explains why he shouldn’t click the link.

Relevance for Ages 11–15

Young people aged 11–15 are at a critical stage in developing digital habits that will shape their online behavior for life. Many of them already own or regularly use smartphones, tablets, and laptops for school, gaming, and social media - but often without fully understanding the risks involved. Teaching cybersecurity fundamentals at this age helps them make informed choices about how they protect their devices, data, and personal identities.

Students can take what they learn and assist parents, grandparents, or siblings with basic cybersecurity tasks - such as spotting fake messages, creating strong passwords, or understanding Wi-Fi safety. By learning and then teaching others, they become both safer digital users and digital mentors, fulfilling the DigiGap project’s goal of empowering students to bridge the digital skills gap within their households and communities.





Cultural/Local Adaptation

To make cybersecurity education more relevant and engaging, it's important to adapt examples, tools, and terminology to fit the local context and the digital environment that students and their families actually experience.

Use Familiar Platforms and Services

In different countries, people rely on different apps for messaging, banking, shopping, and news. Tailor examples to reflect the platforms your students and their families use most often.

Reference National Cybersecurity Campaigns or Incidents

Include examples from local awareness campaigns or well-known regional data breaches and scams to show students that cybersecurity is not just theoretical but it affects their daily lives and communities.

Respect Intergenerational Differences

Cultural norms around privacy and technology vary. Some older family members may mistrust digital banking or avoid using passwords. Equip students with non-judgmental communication strategies to help others feel safe, not overwhelmed.

B. Pedagogical Tools (for Teachers)

Suggested Methods

Peer-to-peer explanation: Students explain a cybersecurity concept (e.g., two-factor authentication, phishing) to a partner using their own words. This reinforces understanding and builds teaching confidence.

Guided demonstration: The teacher performs an action (e.g., creating a strong password, identifying a phishing email), then students replicate the steps and explain them back to the class or in small groups.





Classroom Activities

Cyber Threat Role-Play: Assign each group a common cybersecurity threat (e.g., phishing, unsafe Wi-Fi, weak passwords). Students create a short skit showing how the threat occurs and how to respond safely.

Secure or Risky? Present students with everyday scenarios (e.g., using public Wi-Fi for online banking, clicking on an unknown email link). In groups, they decide if the behaviour is safe or risky and explain why.

Digital Safety Stations: Set up rotating stations in class focusing on different skills: password strength, phishing detection, privacy settings, etc. Students complete each challenge and earn a “Cyber Safety Badge”.

Student-Created Tools

Family-Friendly Cyber Safety Checklist: Students create a checklist of practical cybersecurity tips for home use and share it with their families.

Digital Posters or Infographics: Students design posters explaining key concepts like “How to Create a Strong Password” or “5 Signs of a Phishing Scam.” These can be printed or shared online.

Mini-Tutorial Slides: In pairs, students prepare simple slide decks they can use to teach one topic (e.g., VPN use, safe browsing) to a family member.

Assessment Ideas

Teach-Back Exercise: Students present a mini-lesson to a peer or the teacher, demonstrating their ability to explain a key concept in clear, simple language.

Scenario Response Quiz: Students are given real-life digital safety scenarios and must choose the correct response from multiple options, justifying their answers.

Cyber Coach Certificates: After completing the activities and showing teaching readiness, students receive a fun “Certified Cyber Coach” certificate to take home.





Session 3: Finding Verified Information on Climate Change

A. Theoretical Content (for Teachers)

With the rise of misinformation online, particularly around science and climate change, it is essential that students learn how to find, understand, and share accurate, evidence-based information. This session equips teachers with the knowledge and strategies to help students identify trustworthy sources, distinguish between facts and opinions, and become active promoters of reliable climate knowledge within their families and peer groups.

Key Concepts

Trustworthy Sources

Trustworthy sources are reliable, evidence-based, and transparent sources of information that are backed by scientific research, expert consensus, or institutional credibility. When discussing topics like climate change (which can be complex, politicised, or distorted online) it is crucial to help students recognise what makes a source trustworthy.

- Look for well-known organisations like the IPCC (Intergovernmental Panel on Climate Change), NASA, World Meteorological Organization, or national scientific institutions (IPCC, 2021; NASA, 2022).
- Academic journals, government climate portals, and educational websites are generally reliable.
- News articles should reference expert opinions, studies, or reports.

Distinguishing Fact from Opinion

Distinguishing fact from opinion is a vital skill in evaluating online information, especially on complex topics like climate change. Facts are statements that can be verified through evidence, such as scientific data, expert consensus, or official records. For example, “Global average temperatures have increased over the past century”. Opinions, on the other hand, reflect personal beliefs, interpretations, or feelings, such as “I think climate change is exaggerated”. While opinions may be valid expressions, they should not be mistaken for objective truth.





Teaching students to ask, “Can this be proven?” or “What evidence supports this?” helps them critically assess what they read and hear, and prevents the spread of misinformation.

- Facts: Supported by evidence and consistent across sources.
- Opinions: May reflect personal or political views and are often unsupported.
- Be wary of emotionally charged language or content without citation.

Recognising Greenwashing and Climate Myths

Recognising greenwashing and climate myths is essential for helping students become critical consumers of environmental information (IPCC, 2021). Greenwashing occurs when companies or products falsely market themselves as environmentally friendly to appeal to eco-conscious consumers. For example, using vague terms like “natural” or “eco-safe” without providing proof or certification. Climate myths are misleading or false claims that undermine scientific understanding, such as “climate change is just part of a natural cycle” or “CO₂ can’t be harmful because it’s natural”. These myths often spread through social media, opinion pieces, or poorly sourced articles. By learning to question these claims and verify them using scientific sources, students can challenge misinformation and help their families make informed, responsible choices.

- **Greenwashing:** Marketing that falsely claims a product or company is environmentally friendly
- **Common myths:** “Climate change is just a natural cycle,” or “One person’s actions don’t matter”

Source Evaluation Strategies

Source evaluation strategies help students determine whether the information they encounter (especially online) is credible, accurate, and worth sharing. One key approach is lateral reading, which means opening a new tab to see what other reliable sources say about the website or claim, rather than staying within the original page. Students should also examine the web address: domains ending in .gov, .edu, or well-known .org sites are generally more trustworthy. They should check author credentials to see if the writer is a recognised expert or affiliated with a reputable institution. Additionally, students can look for the presence of citations, data, and publication dates, all of which signal transparency and reliability. Teaching these strategies enables young learners to assess information critically and share only what is backed by evidence.





- **Lateral reading:** Open a second tab and search what others say about the source
- **Check domain:** .gov, .edu, and recognized .orgs are usually more reliable
- **Author credentials:** Look for scientists, climate experts, or organizations with a clear research mandate

Real-Life Applications

Real-life applications empower students to actively use their new skills outside the classroom, particularly within their families and communities. For example, they can help parents or siblings verify viral social media posts about climate change by checking if the information comes from a credible source. They can apply fact-checking skills in school projects, ensuring they rely on science-based data rather than biased or opinionated sources. Additionally, students can correct common misconceptions during family discussions (like the myth that recycling alone can stop climate change) by explaining the bigger picture using verified information. These everyday actions transform students into reliable messengers of climate truth and support DigiGap's goal of turning youth into digital educators at home.

- Supporting family discussions on climate-related news
- Helping parents or siblings verify viral claims on social media
- Using reliable sources for school presentations and science projects

Relevance for Ages 11–15

For students aged 11–15, learning to verify climate information helps build critical thinking and responsible online behavior at a time when they are forming independent opinions and engaging more with digital media. It also equips them to support their families by identifying trustworthy sources and correcting common misconceptions about climate change.

- Many students are already exposed to climate discussions through media and school
- At this age, they can learn to identify bias, ask critical questions, and advocate for evidence-based perspectives
- Builds strong research and communication skills





Cultural/Local Adaptation

To ensure relevance, teachers can adapt examples to include local climate issues (like heatwaves, floods, or wildfires) and reference trusted national sources such as meteorological institutes or environmental agencies. Using region-specific myths or misinformation also helps students connect the lesson to real situations they and their families encounter.

- Refer to national meteorological institutes or climate education campaigns
- Use examples of local climate-related misinformation (e.g., myths about local weather patterns or “eco” products)
- Highlight country-specific impacts of climate change (e.g., droughts, floods, biodiversity loss)

B. Pedagogical Tools (for Teachers)

Suggested Methods

Lateral Reading Challenge: Students are given an article or post and must search for external confirmation or contradiction using trusted sources.

- Give students a social media post or article with a questionable climate claim (e.g., “Volcanoes cause more CO₂ than humans”).
- Students must open a new tab and search for reliable sources to confirm or debunk the claim.

Peer Explainer: In pairs, one student researches a climate topic using verified sources and teaches the other.

- One student researches a specific topic (such as “What is the greenhouse effect?”) using verified sources.
- Then, they explain it to a classmate in simple terms, encouraging questions and discussion.





Classroom Activities

Real vs. Rumour Debate: Present the class with a mix of real and misleading climate claims. Groups take turns defending or debunking statements based on research.

Climate Mythbusters: Teams choose a common myth (e.g., “CO2 isn’t dangerous because it’s natural”) and create a fact-based refutation with sources.

Website Comparison: Students compare two sites (e.g., NASA vs. a blog) on credibility, design, and depth. Results are shared in class.

Student-Created Tools

Verified Source List: Class collaboratively builds a “Top 10 Reliable Climate Info Sites” list to use and share at home.

Myth-Fact Infographic: Students create posters or digital visuals that bust popular myths using evidence.

Family Climate Q&A Sheet: Students prepare a short FAQ-style page with 3 common climate questions and verified answers to share with parents.

Assessment Ideas

Source Evaluation Form: Students fill out a form for one site they explored, rating its trustworthiness and explaining their reasoning.

Teach-the-Family Task: Students must explain one climate fact or myth correction to a family member and report back how it went.

Mini-Quiz: Short quiz with real and fake climate statements – students must identify the fake and give a brief explanation.





Session 4: Protecting Personal Data

A. Theoretical Content (for Teachers)

As young people increasingly engage in digital spaces, understanding how to protect personal data is essential for safeguarding privacy, preventing identity theft, and maintaining a safe online presence. This session equips teachers to explain key principles of personal data protection, including managing privacy settings, identifying data breaches, recognising safe communication practices, and controlling cookies and app permissions.

Key Concepts

What is Personal Data?

Personal data includes information that can identify an individual directly or indirectly, such as names, addresses, photos, location data, and login credentials.

Privacy Settings

Most social media and messaging platforms allow users to control who can see their posts, contact them, or view their profile.

Students should regularly check and update these settings and choose “friends only” or “private” instead of “public”.

Avoiding Data Breaches

Avoiding data breaches means using strong, unique passwords for each account and being cautious about sharing personal information online, especially on public Wi-Fi or unfamiliar websites. It also involves regularly updating software and avoiding links or attachments from unknown sources.

- Use strong, unique passwords for each account.
- Avoid reusing credentials.
- Be cautious about sharing information on unsecured websites or public Wi-Fi networks.





Safe Online Communication

Safe online communication means sharing personal information only with trusted people and using secure platforms with strong privacy settings. It also involves being cautious with unknown contacts and avoiding the exchange of sensitive data like passwords or ID numbers through unencrypted messages.

- Avoid oversharing personal information in public forums or group chats.
- Never send sensitive information (e.g. ID numbers, passwords) via email or unencrypted apps.
- Be wary of strangers asking for personal details online.

Managing Cookies and Permissions

Managing cookies and permissions means reviewing what data websites and apps collect about you, and adjusting settings to limit unnecessary tracking. Students should learn to reject non-essential cookies and disable app permissions that are not needed for the app to function properly.

- Cookies track user behaviour and preferences. Students should know how to review and adjust cookie settings.
- Review app permissions: Does a flashlight app really need access to contacts?
- Use browser settings or pop-ups to reject unnecessary tracking cookies.

Real-Life Applications

In real life, students can apply what they learn by helping family members adjust privacy settings on social media or reviewing app permissions on shared devices. They can also explain why it is risky to click on suspicious links or overshare personal details online. By practicing these habits themselves, students become role models for safe digital behavior at home.

- Adjusting social media privacy settings for family members.
- Explaining to a parent why an app shouldn't have access to their photos.
- Helping a sibling recognise a suspicious link asking for login details.
- Reviewing cookie permissions when visiting a website on the family laptop.





Relevance for Ages 11–15

For ages 11–15, this topic is highly relevant as students begin creating social media profiles, using apps, and managing their own online accounts. Learning how to protect personal data at this stage helps them build safe digital habits early and avoid common privacy risks. It also empowers them to support their peers and family members who may be less aware of online safety practices.

- At this age, students begin managing their own online identities.
- They can proactively protect their information and teach others to do the same.
- Builds digital responsibility and awareness early in life.

Cultural/Local Adaptation

For cultural and local adaptation, teachers can reference national data protection laws like the GDPR (GDPR, 2016) in Europe or local digital safety campaigns to make the topic more relatable. Using examples of widely used regional apps, platforms, or real-life data breach cases helps students connect the lesson to their daily digital experiences.

- Use local data protection regulations or awareness campaigns (e.g., GDPR in Europe).
- Refer to common apps/platforms used in your country.
- Use local examples of data misuse or breaches to drive the message home.

B. Pedagogical Tools (for Teachers)

Suggested Methods

Digital Footprint Mapping: Students list all the digital services they use and what data each one collects. Then they reflect on what could happen if this data was made public.

Peer Audit: Students pair up and review each other's privacy settings on a chosen platform (e.g., Instagram, TikTok) and suggest improvements.





Classroom Activities

App Permissions Quiz: Show screenshots of common apps requesting permissions. Students guess which ones are necessary and which ones are excessive.

Cookie Banner Walkthrough: Explore a real website's cookie settings and discuss what each option means. Let students practice accepting only essential cookies.

Data Dangers Role-play: One student acts as someone oversharing online, and the others identify what personal details are being exposed and the risks involved.

Student-Created Tools

Family Privacy Guide: Students prepare a one-page guide with five tips for parents on how to protect personal data online.

Safe Communication Poster: Design a poster showing “Do’s and Don’ts” for chatting safely online.

Permission Tracker Worksheet: Students log what permissions each of their apps has and reflect on what’s really necessary.

Assessment Ideas

Scenario Analysis: Students are given a situation (e.g., receiving a suspicious email asking for location) and must explain what action they would take.

Explain It Back: In pairs, one student teaches another how to turn off location tracking on a phone or browser.

Digital Privacy Checklist: Students complete a checklist of key safety practices and report on which ones they already use and which they will adopt.





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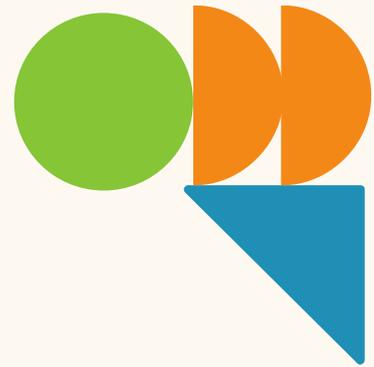
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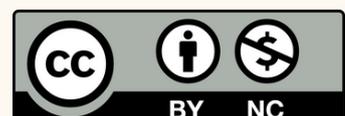
MODULE 3: RESPONSIBLE SOCIAL MEDIA FOR PROFESSIONAL ACTIVITIES

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Module Overview

Introduction: Digital Creativity as a Tool for Teaching Responsibility

In today's fast-evolving digital landscape, where young people spend a significant portion of their time consuming online content, the ability to critically engage with and create digital media is a vital skill. Social media is no longer just a platform for entertainment—it is a tool for communication, education, self-expression, and even activism. As educators, we are entrusted with the essential task of equipping students not only with digital competencies but also with a sense of responsibility and ethical awareness.

This part of the DigiCompBook," is designed as Module 3, containing 4 Sessions of the broader DigiGap curriculum. It provides teachers with a structured, pedagogically grounded pathway to teach students aged 11–15 how to create digital content that is both engaging and responsible. The goal is to empower students to become peer educators—teaching their parents and others in their community how to use digital media meaningfully and safely.

The focus of this session is on creating basic digital content—videos, posters, and images—using free or simple tools accessible to all. However, it goes far beyond technical skills. It embeds digital creation within a framework of social responsibility, local cultural adaptation, and practical pedagogy.

Key Concepts Covered

- Visual literacy and digital storytelling
- Audience analysis for content creation
- Safe and ethical media sharing
- Free tools for video, poster, and image creation
- Peer learning and active teaching strategies



Real-Life Applications

- Students create posters to raise awareness on digital safety
- Short videos explaining digital etiquette to parents
- Infographics on social media dos and don'ts, shared in parent meetings
- Class-run “Digital Media Days” where students train adults

Why This Is Relevant for Parents of 11–15-Year-Olds

Young teens are often the digital pioneers in their homes. They explore platforms like TikTok, YouTube, and Instagram before their parents fully understand them. This project reverses the traditional flow of knowledge by preparing students to teach their parents about responsible media use, bridging generational gaps and promoting family dialogue on digital behavior.

Pedagogical Tools and Strategies

To help educators implement the session effectively, we include:

- Step-by-step guides for digital content creation
- Suggested classroom activities including group work and peer-teaching
- Printable student checklists and visual content planning sheets
- Rubrics and peer-assessment ideas to track student readiness
- Tips for culturally relevant adaptation depending on students’ backgrounds

By the end of this session, teachers will not only be able to guide students in creating digital content but also assess whether those students are ready to take on the role of digital educators in their own families. In the pages that follow, each chapter will walk you through a specific skill set or strategy, anchored in practical classroom examples and aligned with the DigiComp framework. Let’s begin this digital journey together—one video, poster, and image at a time.

Target Group

Teachers training students (ages 11–15) to become digital educators for their families.

Sessions Overview:

Session 1: Creating Engaging Digital Content – Basics of producing videos, posters, images with simple tools.

Session 2: Basic Social Media Management – Account setup, posting schedules, engagement strategies, etiquette, audience building.

Session 3: Promoting and Selling Online – Strategies tailored to rural and family businesses (selling honey, vegetables, crafts, promoting services).

Session 4: Leveraging AI for Enhanced Productivity – Introduction to AI tools for content generation, promoting products and selling online

Target Group

Teachers training students (ages 11–15) to become digital educators for their families.



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Session 1: Creating Engaging Digital Content

Poster Creation

Why Digital Content Matters – Teaching the Art of Poster Creation

In the digital age, every business needs visibility—even a small family farm or a rural beekeeping business. Many families rely on local markets or word-of-mouth to promote their produce. But today’s generation of students, even as young as 11 or 12, can play a transformative role in helping their families grow through digital skills. This chapter walks teachers through a practical, accessible way to teach digital content creation with a real-world impact: designing a digital poster to promote a family’s rural business, such as a small vegetable farm, dairy producer, or honey-making operation. The method is simple, powerful, and helps students feel connected to both technology and their family’s livelihood.

Why Start with Posters?

Posters are an ideal introduction to visual storytelling. Unlike video, they require fewer tools and less editing skill, making them the perfect first step in digital content creation. When used to promote a family farm or rural shop, posters can:

- Advertise weekly markets or product availability
- Showcase local, handmade or organic products
- Encourage community support for local agriculture

Practical Example: A Beekeeping Student’s Poster

Imagine Ana, a 13-year-old student whose parents run a small beekeeping business. Every summer, they sell jars of local honey at the weekly village market. Ana wants to create a poster to promote their honey online and in the local school. You’ll learn how to guide Ana—and your own students— through the full process using Canva.





Visual Guide: Poster Example Layout



Caption: "A sample student-made poster promoting local honey using Canva. Clean design, clear headline, one strong image, and key information."

(You can create this poster live or use Canva's templates to build your version.)





Step-by-Step: Creating a Poster to Promote a Rural Business

Step 1: Log into Canva and Choose a Poster Format

Visit www.canva.com and log in. On the home screen, search “Poster” and select a Portrait Poster Template.

Tip for Teachers: Use your projector or screen-sharing tool to walk students through the interface during the first class. Familiarity will reduce hesitation.

Step 2: Define the Poster’s Purpose with the Student

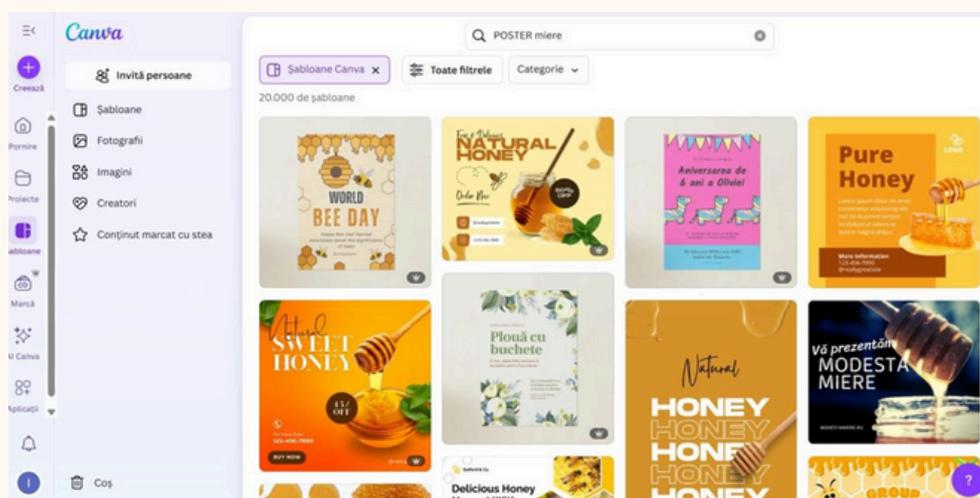
Before starting any design, Ana must understand her goal. Ask guiding questions:

- What product or service are you promoting?
- What should people know?
- Where will this poster be displayed?

In Ana’s case, the poster’s message could be: “Buy Local Honey from Ana’s Bees – 100% Natural, Made in Our Village.”

Step 3: Choose a Template That Fits the Message

Ana scrolls through Canva’s poster templates and chooses a clean, nature-themed one with a large central image box. She deletes unnecessary elements and prepares to insert her own photo.





Step-by-Step: Creating a Poster to Promote a Rural Business

Step 4: Add the Main Image

Ana uploads a photo her parents took of honey jars on a wooden table, surrounded by beeswax candles and fresh flowers. It sets the tone: rustic, local, high-quality. If no personal photos are available, Canva offers free photos. Ana searches “honey jars” in the “Photos” tab and finds a suitable match.

Tip: Remind students to avoid overcrowding the design. One strong image is often enough.

Step 5: Write a Headline and Subtext

Ana types her headline in a bold serif font: “Sweet From the Hive – Ana’s Local Honey” Below it, she adds:

“Available at the Village Market – Saturdays from 8 AM to 12 PM” This gives her audience both emotion and information.

Encourage students to focus on:

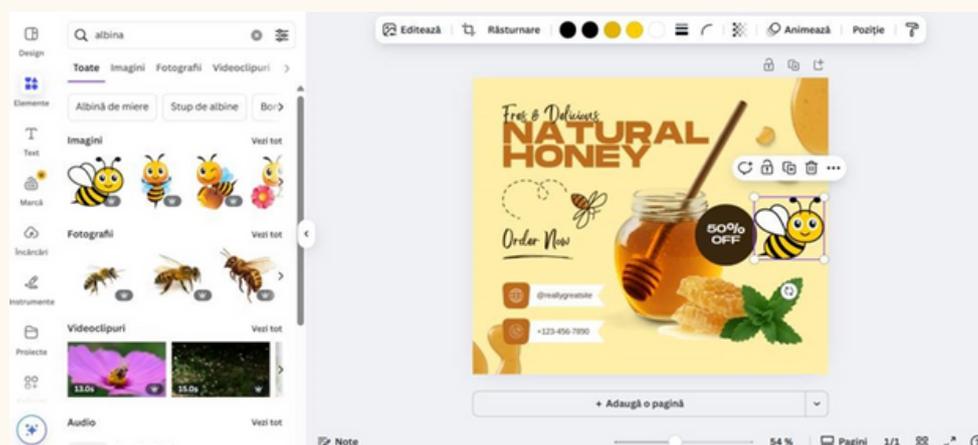
- A short, catchy title
- Essential details (time, place, contact)
- A clear call to action (“Come visit!”, “Try a free sample!”)

Step 6: Add Design Elements

Ana wants to make her poster feel warm and organic. She uses:

- A honeycomb pattern as a background (opacity 20%)
- A bee icon from Canva’s “Elements”

A golden-yellow and white color scheme





Step-by-Step: Creating a Poster to Promote a Rural Business

Step 7: Finalize and Save the Poster After reviewing the layout, Ana:

- Shares the poster with her teacher for feedback
- Makes small adjustments (enlarging the title, reducing text clutter)
- Downloads it as a PNG for social media and as a PDF for printing

Her poster is now ready to be shared on her family’s Facebook page, the school’s notice board, and the community bulletin board at the town hall.

Teacher’s Role in the Process

You, as the teacher, don’t need to be a design expert. Your strength lies in:

- Helping students define their messages
- Guiding their use of digital tools
- Encouraging critical reflection: “What are you trying to say, and why will someone care?” Use class time to:
 - Showcase 2–3 poster examples from local businesses
 - Conduct brainstorming sessions in small groups
 - Offer structured feedback using peer review sheets

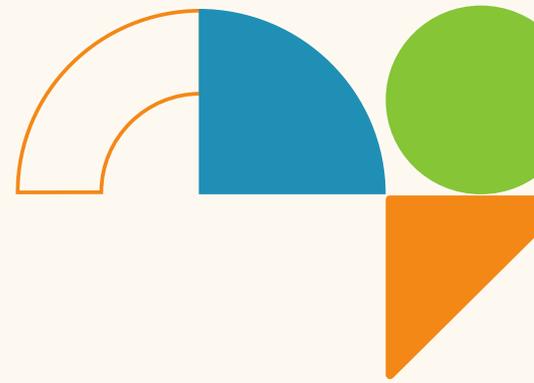
Assessment Suggestions

Category	Excellent	Satisfactory	Needs work
<i>Headline Clarity</i>			
<i>Design and Layout</i>			
<i>Relevance to Audience</i>			
<i>Creativity</i>			

Additionally, ask students to write a 5–6 sentence reflection:

“How can this poster help my family or community? What did I learn while creating it?”





Adapting Locally: Rural Relevance

This activity is especially relevant in rural schools. It empowers students to take pride in their family’s work, share stories rooted in their communities, and bring digital literacy into homes where it may be limited.

Students can promote:

- Organic vegetables
- Handmade cheese or bread
- Horse riding lessons
- Goat milk soaps
- Homegrown herbal teas

And do so while learning real-world digital communication skills.

Wrap-Up

Creating a poster may seem simple, but it builds foundational skills in:

- Visual communication
- Content planning
- Digital tool literacy
- Marketing thinking
- Community engagement

For students like Ana, it’s more than a class project—it’s a way to support her family’s future. And for you as a teacher, this is how digital education becomes both practical and personal.

Classroom activities

1. Visual Brainstorm Carousel – “From Farm to Poster”

Type: Collaborative Group Activity

Purpose: To help students generate relevant content ideas and visual elements for their poster, based on their family’s rural business.

Duration: 25–30 minutes

When to Use: Before poster creation (after Step 2: Define the Poster’s Purpose)





Classroom activities

How It Works:

Preparation:

Set up four large sheets of paper around the room, each labeled:

- Product Highlights
- Visual Inspiration (colors, patterns, photos)
- Target Audience (who will see this poster?)
- Call-to-Action Ideas (what do we want people to do?)

Activity:

- o Divide students into small groups (3–4 per group).
- o Each group spends 5–6 minutes at a station brainstorming and jotting ideas.
- o After each rotation, groups move to the next station, building on the previous group's ideas.

Wrap-Up:

After the carousel, each student uses the collected ideas to complete a simple “Poster Plan” worksheet:

- My product is: _____
- My main image will be: _____
- My audience is: _____
- My call-to-action: _____

Why It Works:

This method activates creativity and collaboration while guiding students through the real decisions behind digital design. It also scaffolds individual work with group inspiration and helps shy students participate in a low-pressure way.





Classroom activities

2. Peer Review Gallery Walk – “Feedback for Improvement”

Type: Peer Feedback Activity

Purpose: To teach students how to critically analyze digital content and give/receive constructive feedback.

Duration: 30–40 minutes

When to Use: After posters are completed but before final submission (after Step 7: Finalize and Save)

How It Works:

Set Up:

Students display their posters on desks or project them digitally.

Provide each student with 2 sticky notes and a Feedback Checklist, including:

- Is the headline clear and engaging?
- Are the images appropriate and high quality?
- Can you tell what the poster is promoting?
- Is there a clear call to action?

Activity:

- Students walk around the room in pairs or small groups, reviewing at least 3 posters.
- They use sticky notes to leave one positive comment and one suggestion for improvement on each poster.
- Optional: Students write down one poster idea they found inspiring to build digital peer appreciation.

Wrap-Up:

- o Give students time to read their feedback and revise their poster accordingly.
- o Have a short reflective discussion: “What feedback helped you most? What will you change?”

Why It Works:

Students learn to look at digital content through a design and audience lens, not just a personal one. The feedback process builds critical thinking, empathy, and presentation skills—all essential for digital communication.





Promotional Video Creation

Creating Simple Promotional Videos with Your Phone

In a world where video content dominates social media, learning how to create a basic video is an essential skill for young digital creators. For students aged 11 to 15 helping promote their family’s rural business—whether it’s a farm, a farm shop, or an apiary—videos offer a lively and personal way to tell their story and connect with customers.

This chapter will walk you through how to teach your students to produce a simple, engaging video using just a smartphone and free editing tools. You will gain step-by-step instructions to guide your students from planning through filming to sharing their video content responsibly and creatively.

Why Videos Matter for Rural Family Businesses

Videos bring products and processes to life in a way that still images can’t. Imagine a student showing how honey is harvested or how fresh vegetables are picked and prepared for sale. This builds trust and interest in local customers, encouraging them to support their community’s businesses. Moreover, video creation develops students’ storytelling, technical, and critical thinking skills— helping them become confident digital citizens who can create meaningful content.

Step-by-Step: Creating a Video to Promote a Rural Business

Step 1: Planning the Video – Storytelling Comes First

Before picking up the phone, have students plan their video’s message and structure. Ask:

- What story will the video tell? (e.g., “A Day in the Life of Our Family Farm” or “How We Harvest Honey”)
- Who is the audience? (local customers, family friends, school community)
- What is the main message or call to action? (e.g., “Visit our farm shop this weekend!”)





Step 2: Shooting the Video with a Smartphone

Most smartphones have good-quality cameras and simple video functions. Teach students basic filming tips:

- Hold the phone steady or use a tripod if possible.
- Shoot in good daylight for clear, bright images.
- Film short clips (5–10 seconds) to keep it manageable.
- Record natural sound or add a voiceover later.
- Capture different angles and close-ups to make the video interesting.

**If filming bees at the apiary, remind students to be safe and respectful of the animals.*

Step 3: Editing Basics Using Free Mobile Apps

Several free apps let students edit videos easily. Examples include InShot, CapCut, or Adobe Premiere Rush (which have simple interfaces for beginners).

Guide students through:

- Importing their clips.
- Cutting or trimming unwanted parts.
- Arranging clips in the planned order.
- Adding simple transitions like fades.
- Inserting text overlays for titles or key points.
- Adding background music from free app libraries (ensure copyright-free).

For example, Luca adds text “Fresh from Our Farm” on the introduction clip and a soft background tune to make the video engaging.

Watch this basic tutorial for InShot - <https://www.youtube.com/watch?v=Zu9wl6QHZEg> (Use automatic translation in your language by clicking on Settings – Subtitles – Automatic translation – Choose your language)

Step 4: Adding a Call to Action and Responsible Sharing

Teach students to finish videos with a clear call to action, such as:

- “Visit us at the village market this Saturday!”
- “Follow our farm on Facebook for updates.” Discuss responsible sharing:
- Respect privacy—avoid filming people without permission.
- Avoid sharing personal information.
- Check that all content is appropriate and positive.





Step 5: Saving and Sharing the Video

Show how to export the final video in a format suitable for social media (usually MP4). Explain how students can upload videos safely to platforms like Instagram, Facebook, or YouTube, or send videos to family and community groups via messaging apps.

Encourage parents to be involved in reviewing content before public sharing.

Teaching Tips for Success

- Demonstrate the entire filming and editing process in class with a sample video.
- Assign students to work in pairs or small groups to encourage collaboration.
- Use peer feedback sessions to help improve video storytelling and technical quality.
- Celebrate students' work by creating a "Digital Farm Stories" playlist or class exhibition.

Adapting Locally: Rural Relevance

Video stories about family farms, bee-keeping, or local markets strengthen community identity. Students can highlight traditional practices, seasonal changes, or unique farm products, preserving local knowledge while practicing modern skills.

Classroom activities

1. Storyboard Sprint – “Plan Before You Film”

Type: Creative Pre-Production Activity

Purpose: To help students map out their video's visual and narrative structure before filming.

Duration: 30–40 minutes

When to Use: After Step 1 – Planning the Video





Classroom activities

How It Works:

A. Introduce the Concept:

- Show an example storyboard (you can draw one on the board or use printable templates).
- Explain that each box represents one shot or scene in their video, and under each box they write the action or dialogue.

B. Distribute a Simple 6-Frame Storyboard Template:

Students sketch or describe each scene:

1. Introduction (e.g., "Hi, I'm Luca...")
2. A product or process shot
3. A family member working
4. A close-up of produce or goods
5. A happy customer or setting
6. Final message and call to action

C. Peer Review (Optional):

Have students exchange storyboards and give feedback on clarity and sequence.

D. Bonus Variation:

For students less comfortable drawing, allow them to use printed icons or magazine cutouts to plan their visuals.

Why It Works:

Storyboarding encourages students to think visually and sequentially. It also reduces filming errors and saves time during shooting. It's especially helpful for students who are new to planning creative content.





Classroom activities

2. "Edit Like an Influencer" Lab – Guided Editing Workshop

Type: Hands-On Digital Skill-Building Activity

Purpose: To teach basic editing through a structured, teacher-led demonstration followed by student practice.

Duration: 45–60 minutes

When to Use: During or after Step 3 – Editing Basics Using Free Mobile Apps

How It Works:

A. Teacher Demonstration (10–15 minutes):

–Connect your phone to a projector or use screen-sharing software.

–Open a free app like InShot or CapCut.

–Use a few short pre-recorded clips and demonstrate:

- Trimming and arranging clips
- Adding text (e.g., “Our Farm in Spring”)
- Inserting music or transitions
- Exporting the final video

B. Student Practice Time (30–40 minutes):

Students open their own editing apps and follow along using their footage.

Provide a printed or digital checklist with editing tasks:

- Cut unwanted parts
- Add a title text
- Insert music
- Add a transition between clips
- Export to MP4

C. Peer Tech Support Teams:

Pair students so they can help each other if someone gets stuck using the app.

Why It Works:

Students learn by doing. Seeing the steps modeled reduces fear or confusion around editing. It also gives them a framework to apply creativity while learning technical tools.





Assessment Ideas

Evaluate videos based on:

- Clarity of the story and message.
- Visual and audio quality.
- Creativity in editing and presentation.
- Use of digital tools to enhance content.

Have students write a short reflection:

“What was the most challenging part of making my video? How can these skills help my family business?”

Session 2: Basic Social Media Management

Setting Up Professional Social Media Accounts for Family Promotion

In today’s digital world, young people aged 11 to 15 can play a powerful role in helping their families promote local agricultural or rural businesses online. Whether it’s showcasing fresh vegetables, farmfresh eggs, homemade honey, or traditional crafts, setting up and managing professional social media accounts gives students a chance to become digital ambassadors for their communities.

This chapter equips teachers with the knowledge and tools to guide students in setting up social media profiles responsibly, choosing the right platforms, and preparing them to post content that is both attractive and appropriate for a public audience. Special focus is given to platforms popular with youth and audiences, such as TikTok, Instagram, and Facebook, showing how to use them effectively while promoting local family-run businesses.

Why Social Media Accounts Matter for Local Businesses

Most customers today turn to social media before visiting a local farm shop or buying handmade products. A well-maintained account helps rural businesses:

- Build trust and a recognizable brand identity
- Reach a wider audience beyond their town or village
- Keep customers informed about products and events
- Showcase authenticity and local traditions visually

For example, 13-year-old Luca helps his grandfather’s beekeeping business by posting short videos of honey jars being filled or bees flying around hives. By using TikTok Reels and Instagram Stories, he attracts new customers and boosts weekend sales at their local market.





Setting-up an account on Social Media

Step 1: Choosing the Right Platform for the Business

Help students understand that each social media platform has its strengths:

Platform	Best For	Audience
TikTok	Short videos, behind-the-scenes content	Youth and young adults
Instagram	Photos, Stories, Reels, business updates	Young to middle-aged users
Facebook	Community interaction, local events	Adults, families, elders

Encourage students to pick 1–2 platforms that best match their family's target audience. For example:

- A vegetable farm might use Instagram to showcase seasonal produce and Facebook to connect with local buyers.
- A traditional jam-maker could use TikTok to show fun, fast “jam recipes” and “how it’s made” content.

Teaching Tip

Use classroom discussions to help students map out who their family’s customers are—young adults, grandparents, tourists? This will help them select platforms with purpose.

Step 2: Creating a Professional Account Step-by-Step

Once the platform is chosen, walk students through how to set up an account specifically for business use, not personal use.

Step-by-Step TikTok Account creation: <https://www.youtube.com/watch?v=t7sASYbBEAk> (Use automatic translation in your language by clicking on Settings – Subtitles – Automatic translation – Choose your language)

Step-by-Step How to use TikTok: <https://www.youtube.com/watch?v=Vpcest4DeqU> (Use automatic translation in your language by clicking on Settings – Subtitles – Automatic translation – Choose your language)





Step-by-Step Facebook page creation: <https://www.youtube.com/watch?v=3-ExhqRdDZU> (Use automatic translation in your language by clicking on Settings – Subtitles – Automatic translation – Choose your language)

Step-by-Step How to use Facebook: <https://www.youtube.com/watch?v=amhjrRHqKqE> (Use automatic translation in your language by clicking on Settings – Subtitles – Automatic translation – Choose your language)

Step-by-Step Instagram account creation: <https://www.youtube.com/watch?v=s-RHhmWmhWg> (Use automatic translation in your language by clicking on Settings – Subtitles – Automatic translation – Choose your language)

Step-by-Step How to use Instagram: <https://www.youtube.com/watch?v=j4nBDjsyGZO> (Use automatic translation in your language by clicking on Settings – Subtitles – Automatic translation – Choose your language)

Step 3: Link Instagram to Facebook (Optional — Ask an Adult)

You can connect the Instagram account to the Facebook Page by:

1. Opening the Instagram app.
2. Go to Settings → Account → Sharing to Other Apps → Facebook.
3. Log in and select the Facebook Page you created.

This step is optional. It helps with cross-posting, but younger students can still manage fine without this feature at first.

Visual Consistency: Simple Branding for Kids

Instead of heavy “brand strategy,” just guide students to keep their visuals consistent:

Element	What to Do
Same profile picture	Use the same icon/photo on both accounts
Same name	Keep the business name the same everywhere
Same colors	Use 2-3 colors (e.g., green + yellow for a farm)
Same slogan or message	Short and friendly bio: “Sweet jam, made by grandma”





Step 4: Planning Your Brand Look and Voice

Before students post, help them develop a strong visual identity and tone for the family business's page:

- Colors: Earth tones for farms, pastels for handmade soaps, vibrant colors for fresh fruit.
- Fonts: Simple and readable – no fancy cursive that's hard to read.
- Voice: Warm and friendly? Rustic and local? Fun and modern?

Let students brainstorm:

- What emotions should our page create? (Trust, nostalgia, excitement?)
- What kind of photos or videos will we post?
- What stories will we tell? (A day in the life on the farm, how bees make honey, how grandma makes jam?)

Activity Idea

Have students create a mood board (digital or paper) with colors, images, and sample captions for their brand.

Teaching Tips for Effective Learning

- Use real-life examples: Show examples of small rural businesses using TikTok or Instagram well (e.g., Romanian farmers or artisans).
- Create dummy accounts: Use classroom-only test accounts for students to practice without posting publicly.
- Invite guest speakers: A local beekeeper or young entrepreneur who uses social media to promote their business can offer a relatable model.

Classroom Activities

1. "Build Your Business Profile" Workshop

Type: Step-by-step guided activity

Purpose: Help students create a basic but professional business page on TikTok or Instagram.

Duration: 60 minutes

When to Use: During Step 1 and Step 2





Steps:

1. Students choose their family business.
2. With guidance, they:
 - Pick a name and write a short bio
 - Upload a suitable profile picture
 - Set up a business account and choose a category
3. Brainstorm and write 3 post ideas and 2 hashtags that match their audience.

Why It Works: This builds foundational skills while connecting directly to students' family life and interests.

2. “Bio Builder Challenge” – Writing with Purpose Under 80 Characters

Type: Creative Writing + Communication Clarity Activity

Purpose: To help students craft short, meaningful bios that introduce their family business clearly and with personality.

Duration: 25–35 minutes

When to Use: During Step 2 (Creating a Professional Account)

How It Works:

Introduction:

Explain that bios are often the first thing people read on a business profile. A good bio is short, clear, and friendly—and helps customers know what the business is about in 1–2 seconds.

Show examples of great bios from real rural businesses (e.g., “ Local honey from the hills of Alba. Message us to order!”)

Run the Bio Builder Challenge:

Students brainstorm and write:

- 2 short bio options (max 80 characters) for their family business
- Use emojis, keywords, and tone that reflect their identity (e.g., rustic, modern, playful)

Peer Review (in pairs):

Students swap bios and ask each other:

- Is it clear what the business sells?
- Does the tone match the brand?

Would you follow this account based on the bio?





Class Share:

Ask for 3–5 volunteers to read theirs aloud. Give light peer feedback.

Transition to Profile Setup:

Students use their chosen bio in their actual account setup (Instagram or TikTok) and continue to build the profile.

Why It Works:

This activity builds digital communication skills and confidence. It teaches students how to be concise, creative, and audience-aware—skills that carry over into caption writing, post design, and online professionalism.

Assessment Ideas

Students can be evaluated on:

- Clarity and consistency of account branding
- Appropriateness of platform and content ideas
- Originality of bio, name, and concept
- Ability to reflect on why they chose certain elements (colors, tone, platform)

Ask reflective questions:

- “Why did you choose TikTok instead of Instagram?”
- “How does your profile show what makes your family’s business unique?”

Local and Cultural Relevance Encourage students to showcase:

- Traditional foods or crafts unique to their village
- Local language hashtags (e.g., #mierelocală, #brânzăturică)
- Seasonal posts around local festivals or markets
- Background music in videos using Local folk instruments or modern local artists (on TikTok Reels)

This creates pride in local identity and increases engagement from people nearby.





Building a Simple Social Media plan and Schedule

Building a Simple Social Media Plan for a Rural Business

By now, your students have learned to create powerful posters, videos, and flyers—each a piece of digital content with real-world applications. But how do we ensure that this content is used effectively and consistently to support a rural family business, such as a farm, apiculture enterprise, or local produce shop?

In this chapter, we will teach students how to build a basic social media plan—a weekly schedule for sharing their content thoughtfully and responsibly. You will guide them in identifying the right platforms (e.g., Facebook or Instagram), choosing the best times to post, and matching the right type of content with their family’s business goals.

This exercise not only builds planning and organization skills but also teaches consistency—an essential part of any professional digital communication strategy.

Why a Social Media Plan?

Rural businesses often struggle with one-time content bursts—posting several things at once, then nothing for weeks. This makes followers lose interest or miss out on updates. A weekly plan helps students understand how to keep their audience engaged without feeling overwhelmed.

It also introduces a sense of rhythm: just as farms follow a seasonal calendar, social media can follow a content calendar.

Real-Life Scenario: A Honey Farm with Seasonal Offers

Let’s say a student’s family runs a bee farm that produces honey, candles, and beeswax soap. During summer, they want to promote farm visits, and in autumn they’ll offer bundled products at a local fair.

The social media plan might include:

- A Monday post: “Meet the Bees” video
- A Wednesday story: Behind-the-scenes image of bottling honey
- A Friday poster: Weekend farm tour invitation





Step 1: Identify the Platforms

Start by discussing where the family’s audience spends time. In rural or intergenerational contexts, the most useful platforms are:

- Facebook – great for adults and families
- Instagram – useful for visual content (photos, posters, short videos)
- TikTok (optional) – only if students are skilled and parents are comfortable

Ask students to reflect:

“What platform does your family already use, or where do they follow others?”

For this course, we’ll focus on Facebook and Instagram.

Step 2: Inventory the Content

Have students make a list of what content they already have, such as:

- Posters made in Canva
- A short video tour of the farm
- Photos of animals, fields, or products
- Written captions or product descriptions
- Flyers or event announcements

Let them organize this into categories:

<i>Content Type</i>	Description	Media Format
Educational	“How bees make honey”	Video
Promotional	“Weekend honey tasting event”	Poster
Behind-the-Scenes	“Making beeswax soap”	Image + Caption

Teacher Tip

Use this activity to reinforce file organization. Have students create folders named “Images,” “Videos,” “Posters” to keep materials ready for publishing.

Step 3: Create a Weekly Schedule

Introduce a simple content calendar format, such as:

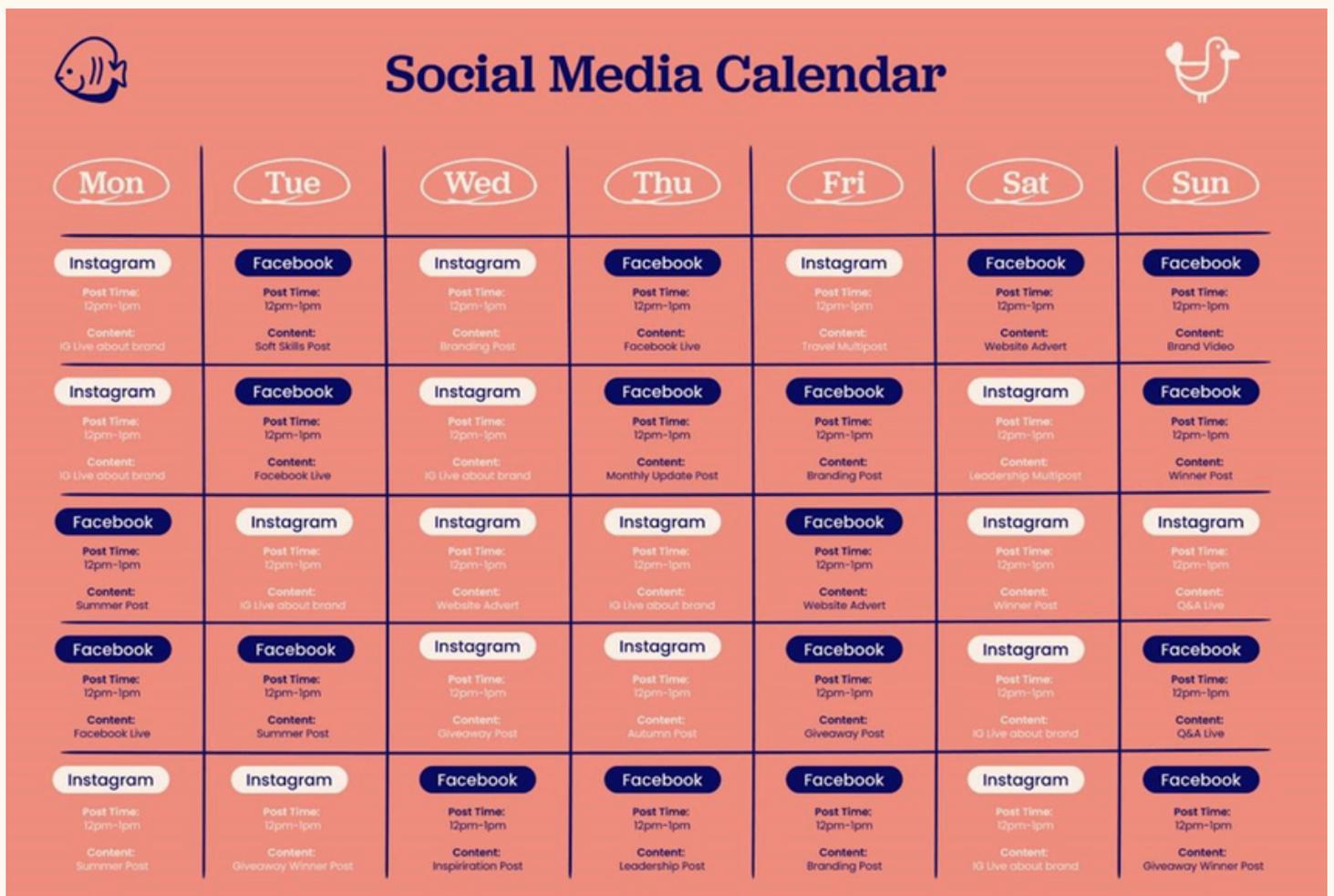




Day	Content Type	Platform	Goal
Monday	Behind-the-Scenes	Facebook	Build personal connection
Wednesday	Educational	Instagram	Teach & inspire sharing
Friday	Promotional	Both	Drive attendance/sales

Let students fill this in based on their family’s business needs.

Example – Simple Social Media Calendar



You can also use free templates from Canva or Google Sheets to create a reusable calendar.





Step 4: Write Captions and Hashtags

Teach students that a good post isn't just a photo—it's a story. Ask them to write 2–3 sentences for each post that:

- Describe what's happening
- Explain why it matters
- Invite the reader to act (e.g., “Visit us this Saturday!”)

Then, add 3–5 hashtags such as:

- #LocalHoney
- #VisitOurFarm
- #BeeFriendly
- #RomaniaAgriculture
- #SupportSmallFarms

Practice: Have students choose one image and write a short caption and hashtags. Do this together in class with peer feedback.

Step 5: Schedule the Posts (Optional)

If families already use Facebook Pages, show students how to schedule posts using Meta Business Suite. This tool allows them to:

- Set the date/time for posts
- Write captions
- Upload photos or videos

If not, teach students to prepare everything in advance and post manually with their parents' help.

Important: Remind students that they should not post alone if they are under 13 or without parental consent. This part of the project should always involve adult guidance.

Step 6: Growing Followers and Building a Local Community

Followers don't just appear—students need to make their digital presence known in ways that are active, local, and respectful. Especially for rural businesses, the local online community (neighbours, nearby villages, local markets) is the most powerful first audience.

Here's how your students can gain followers and help their family business become recognizable and relevant in the local digital landscape:





A. Join Local Facebook or WhatsApp Groups

Many rural areas have online spaces like:

- “Sibiu Homemade Goods”
- “Romanian Farm Products”
- “Buy & Sell Local – Alba County”
- WhatsApp groups for school, village events, or festivals

Encourage students to:

- Share 1–2 meaningful posts per week: photos, updates, or special offers
- Respond to comments and thank people in the group

Example Post:

“Hello! I’m Ana and I help my grandma with her jam business in [Village Name]. This week we have wild strawberry jars made fresh—no added sugar! Let us know if you’d like to try a jar. Thank you!”

Teacher Tip

Role-play a group post in class, then give feedback on tone, clarity, and community relevance.

B. Partner with Local Schools, Churches, or Events

Building a presence means showing up where people gather—both offline and online.

Ideas for building community presence:

- Ask the school to share a post on its Facebook page featuring student-made content
- Offer to donate your products as prizes for a church raffle or school event
- Post photos from the stand at the local market and tag the event page

Bonus Task: Create a mini “Media Kit” in class: 3 photos, a short bio, and a message students can send when asking to be featured on someone’s page.

C. Celebrate Milestones and Show Gratitude

Followers are more likely to stay when they feel seen and appreciated.

Teach students to:

- Thank their first 50 followers in a story or post
- Celebrate local orders: “Our 10th jar of plum jam went to our neighbour, Mrs. Ioana!”
- Post customer reviews (with permission) as quotes or screenshots

Post Idea:

“Thank you to everyone who came by the stand today—your support helps my family and our bees”





Activity: Have students design a “Thank You” story using Canva, with a photo, message, and sticker/gif.

Classroom Activities

1. “The Weekly Post Planner” – Build a Social Media Calendar

Type: Strategic Planning + Time Management Activity

Purpose: To help students create a clear weekly content schedule for their family business, ensuring consistent and balanced social media activity.

Duration: 30–40 minutes

When to Use: After Step 2 and Step 3 (Content Inventory + Schedule Design)

How It Works:

Introduction:

Explain that professional social media managers always work with a plan—not just inspiration. Without a schedule, people either forget to post or post too much at once. Consistency helps customers know what to expect and keeps engagement high.

Design a Weekly Content Calendar (paper template or Google Sheets):

Students gather:

- Their list of available content (images, videos, flyers, captions)
- A blank calendar (Mon–Sun grid with “Platform,” “Content Type,” and “Goal” columns)

Students fill in:

- At least 3 posts per week (e.g., Mon/Wed/Fri)
 - The type of content (e.g., behind-the-scenes photo, educational video)
 - The platform (Facebook, Instagram, or both)
 - The goal (connect, inform, promote, etc.)
- Optional Twist – Content Mix Rule:

Challenge students to include at least one of each:

- 1 promotional post
 - 1 educational/informative post
 - 1 behind-the-scenes/personal connection post
- Discussion or Partner Share:

Students explain how their choices fit their family business.



**Example:**

“I put the product poster on Friday so people see it before the weekend market.”
“My grandma uses Facebook, so I picked that for longer updates.”

Transition to Caption Writing:

Next, students begin writing captions for their scheduled posts.

Why It Works:

This activity teaches structure and consistency—two key traits of any successful online presence. It also reinforces critical thinking by asking students to match content with goals and audiences. Students gain confidence as they see a full week of professional posts laid out clearly.

2. “Caption & Hashtag Lab” – Writing Posts That Speak

Type: Creative Writing + Digital Communication Activity

Purpose: To teach students how to write engaging captions and use hashtags effectively to promote their family business online.

Duration: 30–35 minutes

When to Use: During Step 4 (Writing Captions and Hashtags)

How It Works:**Introduction:**

Explain that a great photo gets attention, but a great caption makes people care. Captions tell the story and invite action. Hashtags help new people discover the post. Show real examples:

- Photo of a honey jar → Caption: “Fresh from today’s harvest Come taste it this Saturday!”
- Hashtags: #LocalHoney #BeeKind #VisitOurFarm

Run the Caption & Hashtag Lab:

Students choose:

- 1 image or video they’ve prepared (or use example content) Then they write:
- A 2–3 sentence caption that includes:
 - oWhat’s happening
 - oWhy it matters
 - oA call to action (e.g., “Come visit!” or “Order now!”)
- 3–5 relevant hashtags based on their business niche (e.g., #RomaniaFarms #FarmLife #NaturalProducts)





Peer Feedback:

Students pair up and give feedback using a checklist:

- Is the message clear and friendly?
- Is there a personal or cultural touch?
- Would this make someone stop and read?

Classroom Share:

Volunteers read their best caption + hashtags aloud.

Optional: Teacher votes for “Most Inviting,” “Most Creative,” or “Most Informative” caption.

Transition to Posting Prep:

Students can now match each caption to the correct day in their weekly calendar or save it in a shared document for family use.

Why It Works:

This activity strengthens writing, marketing, and empathy skills. It gives students practice turning simple descriptions into storytelling, using tone and emotion to connect with readers. The peer feedback loop builds confidence and teaches revision techniques in a low-pressure setting.

Assessment Ideas Ask students to submit:

- One week of planned posts (text + image)
- A completed content calendar
- A reflection:

“What was the hardest part of planning content? What do you want to try next time?” Provide feedback on tone, clarity, creativity, and consistency.

Reflection and Community Impact

This chapter shows that good content is not about luck or constant inspiration—it’s about planning and knowing your audience. Your students will feel empowered when they see a post they helped plan lead to real engagement: a new customer, a question from a neighbor, or a visit to the farm. And you, as the teacher, are helping them shape these digital tools into lifelong communication skills—valuable both at home and in their future careers.





Session 3: Promoting and Selling Online

In a world full of products, stories help people connect. Whether your family sells honey, grows tomatoes, or raises goats, sharing the people behind the product makes it personal—and memorable.

On social media, storytelling builds trust and gives a human face to your business. This chapter helps teachers guide students aged 11–15 to create meaningful content that shares their family’s unique journey, values, and daily work. By learning how to tell short, visual stories using photos, short text, or video, students become ambassadors for both their families and their local community.

Why Stories Matter for Rural Family Businesses

Behind every jar of honey or handmade soap is a family with a passion, tradition, or dream. When customers understand who made the product and why, they’re more likely to:

- Support the business
- Share the content
- Feel emotionally connected to the brand

For instance, 13-year-old Luca helps his grandparents promote their goat cheese. He creates Instagram Reels showing his grandmother feeding the goats and explaining how they make cheese from scratch. Stories build identity. They say, “This isn’t just a product—it’s part of who we are.”

Telling the Family Story – The “People Behind the Product”

Step 1: Choose a Story to Tell

Help students pick one “slice of life” to share. It should be simple, visual, and authentic:

- A morning routine on the farm
- How the product is made
- A family tradition or recipe
- A day at the market
- “Then and now” (how things have changed)





Tip: Stories don't have to be long. A single image with a caption can be powerful. Or a short video clip (10–20 seconds) with a voiceover or background music.

Step 2: Plan the Visual Content

Guide students to plan their story with a storyboard or quick sketch. Ask:

- What images or clips will tell this story?
- Who will be in the photos or video?
- What feeling should the viewer get? (e.g., warm, proud, playful) Example:

Luca decides to show “How Grandma Makes Cheese.” He sketches:

1. Feeding the goats
2. Heating the milk
3. Pouring the curds into molds
4. Final cheese on a plate

Step 3: Capture Photos or Record Video Encourage students to:

- Use natural light for clear images
 - Take photos from different angles (close-up, wide shot)
 - Keep hands steady (use a table or tripod for videos)
 - Ask permission before filming family members
- If video editing feels overwhelming, students can simply take 3–5 photos and post them as a carousel on Instagram or a slideshow with music on TikTok.

Tools to Try:

- Smartphone camera (easy and accessible)
- InShot or CapCut (for adding music and text to video)
- Canva (for creating story collages or slideshows)

Step 4: Add a Personal Message

A great story needs a short, heartfelt message. Help students write:

- A caption (e.g., “Three generations. One recipe.”)
- A short sentence describing what's happening
- A quote from a family member (e.g., “This is how my mother taught me to do it.”)

Encourage use of local expressions or family sayings. It adds authenticity and cultural richness.





Step 5: Share with the Right Hashtags and Platform

Guide students to choose where to post based on the story style:

- Instagram: photo stories, Reels
- TikTok: short, fun videos
- Facebook: family-oriented stories

Hashtags help others find their story. For example:

- #FamilyFarm
- #LocalHoney
- #MadeInRomania
- #BehindTheScenes

Teaching Tips for Effective Learning

- Share examples of successful storytelling posts from small businesses.
- Use short videos or real-life stories from local producers to inspire students.
- Emphasize that honesty and emotion matter more than perfection.

Allow students to present their story drafts to peers for feedback.

Classroom Activities

1. “My Family, My Story” – Storyboard & Sharing Activity

Type: Creative planning + digital storytelling

Purpose: To help students create a personal visual story that represents their family business

Duration: 60–75 minutes

When to Use: After discussing the power of storytelling and visual examples

How It Works:

1. Warm-Up Discussion (10 minutes):

- Ask: “What’s something your family does that no one else does exactly the same way?”
- Discuss how everyday routines can be meaningful stories.





2. Storyboard Planning (15 minutes):

- Students sketch or list 3–5 parts of their story.
- Include visuals and notes on what to say or write.

3. Photo/Video Capture (in class or as homework):

- Students take pictures or short clips to match their storyboard.

4. Content Creation (30 minutes):

- Use Canva, InShot, CapCut, or TikTok to put the story together.
- Add captions, text, or voiceover.

5. Peer Gallery (optional):

- Students present to the class or share in a digital gallery.

Why It Works:

It teaches planning, storytelling, and digital skills in one task while connecting students to their family heritage and local pride.

2. “Who Are We?” – Brand Identity Interview Project

Type: Oral history + social media caption writing

Purpose: To help students gather personal stories and turn them into short social media posts

Duration: 45 minutes

When to Use: Before or after image/video creation

How It Works:

1. Prepare Interview Questions (10 minutes):

- “What made you start this farm?”
- “What do you love most about this work?”
- “What is your favorite memory growing up here?”

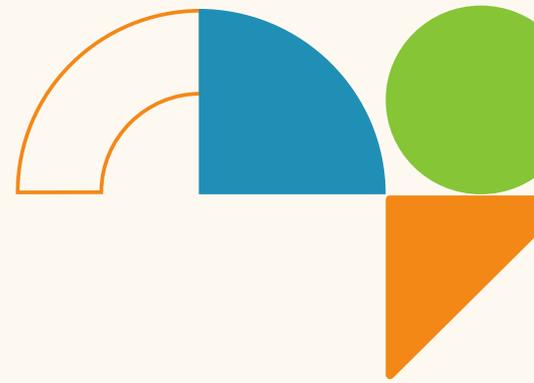
2. Interview a Family Member (homework or classroom):

- Record answers in a notebook or on a phone.

3. Turn the Interview into a Post (25–30 minutes):

- Choose a quote or story highlight.
- Pair it with a photo or shortcaption:





“My dad started our apiary when he was 15. Now I help him bottle honey every summer.”

Why It Works:

It turns everyday conversation into marketing content while valuing family heritage and improving writing skills.

Assessment Ideas

Assess student storytelling posts based on:

- Clarity and emotional appeal
- Visual quality and creativity
- Use of digital tools (photo/video apps)
- Relevance to the family business
- Cultural or personal authenticity

Ask reflection questions like:

- “What makes your story special?”
- “What did you want people to feel when they saw your post?”

Local and Cultural Relevance

Encourage students to include traditional tools, clothing, foods, or phrases that reflect their culture. This makes stories more unique and helps preserve rural traditions through digital media.

For example:

- A traditional bread recipe from grandma
- Farming tools passed down generations
- A local proverb used as a caption





From Market Stall to Instagram – Online Selling

Families used to sell honey, vegetables, or handmade goods at markets or roadside stands. Now, platforms like Instagram and Facebook let them reach a much wider audience from home. This chapter helps teachers guide students aged 11–15 in posting products, handling orders, and learning practical online selling skills to support family businesses.

Why Online Selling Skills Matter for Rural Families

Online selling helps small farms and craft businesses reach customers who:

- Don't live nearby
- Prefer home delivery
- Look for local, handmade, or eco-friendly products

For example, 13-year-old Luca posts his grandmother's herbal products on Instagram and takes orders through DMs, expanding their reach far beyond the local market.

Step 1: Turn Your Social Media Page into a Shop Window

Update Instagram, Facebook, or TikTok to clearly show what's for sale, how to order, and why to follow.

Step-by-Step Guide: Turning Your Instagram Page into a Mini Shop

- **Edit Your Bio:** Briefly explain products, how to order, and location. Use emojis for attention.
- **Choose a Clear Profile Picture:** A product close-up, farm sign, or simple logo.
- **Pin Top 3 Posts:** Highlight best-sellers, multiple products, or ordering info.
- **Create Story Highlights:** Show products, prices, orders, or reviews with simple icons.
- **Write Product Posts:** Post once or twice a week with clear photos, captions, and friendly tone.

Step 2: Post Clear, Honest Product Photos

Good photos build trust.

Step-by-Step Guide: Taking and Posting Honest Product Photos

- **Prepare Product and Background:** Keep it clean and natural.
- **Use Natural Light:** Daylight is best; avoid harsh sunlight or flash.
- **Take Multiple Photos:** Try different angles and pick the best one.





- Avoid Over-Editing: Keep images realistic; minimal adjustments only.
- Write Short, Informative Captions: Include product name, size, price, and ordering info.
- Post to Instagram/Facebook: Share posts once or twice weekly during harvest or seasonal events.

Step 3: Handle Orders Through Messages or Forms

Options include DMs, WhatsApp, Messenger, or Google Forms. Encourage polite, clear communication just like in a real market.

Step 4: Organize Delivery or Pickup Options

Decide if customers pick up at the farm, local delivery, or postal shipping. Include info in posts or bio.

Step 5: Build Customer Trust

Teach students to respond politely, be honest, share reviews, and thank buyers.

Teaching Tips for Effective Learning

- Show real social media examples (with permission).
- Practice posting in class with mock items.
- Discuss customer service and respectful online behavior.
- Emphasize safety—students shouldn't handle real money or private chats without adults.

Classroom Activities

1. “Mini-Market Simulation” – Create a Digital Product Post

Type: Creative Writing + Visual Communication

Purpose: Teach students how to write product posts that are clear, appealing, and informative

Duration: 45–60 minutes

When to Use: After introducing product post elements (Steps 2 and 3)

How It Works:

1. Students pick a product related to their family (real or imagined):
 - o e.g., Honey, soap, potatoes, embroidery
2. Write a product caption including:
 - o Name, price, size, and how to order





3. Create a product photo using Canva or a drawing (if no photo available)
4. Share and review posts with peers for clarity and appeal

Why It Works:

It combines writing, digital tools, and business thinking in a realistic task students can connect to.

2. “Order and Delivery Role-Play” – Practice Customer Communication

Type: Social Skills + Digital Simulation

Purpose: Help students build polite, effective customer service responses

Duration: 30–40 minutes

When to Use: After explaining online orders (Step 3)

How It Works:

1. Pairs of students take turns as seller and customer:
 - Customer sends a message to order
 - Seller replies with price, delivery options, and confirmation
2. Use printed “message cards” or digital chats in a closed classroom group
3. Switch roles and provide feedback:
 - Was the message clear and polite?
 - Did the seller give all the info?

Why It Works:

It builds communication confidence and shows students the soft skills behind online business.

Assessment Ideas

Evaluate based on:

- Clarity and detail in product descriptions
- Quality of product visuals
- Understanding of online communication
- Accuracy in price and delivery explanation

Ask students:

- “How would you make your customer feel confident to buy?”
- “What would you do if someone didn’t pay or changed their mind?”





Local and Cultural Relevance

Encourage students to:

- Promote seasonal products (e.g., “Spring Herbs Bundle” or “Winter Gift Boxes”)
- Use bilingual captions (e.g., Romanian and English for tourists or expats)
- Include traditional crafts or recipes that showcase cultural heritage

For example, a post selling painted Easter eggs could include:

“Decorated by hand, following the tradition of Banat grandmothers ”

Session 4: Leveraging AI for Enhanced Productivity

Imagine having a smart assistant that helps you write captions, find the best time to post on Instagram, or even reply to customer questions when you’re busy at school. That’s what AI—Artificial Intelligence—can do. It’s like having an extra brain that works fast, never gets tired, and learns what works best.

In this session, teachers will guide students aged 11–15 to understand what AI is, why it matters, and how it can help save time, improve content, and support their family’s small business. This is not science fiction—it’s real, and students can start using it today.

Why AI Is a Game-Changer for Small Family Businesses

Rural businesses often don’t have big teams or marketing budgets. Students who help their families sell products like vegetables, jam, cheese, or handmade crafts already wear many hats: photographer, storyteller, poster creator. AI makes this easier.

For example:

- Mara, age 14, helps her parents promote their organic tomatoes. Using AI, she quickly writes a catchy post like: “ Picked this morning! Taste the sun in every bite.”
- David, age 13, uses an AI chatbot to suggest Instagram captions and plan when to post. AI doesn’t replace creativity—it supports it.





Meet Your New Helper: How to use AI

Step 1: Understand What AI Can (and Can't) Do

AI is software that helps with creative and practical tasks. It can suggest ideas, write short texts, translate, create draft images, and even answer basic customer questions. But it cannot feel emotions, know everything about the family's work, or replace authentic photos and stories.

Tip: Remind students that AI can guide them, but their personal touch gives posts meaning.

Step 2: Try a Writing Tool for Captions

Start with a kid-friendly AI tool such as ChatGPT or Writesonic. Students type a simple request, for example: "Write a short caption for selling homemade jam." AI generates a result, which students can edit to sound natural.

- Keep the text short and clear.
- Add emojis or family details for a personal feel.
- Always review the AI's text before posting.

Safety note: Students should use AI only with adult supervision and never share personal details.

Step 3: Use AI to Spark Image Ideas

AI tools like Canva's Magic Media or Craiyon can create sample images. Students enter a prompt, such as "a child holding a honey jar at a farm stall." The tool shows creative visuals that can inspire new layouts or designs.

These images are useful for ideas or backgrounds, but they should not replace real family photos. Customers trust genuine, honest pictures more than AI-created ones.

Step 4: Plan a Posting Schedule with AI

Students can also ask AI when to post. A prompt such as "What is the best time to post handmade soap ads on Instagram?" might bring advice like weekday evenings or weekend mornings. This helps families share content when more people are online.

Encourage students to combine AI's suggestions with their own observations—for example, noticing when their friends or relatives are most active.





Teaching Tips for Effective Learning

Teachers can role-play with students, asking AI fun questions to see what it can and cannot answer. Discuss the difference between using AI for inspiration and copying it word-for-word. Encourage learners to edit AI's results, combine them with family stories, and use real photos to build trust. Above all, stress that AI is a helper—it supports students, but it doesn't replace them.

Classroom Activities

1. “Ask the Robot” – Fun AI Caption Challenge

Type: Creative writing with AI

Purpose: To test and compare human vs. AI-generated content

Duration: 45 minutes

When to Use: First introduction to AI

How It Works:

1. Show a real photo from a student's or local farm's social media.
2. Ask students to write a short caption (2–3 sentences).
3. Then, ask the same from AI.
4. Compare and vote: Which is better? Why?

Why It Works:

Students realize that they bring emotion and uniqueness, while AI is just a helper.

2. “Real or Robot?” – AI Literacy Game

Type: Critical thinking and digital awareness

Purpose: To teach students to spot AI-generated content

Duration: 30 minutes

When to Use: After first experience with AI tools

How It Works:

1. Prepare 6–8 short texts or photos (half made by students, half by AI).
2. Students guess which are AI-made and explain why.
3. Reveal the answers and discuss!





Why It Works:

Builds digital literacy and awareness that not everything online is made by real people.

Assessment Ideas

Evaluate students on:

- Ability to use an AI tool responsibly
- Creativity in combining AI output with real family context
- Awareness of AI limits and proper use
- Understanding the difference between supporting vs. replacing their own ideas

Ask reflective questions:

- “How did AI help you today?”
- “What part of your post came from you?”
- “Why is it important not to use AI for everything?”

Local and Cultural Relevance

AI can be used to support local identity—not erase it. Encourage students to:

- Include local dialect or expressions in captions
- Share true family stories even if AI helps with wording
- Avoid using AI-generated photos as product images

For example:

•Ask AI to help translate a caption into English—but keep the original Romanian version to show pride in culture.

Use AI to brainstorm “Why we love making cheese,” then add a quote from grandma.

Remember: AI is the helper. Your story is the heart.





AI for Storytelling

When your family sells a product like honey, soap, vegetables, or handmade baskets, you might describe it with plain facts:

- “500g jar of honey”
- “Harvested in June”
- “Local product from our village”

These are useful details, but they don’t always grab attention online. Now imagine telling it this way:

“Our bees collect nectar from wildflowers growing in Grandma’s backyard. This 500g jar holds not just honey—but a taste of summer mornings in our village.”

That’s storytelling. And today, AI tools can help students turn simple facts into emotional, powerful stories that connect with real people—and increase interest and trust.

Why Storytelling Sells

People remember feelings more than facts. A good story builds connection. It answers:

- Who made this?
- Where did it come from?
- Why does it matter?

For rural families selling online, storytelling helps:

- Build trust with buyers who don’t know them personally
- Stand out from generic supermarket products
- Show the human side of small businesses

Even better: AI can help students find the words, phrases, and styles to do this in just seconds.

Step-by-Step: Turning Facts into Stories Using AI





Step 1: Collect the Product Facts

Students begin by listing clear, simple details about the product.

Encourage them to answer:

- What is it? (e.g., jar of honey)
- How much? (e.g., 500g)
- Where is it made? (e.g., family farm in the hills)
- Who made it? (e.g., my dad and grandma)
- What makes it special? (e.g., no chemicals, wildflowers, handmade jars)

Example Fact Sheet:

- Product: 500g honey jar
- Made by: my dad and me
- Bees collect nectar from wildflowers
- We don't use sugar or chemicals
- My grandma labels the jars by hand

Step 2: Use AI Tools to Build a Story

Now it's time to ask AI for help. Students can use free, safe tools to generate a story based on their fact sheet.

Tools:

- ChatGPT (with teacher guidance)
- Canva Magic Write (in Canva Docs or social media planner)
- Copy.ai (simple AI writing tool for marketing)

What to do:

1. Open the AI tool

2. Write a prompt like:

"Write a short story about a 500g honey jar made by a family in a small Romanian village. The bees collect nectar from wildflowers. Grandma helps label the jars."

3. Ask for different tones:

- Friendly, Emotional, Traditional, Fun for kids

TIP

Students can ask AI to rewrite, shorten, or translate the story.





Step 3: Polish and Personalize

AI gives a first draft, but students should always add their own touch.

Encourage them to:

- Add names (“My dad Andrei built the hives.”)
- Include personal moments (“Every Saturday, I help Grandma label the jars.”)
- Keep it real—don’t exaggerate

Example Rewrite:

AI Draft:

“This honey is harvested from bees that live among Romania’s wildflowers.”

Student Version:

“Our bees live in the same field where my dad played as a child. We harvest this honey in July, right before the village fair.”

This process teaches students both creativity and authenticity.

Teaching Tips

- Always start with a hands-on product (bring real jars, baskets, herbs, etc.)
- Let students interview family members to gather facts for stories
- Set clear limits: AI helps, but students make final decisions
- Encourage peer editing—ask students to give feedback on each other’s drafts

Classroom Activities

1. “From Boring to Beautiful” – AI Story Makeover

Goal: Practice turning facts into stories

Time: 60 minutes

Materials: Fact cards, AI access, writing paper

How it works:

- 1.Hand out product fact cards (e.g., “Tomato sauce, 250ml, no preservatives, made by uncle”)
- 2.Students use AI tools to generate a mini-story (ask them to test 2 different tones)





3. Write final story in own words
 4. Share with class and vote: Which story made you want to buy the product most?
- Learning Goal: Understanding how style, emotion, and words affect marketing.

2. “Family Business Storybook” – Home Interview & AI Writing

Goal: Use storytelling for real family products

Time: Homework + classroom writing session

Materials: Interview form, access to AI tool

How it works:

1. Students interview family members about one product
2. Fill in fact sheet
3. At school, input facts into AI tool
4. Polish the story and create a digital “product card” with text + photo

Bonus: Display on classroom wall or social media!

Assessment Ideas

Skills to assess:

- Did the student gather real product details?
- Did they use AI appropriately to get story ideas?
- Did they personalize the story with family-specific elements?
- Can they explain the difference between a fact and a story?

Rubric Example:

Criteria	Excellent	Good	Needs Work
Fact gathering	All details included	Most present	Missing key info
AI tool used effectively	Clear, creative use	Basic use	Not attempted
Personal touch in story	Deeply personal	Some detail	Generic only
Story impact	Memorable, vivid	Interesting	Flat or unclear





Local and Cultural Relevance

Encourage students to include:

- Local places (“made in Banat mountains”)
- Traditional moments (“we boil the jars over a wood fire”)
- Personal touches (“my cousin draws the labels by hand”)

This connects rural tradition with digital innovation. Using AI isn’t about replacing human stories— it’s about helping young storytellers bring their family's work to life online.





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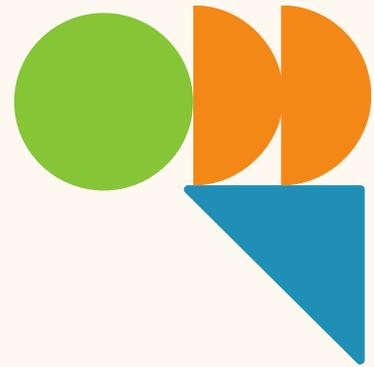
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MODULE 4: PERSONAL DEVELOPMENT TOOLS

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Module Overview

In today's world, technology is an integral part of our daily lives, supporting many aspects of it — from work and learning to personal development. As technological innovations become more important, more and more tools are emerging to support us in investing in ourselves and improving our skills. From mobile apps that help with time management to advanced artificial intelligence technologies that offer a personalised approach to learning and development.

Key tools supporting personal and professional development include e-learning platforms that provide access to online courses and e-learning in various industries. Online courses are an increasingly popular form of learning that allows you to acquire knowledge and skills in a flexible, accessible and interactive way. However, it is important to remember that technology is only a tool; the key to true personal development is our motivation and willingness to learn and make changes in our lives.

Mobile applications have become an indispensable tool in organising our time. They offer a variety of features that can significantly improve the efficiency of our daily activities and contribute to better task and priority management.

Modern technology significantly increases our productivity. Thanks to it, we are able to complete tasks in less time. In addition, technology allows us to establish new contacts, influencing our development. Along with its advantages, there are concerns about addiction to devices. Therefore, it is crucial to find the right balance between using technology and maintaining a healthy lifestyle.

aced with rising living costs and unexpected expenses, many people are looking for effective ways to better monitor their finances. In addition to financial knowledge, digital budget management tools are very important here. Their main purpose is to simplify the processes of controlling expenses, tracking income and planning savings. They allow us to easily see where we spend our money and better manage our resources.





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Session 1: Online Learning Platforms – Finding and enrolling in online courses relevant to personal and professional growth.

A. Theoretical Content (for Teachers)

Traditional teaching methods are increasingly giving way to modern forms of digital education, which offer flexibility, accessibility and the possibility of personalising learning. E-learning can be divided into different categories depending on the method of content delivery, the level of interaction and the technologies used. The most important types of e-learning are:

- **Video courses** – self-study based on recorded video materials.
- **Massive open online courses (MOOCs)** – courses offered by renowned universities and educational institutions available to a wide audience.
- **Learning management systems (LMS)** – educational platforms that enable the management of the teaching process, testing and assessment of progress.
- **Webinars** – interactive live educational sessions.
- **Educational games** – interactive applications and gamification in learning.
- **Microlearning** – short educational modules facilitating rapid knowledge acquisition.
- **Blended learning** – a combination of e-learning and traditional classroom learning.
- **Mobile learning** – learning using mobile devices such as smartphones and tablets.
- **Virtual laboratories and simulations** – immersive educational environments that allow learning through experience.
- **Social e-learning** – learning in groups, interacting with other course participants.

E-learning can be used in both formal education and business training, where companies use online platforms to improve the qualifications of their employees. It is also an ideal solution for people who want to acquire new skills in a flexible way that suits their lifestyle.





The rise in popularity of educational platforms in recent years

The COVID-19 pandemic has significantly accelerated the development of educational platforms. At a time when schools and universities were closed, thousands of pupils and students around the world had to switch to remote learning. This, in turn, led to a surge in interest in e-learning platforms that enabled education to continue in the new reality. Online courses have gained popularity not only among students, but also among adults who wanted to expand their professional skills or acquire new ones. The advantages of online education are numerous. First of all, courses are available from anywhere in the world, which eliminates geographical barriers. Users can learn at their own pace and adapt their learning to their daily responsibilities. In addition, online courses are often cheaper than traditional training, making them accessible to a wider audience. The rise in popularity of online education platforms is opening up new employment opportunities. The growing demand for educational content means that more and more companies are looking for online course creators, e-learning specialists and developers who can create modern educational platforms.

What is the importance of education in personal and professional development?

Personal and professional development are topics that are the subject of many webinars, workshops and training courses. This is not surprising – self-awareness and the pursuit of excellence are the keys to success today. By "today", we mean a time when human resources, i.e. knowledge, experience and skills, are the most valuable assets. Personal development is closely linked to professional development. By broadening our horizons, we increase our self-esteem, which gives us the opportunity to get promoted or find a better job, and thus improve the quality of our lives and those of our families.

Personal development is a broad concept that encompasses any activity aimed at improving the quality of life and increasing competence in selected areas. The most popular methods of self-development include: developing interpersonal skills, broadening self-awareness, developing existing talents and seeking new ones, learning to manage one's time, working on weaknesses and overcoming fears, learning new things, most often foreign languages, and acquiring new professional qualifications.





Professional development is a narrower concept than personal development. It can even be said that professional development is a component of personal development. Experts say that it is impossible to separate professional development from personal development. Professional development is understood as the pursuit of improving one's qualifications by acquiring new knowledge, skills, qualifications and experience. The most popular ways to improve hard and soft professional skills include: participation in postgraduate studies, participation in webinars, conferences and courses, regular participation in professional training, solving case studies, taking part in workshops or participating in team-building trips.

There are many reasons why it is worth investing in yourself. Such an investment always pays off and does not generate any risk:

- Investing in personal development improves the quality of our lives.
- Better professional opportunities await you on the path to personal development.
- Investing in personal development is inexpensive.
- Life is easier thanks to the skills you acquire.
- Investing in personal development pays off quickly.

Key Concepts

EDUCATIONAL PLATFORMS – Types of platforms for conducting online courses

A modern approach to education is changing the way we acquire knowledge, making learning more flexible and accessible to everyone. Online educational platforms open the door to a variety of courses, including foreign language learning, programming and personal development.

E-learning platforms are systems that enable online learning. Users have access to video courses, educational materials, interactive exercises and certificates confirming the acquisition of knowledge.





Depending on the knowledge they provide, they can be divided into:

- Academic e-learning platforms – offering courses run by universities and educational institutions (e.g. Coursera, edX).
- Platforms for professionals – providing training in professional skills and career development (e.g. LinkedIn Learning).
- Practical course websites – enabling learning in programming, design, marketing and other skills (e.g. Udemy, Skillshare).
- Language learning platforms – focused on learning foreign languages through interactive methods (e.g. Duolingo, Preply).

Advantages of using e-learning platforms:

- Flexibility – the ability to learn anytime, anywhere – Learners can tailor their study schedule to suit their lifestyle and professional or family commitments. There is no need to adapt to a rigid schedule – materials are available around the clock, allowing you to study when it is most convenient for you. This is an ideal solution for people who combine education with work, travel or have limited time availability.
- Wide range of courses – both technical courses and those developing soft skills are available.
- Lower costs – online courses are often cheaper than their classroom counterparts, and many educational materials are available free of charge. In addition, learners save time that they would otherwise have to spend travelling to an educational institution.
- Access to experts – classes are taught by professors, practitioners and specialists from various industries.
- Personalisation – courses tailored to individual needs – modern e-learning platforms offer personalised learning paths. Thanks to artificial intelligence algorithms, it is possible to tailor materials to the learner's level of knowledge and pace of learning. Unlike traditional learning, where the entire group must follow the programme at the same pace, in e-learning, each participant can focus on the areas that require additional work, skipping those that they already know well.
- Certificates and diplomas – many courses end with a certificate recognised by employers.





Online course platform – how to choose the best one and what to look for?

A good online teaching platform should benefit both teachers and learners. It is important that it offers learners a space for education and the right tools for learning and communication. It should also enable teachers to easily create courses and share and manage teaching materials. It is also essential that it allows teachers to track and analyse their students' progress. In addition, it is beneficial for such a platform to be compatible with other IT systems.

Best e-learning platforms - examples

ACADEMIC PLATFORMS

Coursera - is one of the most popular e-learning platforms, offering academic courses taught by prestigious universities such as Harvard, MIT and Stanford. Coursera offers individual courses, specialisations, professional certificates and online teaching at various levels. Here you can find both individual courses and complete specialisations and online master's degrees aimed at:

- people looking for courses with certificates recognised by employers,
- students and professionals who want to gain new qualifications,
- users interested in learning from world-class lecturers.

The main courses are in English, but subtitles are available in many languages. Courses are recorded and available asynchronously, but some programmes offer live sessions with instructors.

edX is an educational platform that collaborates with universities such as Harvard, MIT and Berkeley. Many courses are available for free, and a certificate can be obtained for an additional fee. It is aimed at:

- students and people planning to study online,
- people looking for free academic knowledge,
- professionals who want to gain new qualifications.

The main courses are in English, but some have subtitles in other languages. All courses are recorded but have specific start and end dates.





PRACTICAL PLATFORMS

Udemy – a platform that allows you to learn from a wide range of categories, but also provides tools for personal and professional development. It has amassed a community of nearly 70 million people, over 75,000 instructors, offers education in 75 languages and offers over 200,000 courses. It is a place where instructors from around the world share their knowledge and skills through recorded online courses. Time flexibility makes learning accessible to everyone, regardless of schedule or location. Courses are available in a variety of formats, from short lessons to comprehensive training programmes. Courses are available for a fee. However, they can be used multiple times, not just once.

Who is Udemy for?

Udemy is a place for those who want to expand their knowledge or improve their skills. The educational platform is available to students at all stages of learning, from beginners to advanced enthusiasts looking for online courses tailored to their individual needs. In the area of personal development and soft skills, Udemy offers a range of courses covering time management, effective communication, conflict resolution, self-awareness and self-esteem. These courses are designed to improve skills, increase efficiency and better cope with challenges and stress in both personal and professional life.

Skillshare is a platform aimed at creative people – graphic designers, photographers, video creators and designers.

Who is it for?

- Freelancers, graphic designers, artists and photographers.
- People who want to learn design, video editing and drawing.

The courses are mainly in English. All courses are recorded and available by subscription.

Disadvantages:

- No certificates.
- Does not offer academic or technical courses.

Each of the platforms listed has its own unique advantages that may suit different educational needs.





Summary of e-learning platforms

Platform	Type of courses	Price	Certificates	Advantages
Coursera	Academic courses	Free and paid	Yes	Prestigious universities, certificates
Udemy	Practical courses	Paid	No	Huge course database, low price
edX	University courses	Free and paid	Yes	Harvard and MIT courses, free access
Skillshare	Creative courses	Subscription	No	Great for creators and artists





COURSE MODELS ON E-LEARNING PLATFORMS

MOOC (Massive Open Online Course) courses - Free or low-cost courses available to a wide range of users

Massive Open Online Courses (MOOCs) are a form of open educational resources. Content and materials are provided by leading universities, which make courses available on special platforms or create their own solutions. The Massachusetts Institute of Technology (MIT) is a pioneer in this type of teaching, launching the MIT Open Course Ware platform in 2001. Currently, universities such as Cambridge University, Harvard University, Stanford University and the Technical University of Delft make all their courses available through dedicated websites, and participants receive certificates confirming the skills they have acquired.

There are also universities that offer exclusively distance learning programmes, with the possibility of obtaining a full higher education degree. These include, for example, The Open University in the United Kingdom and UNED in Spain.

According to the accepted principle, MOOC courses should be characterised by:

M = massiveness, which means that they should be accessible and without loss of quality, regardless of the number of people participating in them.

O = openness, i.e. they should be accessible to everyone, preferably free of charge and without further restrictions.

O = online accessibility, i.e. they should be conducted remotely, regardless of the time and availability of the course author.

C = have a course format that uses videos, audio recordings and interactive games on an equal footing with text, and also allows for group work between participants on a forum and assessment of the material through tests or projects.

MOOC courses in English:

Coursera - the most popular platform for MOOC courses, with content provided by Stanford University, Imperial College London, Google and IBM, among others.

edX - a portal offering the largest selection of courses in various fields. Edx collaborates with MIT, Harvard University and the University of Cambridge, among others.





Certified online courses

These are courses which, upon completion, result in the award of an official certificate or certificate confirming completion of the course and the knowledge acquired. For many people, the possibility of obtaining a certificate is one of the key criteria they consider when looking for an online course.

Types of certified courses:

- Online courses with organiser certification
- Online courses with a certificate from an official certifying institution
- Online courses with a certificate from the Ministry of National Education (Poland)
- Online courses ending with an exam that entitles you to obtain a certificate

There are also a number of free online courses available on the Internet that allow you to obtain a certificate. However, it should be noted that often only participation in the course is free, and obtaining a certificate is possible after paying an additional fee. Free online courses with certificates are offered by an increasing number of organisations and educational institutions, but they are rarely real-time courses. Examples of platforms offering certified courses: Udemy, Coursera, edX.

Courses with a mentor – mentoring – paid

These courses are characterised by high teaching effectiveness due to their individual approach (individual contact with an instructor/mentor). Synchronised online mentoring training courses give results comparable to traditional training.





How to choose a valuable online course from among many offers?

Although it is difficult to clearly define the ideal online course, the finished product should meet a number of requirements that make users eager to participate in the training, learn effectively and recommend the course to others. What to look for when choosing a course:

- **Define your goal** – acquiring new skills, expanding your knowledge, changing your industry. Assess your current level of knowledge to choose a course that suits your skills and needs.
- **See what the course covers** – analyse the detailed course plan available online. Make sure that the topics covered cover the areas you want to explore and that the course objectives are clearly defined and measurable.
- **Choose the right learning format** – decide whether you prefer live courses with teacher interaction, video courses or self-study. Expert support and the opportunity to ask questions can significantly increase the effectiveness of learning.
- **Assess the level of the materials and how they are presented** – a good course should have short, concise lessons, a variety of task types (individual, group, projects), and clear and precise instructions. It is important that the course combines theory with practice and allows you to test your knowledge at each stage.
- **Read reviews and comments from people who have completed the course** – reviews and experiences of people who have completed the course help to verify its value and identify any weaknesses. These can be found on forums, educational platforms or social media.
- **Assess whether the course offers substantive support and flexibility in terms of time** – make sure that the course allows you to learn at a pace and time that suits you. Access to mentors and teachers is a big advantage.
- **Check whether the course ends with a recognised certificate** – a certificate upon completion of the course can be an important document confirming your competence. It is worth verifying whether the certificate is recognised by employers or the industry and whether it requires passing an exam.





Free online courses

Free online courses are a great opportunity to gain new skills, change careers or develop your current career path. Here are the most popular fields that can be studied online for free: programming and IT technologies, data analysis and artificial intelligence, digital marketing, graphic design and UX/UI, project management and soft skills, foreign languages. Many free online educational materials end with a certificate of completion. However, the certificate is not always automatic and free. In some cases, participation in the course is free, but there is an additional fee for the certificate. This is the case, for example, on platforms such as Coursera, where courses are free but the certificate requires a fee. Popular free online courses are generally reliable and of high quality, provided they come from a reputable source. The largest educational platforms, such as Coursera, edX and FutureLearn, collaborate with renowned universities (e.g. Harvard, MIT, Oxford) and global companies (Google, IBM, Microsoft) to offer free access to educational materials created by experts. These types of courses are not only reliable, but often correspond to the current needs of the labour market.

How to enrol in an online course using Coursera as an example

Signing up for a Coursera course is a simple process that offers different options depending on your preferences and goals. Here is a step-by-step guide.

Select your enrolment option:

- Course certificate: Enrol in a single course and receive a certificate upon completion.
- Specialisations: Enrol in a series of related courses within a specialisation to master a specific topic.
- Coursera Plus: Sign up for Coursera Plus to get unlimited access to most courses.
- Financial aid or scholarship: Apply for financial aid or a scholarship for eligible courses.
- Audit only: Audit courses to get free access to course materials, excluding graded assignments and certificates.
- Full course, no certificate: Take the entire course for free and decide to purchase a certificate later.



**Enrol in a course:**

- Visit the course information page and click the "Enrol" button.
- Select the registration option that suits your needs.
- If applicable, select the payment or assistance/scholarship option during the registration process.

Start the course:

- Once you have enrolled, you can start the course immediately.
- Access training materials, lectures, assignments and discussion forums.
- Manage your learning pace and progress within the course content.

Resetting assignment deadlines:

- If you need to take a break, remember to reset your task deadlines to fit your schedule.

Access to paid content:

- Once you have completed a paid course, access to paid content will no longer be available.
- Free content, including transcripts and videos, will remain available.

Enrolling in a Coursera course provides a flexible and comprehensive learning experience, allowing you to gain new skills and knowledge in a variety of fields.





Real-Life Applications

Assistance for parents/elderly people:

- in choosing a course and then registering for it,
- downloading course materials,
- in completing assignments,
- opening individual lessons,
- saving progress, etc.,
- creating an account on the learning platform.

Notes on Cultural/Local Adaptation

- Educational content and teaching methods on educational platforms must be adapted to the user's country (locally).
- Courses in economics or law must be adapted to the regulations of the country in question.
- Online course certificates should be recognised in the user's country.
- The scope of knowledge of the courses should be adapted to the user's digital competences.

B. Pedagogical Tools (for Teachers)

Suggested Methods

- **WebQuest (activating)**

Students, individually or in groups, perform a task consisting of searching the internet to find specific educational platforms and then look for specific online courses related to personal or professional development and analyse their content, accessibility, language and certificates.

Objective: to develop critical thinking, information selection and project work skills.

- **Project method (educational project)**

Students develop a mini-project:

e.g. "A guide for peers: How to find a good online course?", which they present to the class.

Objective: to develop digital, teamwork and presentation skills.





- **Flipped classroom method**

Students familiarise themselves with the material at home (e.g. a YouTube video about educational platforms, an article on professional development) and then discuss what they have learned and solve practical tasks in class.

Objective: to promote independence and critical analysis of content.

- **Brainstorming + mind map**

At the beginning of the lesson, students list the skills they think are worth developing and the educational platforms they know. They create a shared mind map.

Objective: to activate prior knowledge and integrate the group.

- **Didactic discussion (e.g. pros and cons)**

Topic: "Can online courses replace school education?" or "Is it worth paying for an online course?"

Objective: to develop argumentation and oral expression skills.

- **Case study**

Students work with a prepared scenario of a person who is facing a life or career decision, e.g. wants to gain new qualifications, change career path or improve their skills. Their task is to take on the role of educational advisors and help choose the right online course for that person's needs and abilities.

Objective: applying knowledge in practice, problem-based thinking.

Classroom Activities

- **Group work:**

Each group selects one educational platform and presents it to the class (pros, cons, available courses, prices, language).

- **Peer teaching:**

Students who have experience with a specific platform (e.g. have completed a course on Coursera) prepare a short presentation or mini-workshop for the other students.

- **Simulation of "course registration":**

Students act out scenes: how to find a course, how to register, what to prepare.





Student-Created Tools

- **Checklist – "How to choose a good online course?"**

Students create their own checklists to help them assess the quality of an online course. Example criteria:

- Does the course have good reviews?
- Does it offer a certificate?
- Is the instructor experienced?
- Does the course match my professional goals?
- Is access to materials time-limited?

Lists can be created individually or in groups, as digital or paper documents. Ideal for use with case studies.

- **Information poster – "Top 5 educational platforms"**

Students design posters (on paper or in Canva) presenting:

- recommended platforms,
- their strengths (e.g. free certificates, language availability),
- examples of interesting courses.

The posters can be presented in class or shared digitally.

Assessment Ideas

- **Expert presentation of a selected platform or course**

Students prepare and present a presentation to the class in which they: othey discuss a specific educational platform or course, oshow how to register, oexplain why it is worth using.

The assessment covers: quality of information, presentation, preparation for answering questions from peers (readiness to teach others).

- **Lesson plan for peers**

Students prepare a script for a short lesson or workshop on online courses, aimed at other students (e.g. younger classes). They should include:

- the aim of the lesson,
- working methods,
- supporting materials.





Assessment: relevance to the topic, clarity of communication, readiness to take on the role of a 'teacher'.

- **Student portfolio – "My course selection path"**

Students document the entire process:

- choice of platform,
- analysis of offers,
- decision on the course,
- reflection: "Why this course?", "What do I expect?"





Session 2: Digital Financial Literacy – Budgeting apps, mobile banking, managing personal and household finances digitally

A. Theoretical Content (for Teachers)

Financial education plays an important role in everyone's life, regardless of age or social status. Financial decisions have a huge impact on our future, which is why money management skills have become essential. They give us control over our accumulated funds, make it easier for us to lead a stable life and strive to achieve our goals.

The higher the level of financial literacy, the greater the commitment to long-term planning and investing.

Financial literacy is the understanding of various financial skills, such as personal finance management, budgeting, investing and their effective application. This knowledge is important for all social and age groups. Through financial education, we can understand how loans, investments and various financial products work. One of the most important elements of financial education is budgeting. It involves monitoring income and expenditure, which allows for more effective management of household finances.

Key Concepts

PERSONAL AND HOUSEHOLD FINANCIAL MANAGEMENT

Personal finance

The concept of personal finance applies to all of us. Personal finance management is not only about managing money, but also about planning for the future and properly securing oneself for various life situations. This process includes not only creating a household budget, but also effectively managing expenses, building savings, investing and managing debt. Personal finance management requires a systematic approach that includes budgeting, monitoring expenses and setting financial priorities. It is important to regularly check your income and expenses and make informed decisions about debt, savings and investments.





Personal finance management, while it may seem difficult and even overwhelming, is actually a task that everyone should be able to handle, to a greater or lesser extent. Those with an education in this field will certainly find it a little easier, but this does not mean that they will be more effective. Knowledge of finance allows for a better understanding of individual financial instruments – deposits, savings accounts, payment cards, loans and shares – which is crucial for effective personal finance management, the rules governing financial markets, and the risks associated with specific financial decisions.

Household finances

A household consists of individuals who manage their own finances, referred to as personal finances. By combining the finances of all household members, a joint household budget is created. Planning a household budget can seem like a daunting task, especially in the face of rising living costs and unpredictable expenses. However, proper financial management is the key to achieving stability and prosperity in our lives. Household budget planning is the foundation of effective personal financial management. To get started, you need to gather accurate information about your income and expenses. It is essential to draw up a detailed list of all your fixed and variable costs. Fixed expenses include items such as rent, utility bills, loan repayments and insurance premiums. Variable expenses include food, entertainment, clothing and travel. The next step is to analyse the data you have collected and determine how much money you want to allocate to each category of expenditure. It is important to be realistic and take into account any surpluses or deficits in the budget. It is also worth including planned savings, which will form the basis for building a stable financial future. Effective household budget management is based on a few key principles. First and foremost, you should always have an up-to-date overview of your finances. Regularly monitoring your income and expenses allows you to make informed financial decisions. This can be done by keeping detailed accounts, using budget management apps or keeping a traditional expense card. Another important principle is to develop healthy saving habits. Both regular saving and creating an emergency fund can be extremely helpful in difficult financial situations. It is worth setting savings goals, such as buying new equipment, travelling or retiring. Regularly putting aside a certain amount of money will allow it to grow gradually and build security for the future.





DIGITAL FINANCIAL LITERACY (DFL)

Digital Financial Literacy (DFL) is a combination of financial and digital skills that enables the safe and informed use of financial services through digital (online) tools. As with digital and financial skills, digital financial literacy is a multidimensional concept.

According to the World Bank, the components of DFL are:

- **Financial knowledge** – includes knowledge about credit, savings, investments, interest rates, household budgeting; also includes financial risk assessment and cost awareness.
- **Digital skills** – include knowledge of mobile applications, banking platforms, e-wallets, e.g. logging into online banking, mobile transfers and contactless payments, using Google Pay, Apple Pay, Revolut,
- **Digital security awareness** – includes awareness of threats (phishing, malware, fraud) and the ability to avoid them,
- **Decision-Making & Critical Thinking** – includes the process of gathering and evaluating information before making a decision, involves looking at all available evidence and considering all potential outcomes before deciding on a course of action, e.g. comparing loan offers and bank accounts, analysing the cost-effectiveness of a purchase on instalment.
- **Digital Confidence & Inclusion (trust in technology)** – feeling comfortable and secure when using digital tools and technologies, e.g. using e-banking and fintech, using apps.

BUDGET PLANNING APPS

Regardless of how you plan your budget – whether on paper or digitally in Excel or a special financial app – you gain greater control over your spending and a real chance to save money. App stores offer a wide variety of programmes for recording and analysing expenses and creating a household budget. We expect them to provide comprehensive management of our household finances. It is desirable that when the app is launched, it displays the balance of our accounts, expenses incurred to date and the budget implementation status. It is also valuable to be able to edit and create expense categories to suit your needs, and to add multiple bank accounts. When it comes to recording expenses, it often happens that large purchases include expenses from different categories, such as food and cleaning products, on a single receipt. The ability to split a single expense into several smaller ones and assign the appropriate amounts to the relevant categories is an interesting additional feature that makes this particular programme worth considering.





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Home budget apps in Poland

Below are selected apps that are most frequently downloaded (at least 5 million downloads) and best rated (at least 4.4) by users. The review took into account:

- the clarity and intuitiveness of the app,
- display of account balances and recent transactions, including transfers between accounts,
- budget creation and presentation options,
- the ability to create and edit expense categories,
- the ability to add any number of bank accounts,
- additional features, e.g. splitting a single expense into different categories, sending reports by email, recurring and planned transactions, etc.





Quick Budget - Expenses



Source: <https://www.easybudget.pl/9-aplikacji-do-spisywania-wydatkow>

This is an interesting solution for people who do not have many bank accounts but want to keep track of their expenses. The main screen is clear and displays all the relevant information. Before you start recording transactions, you can test the app using sample data to see how adding income and expenses, summarising transactions, creating a budget, etc. works. The budget is visible immediately after logging in and can be easily added and modified. Another useful feature is recurring transactions, which means you don't have to enter the same expense every month. The disadvantage of Quick Budget is the limitations of the free version. In this version, you can only add three bank accounts (the Wallet account is created automatically), and there is no access to financial forecasts. The list of transfers is also well hidden – you have to go to the account summary and click on one of them to view the transactions.





Finances – expenses and budget – free app



Source: <https://www.easybudget.pl/9-aplikacji-do-spisywania-wydatkow>

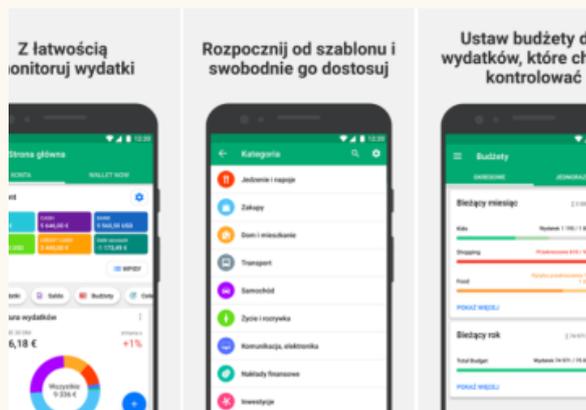
This app is simple and intuitive. The default view after logging in shows weekly expenses broken down into categories (this can be changed in the settings), and the entire list of transactions is available by clicking on the icon in the top right corner. At the top, you can see the available funds from all your accounts, of which you can add up to a dozen, and recording transactions is straightforward. A useful feature is Regular Payments, which sends reminders about recurring transactions via push notifications from the app.

One drawback for us is that transfers between accounts are not available in the expense summary. This can be problematic for people who want to track the flow between their accounts and have everything in one place. Unfortunately, the app does not include a typical budget creation tool. Only after going to the Categories menu can you add estimated monthly expenses for each group, but you cannot edit or change them from month to month.





Wallet - income and expenses - paid app



Source: <https://www.easybudget.pl/9-aplikacji-do-spisywania-wydatkow>

Wallet is a user-friendly solution for anyone who wants to have all their financial information in one place and tailor it to their needs. The app is available for smartphones and web browsers, and data can be synchronised with your bank account or imported from a file. The main screen is clear, with all the relevant information in one place. Importantly, everything can be customised to suit your needs by selecting tiles with the data you are interested in. Adding transactions and budgets is quite simple – you can even divide a single transaction into different categories! There are also notifications when you exceed your spending limit. The app offers a 14-day trial period so you can try it out. Wallet has a few shortcomings. Adding transactions in the app could be more intuitive. Not everyone will figure out that the date and payment method are hidden under a side button, and the selection of accounts and categories is not very clear. The latter issue is also associated with a significant limitation, as Wallet has a fixed list of transaction categories and subcategories. Yes, they can be edited, but it is not possible to add new ones. In the case of a monthly budget, it is inconvenient that it also applies to past months, rather than just the following ones, which is not transparent and can cause unnecessary confusion in the analysis of expenses.





Quick budget app – expenses – step by step

- Downloading the app – you can download it from Google Play (Android) or the App Store (iOS). No registration is required as the app works offline.
- There are two versions available: a basic free version and a premium paid version, although the basic version is sufficient for budgeting.
- Creating a budget – determine how much money you have available in a given month in your account, wallet, card, etc. – the app will ask you for this.
- Entering income and expenses – use the "+" button to enter items such as purchases, salary, bills, etc. and assign them to income or expenses.
- Expense control – the app uses clear charts to show where your money is going, how much has been spent and how much is left. You can also set limits, e.g. £100 for fuel, and the app will remind you when you are approaching the limit.
- Expense analysis – better control of your finances – after a few months, you can see where you can save money.
- In the premium version, you can also set a password and plan your expenses using the calendar function.





Home budgeting apps in Spain - Monefy, Fintonic, Monefy, Revolut, Wallet by BudgetBakers

Monefy is a simple and intuitive app for tracking expenses that allows you to easily control your finances. The main screen displays all the most important information – a pie chart showing the percentage share of each expense category, total income and expenses. At the bottom of the screen, you can also see your balance, i.e. the amount you have left until the end of the month. This makes it easier to assess whether you can still splurge during a given period or whether you should wait until next month with some expenses. The monthly view can be switched to an annual view, which provides a good summary of the last few months. There is also a weekly view option. This will be useful for people who like to divide their budget into weeks. In this case, the amount of available funds is $\frac{1}{4}$ of the monthly budget. The categories are presented in a pictorial form, which may not be to everyone's liking, especially since they cannot be edited in the free version. However, when you click on the details, you can see a description of each category. The app has a minimalist interface and allows you to quickly add entries. In addition, it enables data synchronisation between devices, so you can manage your finances on your own or together with another person.

Key features that make tracking your expenses efficient:

- Intuitive and easy-to-use user interface.
- Instant addition of new entries.
- Handy widgets that can be used on the lock screen.
- Support for multiple currencies.
- Break down your spending in a nice and informative chart or get detailed information from a list of entries.
- Manage categories to change the default settings.
- Securely synchronise your data using your own Google Drive or Dropbox account.
- One-click backup and export of your data.
- Use budget mode.
- Protect with a passcode.
- Support for multiple accounts.
- Built-in calculator.





Home budgeting apps in Romania - Spendee, Savelit, Ryke

Spendee - allows you to manage your household budget and create shared wallets with your family or flatmates. Spendee acts as a personal advisor, offering smart tips on spending and income. This helps you make better decisions and save money effectively.

The advantages of the app include:

- creating shared wallets,
- categorising expenses,
- synchronisation with bank accounts,
- budget planning,
- financial alerts.

Home budgeting apps in Greece - Buxfer, Wallet by BudgetBakers, Money Manager, Expense Tracker / Fast Budget / CashCounter

Buxfer – the best personal finance management software in Greece:

- Award-winning personal finance management and online expense tracking software.
- Automatic synchronisation with all major banks in Greece.
- All accounts in one place.
- Track your expenses and income.
- Set budgets.
- Track your investments and plan your retirement.
- Built-in flexibility and control for advanced users with rules, multiple currencies and more.





BANKING APPLICATIONS

These apps have built-in additional features called "Finance Assistant", "Finance Manager", etc. They mainly allow you to analyse your expenses in a specific bank, but if that institution allows open banking, the statement will also include transactions in other banks. The advantage of this feature is that it is automated and there is no need to enter transactions manually, as is the case with external apps. In addition, the use of the bank's app is free of charge, which is not the case with independent programmes. Unlike independent apps, bank apps do not have a budgeting module. This means that we cannot set spending limits and notifications when they are exceeded. The categorisation of transactions is done automatically, so it sometimes happens that the banking system does not assign an expense to the correct category, which then has to be corrected manually. It is also worth noting that the financial analysis feature is not widely available and there are still apps that do not have it.

MOBILE BANKING

Nowadays, thanks to technological advances, activities related to the functioning of a bank account, which a few decades ago required a personal visit to a bank branch, can now be done remotely. Making transfers, shopping in online stores or checking your account balance is possible from home or anywhere in the world with internet access thanks to mobile banking.

Mobile banking is a type of online banking. It allows you to use banking services via an app installed on your mobile device. Banking apps are most often installed on smartphones, but they can also be installed on any other mobile device with internet access, such as a tablet.

Mobile banking allows you to manage your bank account and the funds in it from your mobile device. With it, you can:

- check your account balance,
- track your transaction history,
- make transfers,
- top up your mobile phone account,
- check the bank's offer,
- authenticate transactions made via online banking,
- apply for a new banking product, such as a loan, savings account, deposit, etc.
- manage your liabilities,





- contact a bank employee,
- exchange currencies,
- buy insurance,
- set savings goals and start saving for them.

It is worth mentioning that each bank has its own mobile app. The individual types will therefore differ in terms of how they are used and the range of options they offer. Mobile banking is considered one of the most secure banking solutions. However, it is important to remember to only install official apps from your bank and to use trusted sources, such as Google Play or the App Store.

How to keep your money safe?

- Do not click on suspicious links sent in private messages on popular instant messengers!
- Do not use unauthorised websites on devices that have access to online banking!
- Do not install suspicious software! It is best not to download any software that does not come from trusted providers.
- Set secure passwords!
- Use two-step authentication for payment transactions – SMS codes or app approval.
- Always verify links provided in emails and text messages – even if the messages look exactly like those you receive from your bank or other providers and operators.
- Do not log in to online banking via public Wi-Fi networks!
- Keep your phone secure with antivirus software!
- Always react quickly if you discover suspicious transactions or lose your phone or payment card!





How to start using mobile banking?

- Check that you have enough memory on the device on which you plan to install the app. Installation will not be possible if your phone or tablet memory is full.
- Download and install the mobile banking app from your bank on your device. Choose the official app recommended by your bank. Download it from a trusted provider, such as Google Play or the App Store.
- Register for your account. The registration process is very simple. To do this, the app will ask you to enter your ID and password. You will also need to verify your identity. Don't worry, the app will guide you step by step through the entire registration process.
- Test the capabilities of your new app! We assure you that banking apps have all the essential features you need for efficient and secure banking. It is worth taking the time to explore and familiarise yourself with all of them.

Examples of mobile banking

- ING Bank: Offers an app for account management, expense tracking, budget planning and savings tools.
- Alior Bank: Allows you to manage your account, track your expenses, plan your budget and use savings features.
- Bank Millennium: Offers an app with tools for monitoring finances, analysing expenses, creating a budget and planning savings.
- Santander Bank Polska: Offers a financial assistant in the Santander mobile app.
- Revolut: Offers a multi-currency mobile account with cheap international transfers, physical and virtual cards, BLIK in Poland, Apple/Google Pay payments, budgeting, savings and investment opportunities.





How to download and install the Revolut mobile app?

Revolut Bank is a bank established and licensed in the Republic of Lithuania. A Revolut account is a payment account, and the money stored in it is held as a deposit. This type of account is commonly referred to as a "current account" and is a type of bank account where you can store and withdraw money and make payments.

To set up Revolut on your phone, you need to:

- download the app to your device (from Google Play or the App Store) by clicking "Install",
- once the app is installed, launch it – its icon should automatically appear on your phone's home screen,
- then enter your phone number and press "Continue", enter the verification number (which will be sent by SMS to the phone number you provided),
- create a four-digit access code for the app; you can also set up fingerprint login,
- upload a photo of your ID card or driving licence taken directly in the app,
- allow Revolut to take photos and record videos,
- take a selfie (it will be compared with the photo from the document you uploaded earlier),
- top up your account (using a bank transfer, Google Play, or by adding a debit or credit card) – the minimum deposit in Poland is £20.

After completing the registration process, you can order a payment card: virtual (for online payments) and/or physical. The virtual card is stored in the app and, just like the virtual card, allows contactless payments and cash withdrawals from ATMs. The registration/account creation process is done only through the mobile app.

Revolut Bank app home screen

The app's home screen is clear and easy to read. It shows a summary of your funds and the "Add money" and "Send" options. You can also see some of your transaction history. At the bottom of the screen are graphic icons. Clicking on them takes you to other parts of the user profile, which allow you to perform specific actions. One such icon is, for example, Asset Products (Safes, Cryptocurrencies). Navigating the app interface is not difficult.





How do I log in to the Revolut app?

You can log in to the app using the PIN code you set during the registration process or your fingerprint. You can also use the two-factor authentication option. If you did not set up fingerprint login during registration, you can do so at any time in the "Settings" section.

You can also log in to your Revolut account using a web browser by entering the address app.revolut.com. Then, simply enter your registered phone number and the code sent to your email address or in a text message. As with the app, you will need to enter your PIN code.

What does the Revolut app offer?

The Revolut app allows you to:

- create a virtual account,
- make domestic and international transfers,
- exchange currencies,
- order a physical payment card,
- track your spending,
- using a currency converter,
- automatic saving (rounding up small amounts to full sums),
- free ATM withdrawals with a monthly limit,
- taking out a loan,
- purchase insurance,
- the ability to trade cryptocurrencies: Bitcoin, Ethereum and Litecoin.

The app also allows you to open an investment wallet. You can also use it to buy gold and silver.

Transactions in Revolut

The basic transaction in Revolut is adding money (topping up your account). From the app, you can also send transfers, make contactless payments and withdraw money from ATMs. Revolut allows you to exchange currencies quickly and easily. You can also pay for products and services using Pay Palet, which allows you to spread the payment over three separate instalments. This way, you can shop in stores and online using your Revolut card or Pay Later card. Revolut charges a fee of 2.99% per purchase, which will be included in your repayments.





Revolut has all the practical features of a financial app – domestic and international transfers, currency exchange, setting up a virtual account with a physical payment card, etc. So what makes it stand out? The app provides smart tools for budget management and expense analysis. It allows you to set limits to help you stay within your budget. When you approach your limit, you receive a notification. Another interesting option is the "Safes" service. Its purpose is to help users achieve their financial goals faster. It allows you to automatically collect "small change" from rounded-up payments. Funds can be accumulated in different currencies.

Real-Life Applications

- Showing parents how to use mobile banking and how to download and install the mobile app
- Participating in creating a household budget
- Assisting with the installation of apps, e.g. Quick Budget

Cultural/Local Adaptation

- Apps must be tailored primarily to the user's level of digital literacy.
- Access to mobile banking may vary from country to country.
- Some apps only create budgets in the local currency.

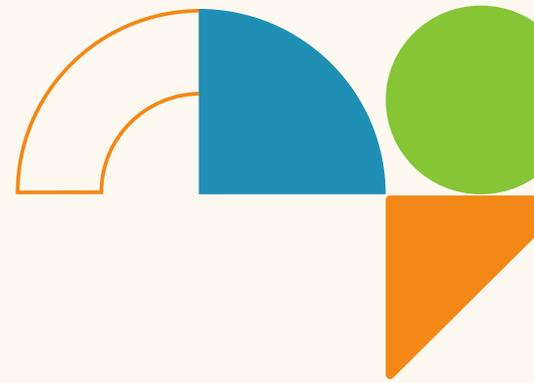
B. Pedagogical Tools (for Teachers)

Suggested Methods

- **Educational project** – "My digital budget" (active)

Students design a monthly personal or household budget using a financial planning app of their choice. They must identify income, expenses, savings goals and balance the whole budget.





- **Case study**

Students analyse the situation of a person who has financial problems and needs to find a solution using digital applications. They help them draw up a plan, choose the right tools and set priorities.

- **Brainstorming + mind map**

Topic: "Which expenses are necessary and which can be reduced?" or "What is worth saving for?"

Collective creation of a map of financial needs and goals.

- **Flipped classroom**

Students watch a film or tutorial on mobile banking or budget planning at home and then put their knowledge into practice in class (e.g. by simulating the use of an app).

Classroom Activities

- **Group work:**

Groups analyse different budgeting apps and select the best one in terms of functionality, security and ease of use.

- **Peer teaching:**

Students who use mobile banking or budgeting apps present them to their classmates as "experts".

- **Financial situation simulation:**

Students act out scenarios: e.g. someone loses part of their income and has to adjust their budget with the help of an app.





Student-Created Tools

- **Checklist – "Before you start using a financial app..."**

Students create their own checklists to help them use financial management apps safely and consciously. Example points:

Is the app trusted and does it have good reviews?

Does it have security features (PIN, fingerprint)?

Does it have a synchronisation feature with your bank account?

Does it show statistics and savings goals?

Is the data stored securely?

Format: paper list or digital form (Google Forms / Canva).

- **Educational poster or infographic – "Finances under control"**

Students prepare posters or infographics with the most important rules of money management using the app. Sample topics:

"The 5 most common financial mistakes made by young people"

"Recommended budget planning apps"

"Mobile banking step by step"

Can be done in programmes such as Canva, PowerPoint or by hand.

Assessment Ideas

- **Presentation of a financial app**

Students present a selected financial management app, showing its features, advantages, disadvantages and how to use it.

Assessment includes:

- the relevance of the app choice,
- understanding of the features,
- ability to explain how the app works to peers (readiness to teach others),
- form of presentation (slides, aesthetics, language).





- **Financial advice simulation / role play**

Students play the role of financial advisors and help a "client" (e.g. a classmate) plan a budget using the application.

The assessment includes:

- practical application of knowledge,
- communication skills,
- ability to explain complex issues in a simple way,
- creativity in approaching the problem.





Session 3: Digital Tools for Time Management – Using calendars, reminders, and productivity apps to organise tasks and responsibilities effectively.

A. Theoretical Content (for Teachers)

Time management is the ability to plan, organise and effectively use the time available to achieve specific goals and tasks. It includes a conscious approach to time and its effective use in both work and personal life. Time management is crucial in both personal and professional life, as it allows for the effective completion of tasks and the achievement of desired goals. In today's world, where the pace of life is increasingly intense, the ability to manage time effectively is becoming an essential skill. It helps to better manage responsibilities, reduce stress and improve quality of life. Effective time management is based on several key elements:

- Time usage analysis
- Goal setting
- Planning
- Prioritisation
- Implementation and organisation
- Control
- Eliminating time wasters

There are many techniques and tools to support time management. Popular techniques include the Pomodoro method, which involves working in blocks of time with breaks, and the 80/20 rule, which suggests focusing on tasks that bring the greatest results. Tools such as calendars, to-do lists and project management applications are helpful in organising work and monitoring progress.

In summary, time management is a key element of personal and professional effectiveness, enabling you to complete tasks efficiently and achieve your goals. With the right techniques and tools, you can organise your time better, leading to greater productivity and satisfaction in life.





The role of technology in time management

In today's globalised world, where every day brings new challenges and responsibilities, the ability to manage time effectively has become extremely valuable. Technology, with its endless possibilities, is entering our lives, offering tools that can significantly facilitate the organisation of everyday tasks. From planning apps to smart assistants and automation techniques, technological innovations are changing the way we approach time management. One of the most popular solutions are time management apps, which allow you to create to-do lists, set priorities and integrate with calendars. It is also worth paying attention to task automation tools, which can save us a lot of time. Examples of such technologies include IFTTT (If This Then That) and Zapier. The role of mobile technologies should not be forgotten either. Smartphones and tablets, with the right apps, allow you to manage your time anytime, anywhere. Key features include notifications and offline capabilities.

More and more people are also using project management tools that allow them to track progress and collaborate with others. Popular apps such as Trello and Asana allow users to create task boards, making it easier to prioritise responsibilities and set goals. This effective approach to work organisation helps avoid chaos and excessive stress. It is worth noting that technology also offers a range of time tracking apps that help us understand how we really spend our time. Tools such as RescueTime and Toggl allow us to track how much time we spend on specific tasks. This allows us to see at what time of day we are most productive and what activities may distract us.

Investing in time management technology is not only convenient, but also a step towards efficiency and success. With the right approach and choice of tools, we can significantly increase our productivity and achieve our goals in less time.





Key Concepts

DIGITAL TOOLS FOR TIME MANAGEMENT

Time planning apps

A daily planning app is a productivity tool that allows you to organise tasks, meetings and communication activities that need to be completed each day. Daily planning apps are powerful tools for organising and taking control of your day. Choosing the right time management app can significantly impact our productivity and quality of life. Before making a decision, it is worth considering which features are most important to us.

Here are some key features that the ideal app should have:

- Cross-platform compatibility – it is worth choosing a time management app/tool that is compatible with different platforms, allowing you to flexibly track the time spent on a given task and work on multiple devices, including mobile phones, tablets and desktops.
- Intuitive interface – ease of navigation is essential for quickly adapting to a new tool.
- Integration with other applications – the ability to synchronise with your calendar or project management applications makes organisation easier.
- Reminder features – eliminates the risk of forgetting important events or tasks.
- Offline function – allows you to track time spent even when working offline, so you can stay on top of your time even without an Internet connection.
- Built-in time management templates – having access to ready-made time budgeting templates and daily planning templates helps you get started right away without having to build a daily planner template from scratch.
- Progress tracking – allows you to monitor completed tasks and better plan future activities.
- Collaboration options – some tasks require teamwork, so the ability to share plans is important.





Let's not forget about personalisation. We all have different needs, so it's worth testing a few apps to find the one that best suits our working style. Sometimes it's more convenient to have everything in one place, other times apps dedicated to specific tasks work better. Often, what is ideal for one person may not be enough for another. Remember that technology is there to serve us, not to be another source of stress. When choosing an app, focus on features that will really help you improve your time management and increase your efficiency.

There are many solutions available on the market. Here are some popular apps that have gained recognition among users:

<p>Trello</p>	<ul style="list-style-type: none"> • Great for managing projects in the form of kanban boards • Simple and clear interface • Versatile applications • Mobile version and online availability • Integrations with other tools • Task automation with Butler
<p>Todoist</p>	<ul style="list-style-type: none"> • Minimalist approach to task lists with prioritisation • Simple and minimalist interface for recording tasks • Flexible views, especially the calendar view to see tasks on a timeline • Project sharing, collaboration and comments • Over 80 integrations for information exchange, communication and automation • Productivity visualisation by week and month
<p>Google Calendar</p>	<ul style="list-style-type: none"> • Public calendar with reminders and integration with other apps • Built-in features for creating to-do lists, deadlines and task management • Ability to display multiple calendars (personal, work, school, etc.) in a single view for error-free planning • Working hours and work location for automatic RSVP options • Team members' tasks and events in a single view, making it easy to check their availability and schedule meetings • Group calendars with team members for recurring tasks such as team holidays • Integrations with virtually all other tools you use
<p>Notion</p>	<ul style="list-style-type: none"> • A versatile tool for organising tasks, notes and databases • A flexible knowledge management tool with a wide range of customisable features • Ability to upload photos, embed videos, etc. for full context • Over 10,000 templates for personal, professional and school projects • Notion AI for brainstorming without the need for a search engine, generating answers and automatically filling in tables, all in real time





APPS FOR BLOCKING DISTRACTIONS

In the digital world, we are surrounded by distractions. With constant notifications and endless entertainment at our fingertips, a simple task like sending an email can easily turn into two hours of watching YouTube. Online distractions can interfere with work or study, stealing time and destroying productivity. Fortunately, there are many tools available to help you eliminate distractions.

What are website blockers and how do they work?

Website blockers are apps and extensions that restrict access to specific websites. Once configured by the user, they can help create a distraction-free browsing environment by allowing you to create a list of websites to block at certain times of the day. Website blockers are used for a variety of purposes, from parental control to maintaining focus. They can help prevent procrastination (the tendency to put off doing things) and improve work efficiency. There are also smartphone apps that can help you stay focused by blocking distracting apps on iOS or Android devices.

These include:

- **Freedom** - helps you regain productivity by avoiding distracting websites. When the app is active, you will see a reminder that will direct you back to your work when you try to access a blocked site. The app also allows you to schedule when block lists should be active. Freedom is available on all major platforms, including Android, iOS, Mac, Windows, Chromebook and Linux.
- **Forest** – This app is a creative approach to website blocking, motivating you to focus by rewarding you with a virtual forest when you limit your screen time. Your trees in the app can also contribute to a good cause. The team behind Forest donates a portion of their revenue to reforestation efforts. Forest is available on Android and iOS devices, where it helps users stay focused by blocking apps, but it is also available as [a Chrome extension](#).
- **RescueTime** - is an excellent productivity app with advanced features. The app is designed to motivate users by tracking their daily to-do lists and providing tips. It also provides detailed reports so users can learn about their time management habits. RescueTime is available for macOS and Windows devices.
- **Focus** - is a blocking app for Mac users that supports productivity and motivation. When Focus is active on your device, an inspiring quote will help you stay on track every time you try to open something from the block list. You can even block the entire internet and only allow apps and websites you need for learning, such as Slack.





TOOLS FOR MONITORING WORK TIME

Time tracking is a key element of effective project and human resource management. With the right tools, managers can accurately track their teams' progress, and employees gain the ability to better manage their tasks. These tools not only support productivity, but also promote healthy work habits and a good work-life balance. However, it is important to remember that the key to success is not only the choice of application, but also its conscious implementation and regular use. There are several tools on the market that can help us with this.

These include:

- **Toggl Track** – an intuitive tool that allows you to quickly and effectively track the time spent on various projects. With reporting features, users can analyse where they spend most of their time. Recommended for freelancers and small and medium-sized teams looking for a simple, effective tool to measure time and gain insight into their work patterns without the need for a comprehensive business management solution.
- **Harvest** – is the perfect tool for small and medium-sized businesses that need additional features such as invoicing and integration with other applications. It allows you to track time and expenses in one place.
- **Clockify** – a free application that allows you to easily monitor time both online and offline. It also offers the ability to create tasks and generate detailed reports. The application is ideal for start-ups, non-profit organisations and teams on a tight budget that need a reliable time tracking solution.
- **RescueTime** – focuses on analysing user activity, helping you understand how effectively you use your time. The tool provides weekly summaries that make it easy to make changes to your work routine.

Striving for optimisation in teamwork in the digital age is a multifaceted challenge that requires not only commitment but also the right tools. Every time tracking app provides insight into the enormous potential of teams to streamline workflows, improve productivity and foster a culture of collaboration and efficiency.





CALENDAR APPLICATIONS

Nowadays, online calendars are not a luxury, but a necessity. More and more companies are implementing systems to streamline work organisation, enabling calendar, task and even online booking management. With their extensive options, today's tools are more than just an electronic version of a paper diary – they are becoming personal assistants. The best app features come to the rescue, supporting booking management, automating team planning, and even helping to maintain business continuity. That's why it's worth taking a look at what modern solutions have to offer.

Here is a summary of the basic features to consider before choosing an app:

- **Synchronisation with external calendars** – Integration with calendars such as Google Calendar or Outlook allows you to easily manage all your appointments in one place.
- **Reminders and notifications** – Thanks to reminders, users don't forget about important meetings or deadlines. Notifications can be sent to your phone or email.
- **Calendar sharing** – Collaboration becomes easier when you can share your calendar with other users, allowing you to easily plan joint events.
- **Weekly/monthly/daily view** – Flexibility in displaying appointments allows you to quickly view your daily, weekly or monthly schedule, making it easier to plan your free time and work.
- **Prioritisation** – Users can mark important events, making it easier to focus on the most important tasks.

Also worth noting is the notes and attachments feature, which allows you to add detailed information to events. This ensures that all the materials you need are at your fingertips, making it much easier to prepare for meetings.





Brief summary:

- ClickUp: Best for integrated AI-powered task planning
- Calendly: Best for meeting planning and scheduling
- Google Calendar: Best for personal and professional task management
- Microsoft Outlook Calendar: Best for integrating schedules with Microsoft 365 tools
- Apple Calendar: Best for Apple users who need a simple, built-in calendar solution
- Zoho Calendar: Best for team scheduling and resource booking
- Fantastical: Best for easy integration of multiple calendar accounts
- Any.to Calendar: Best for combining tasks and calendar management in one app
- Cozi: Best for coordinating family calendars and tasks
- Teamup Calendar: Best for organising team workflows and availability
- Monday.com Calendar: Best for visualising project timelines with task details

SUMMARY

Application	What is it for?	Main features	Availability	Advantages	Disadvantages
Trello	For task and project planning	Creating project boards, assigning tasks, comments, checklists	Phone (iOS, Android), computer, browser	Intuitive interface, ease of use, flexibility	Limitations in the free version, no advanced analytics
Todoist	For creating task lists and planning your day	Create boards, lists and cards with tasks	Phone (iOS, Android), computer, browser	Easy to use, nice design, works quickly on multiple devices	Free version has limitations





Application	What is it for?	Main features	Availability	Advantages	Disadvantages
Google Calendar	Planning events, meetings and reminders	Create events with date, time and description	Phone (iOS, Android), computer, browser	Easy to use, integrates with other Google services	Requires an internet connection to work properly.
Notion	Create notes, organise your work and manage projects	Create pages, databases, lists and calendars	Phone (iOS, Android), computer, browser	Facilitates teamwork.	Complicated for new users
Asana	Project and task management	Progress tracking, reminders, reports	Phone (iOS, Android), computer, browser	Intuitive, supports collaboration , integrates with many tools	Too complex for simple tasks
RescueTime	Productivity and time tracking	Time tracking, productivity analysis	Computer (Windows, macOS, Linux), mobile devices (Android, iOS)	Automatic tracking, detailed reports	Free version has limited features
Zapier	Automation of work between different applications	Workflow automation, application integration	Web browser	Enables easy connection between different applications and increases efficiency	The paid version has more features
Toggl	Time tracking	Record working time using a timer	Phone (iOS, Android), computer, browser	Easy to use	Paid version has more features





Type of application	Examples
Apps for time tracking and smooth schedule management	RescueTime Toggl ClickUp Clockify Sling Harvest Inch ClockInEasy Connecteam Clockify Monday.com
Project management apps	Trello Asana Monday.com Microsoft Project Slack Bitrix24 ClickUp
Task list apps	Todolist ClickUp TickTick Any.do Things 3 Google Tasks
Calendars	ClickUp Google Calendar Calendly Baluu SavvyCal Any.do to-do list Apple Calendar Microsoft Outlook Calendar DigiCal Acuity Scheduling





Real-Life Applications

Students can use their knowledge of digital tools for time management to help family members in many ways:

- Creating a shared daily schedule – delegating tasks (sharing responsibilities with family members and assigning simple household chores)
- Setting priorities – helping to determine the most urgent tasks

Using, for example, the Todoist app (used to manage task lists, create tasks and share lists with family members, add priorities), you can work together to set a daily schedule that includes both responsibilities, such as shopping, laundry and cleaning, as well as free time, and determine the most urgent matters.

- Help with planning important family events (family gatherings, birthdays, name days, doctor's appointments, trips, etc.)
- Sending notifications to each family member
- Reminders to take medication or go to the doctor for older family members

For this purpose, you can use Google Calendar, which is available on various platforms and allows you to create events, plan meetings, set reminders and share calendars with other family members.

B. Pedagogical Tools (for Teachers)

Suggested Methods

- **Educational project – "My productive week" (active method)**

Students design their weekly plan in a calendar app, planning:

- learning, homework, free time,
- priorities and reminders,
- time blocks in accordance with the Pomodoro method.





- **Case study**

Students analyse the situation of a person who has difficulty managing their responsibilities (e.g. combining study and work) – they must help them organise their daily schedule using digital tools.

- **Flipped classroom**

Students familiarise themselves with guides at home (e.g. videos about Notion, Trello, Google calendars) and test and compare different tools in class.

- **Brainstorming + mind map**

Starting question:

Why do we lack time and how can we manage it better?

Students give spontaneous ideas:

What prevents them from organising their time?

What "steals" their time?

What apps do they know that can help?

The teacher writes everything down on the board or screen.

Classroom Activities

- **Group work**

Groups test different apps (e.g. Todoist, TickTick, Any.do, Notion) and present their advantages, disadvantages and suggestions for use at school.

- **Peer teaching**

Students who use time management apps teach others how to plan their week, set reminders, and create to-do lists.

- **Simulation of a student's day**

Students create a realistic daily schedule for a learner using digital tools and effective planning methods.





Student-Created Tools

- **Checklist** – "How to plan your day well?"

Contains, for example:

Have I written down all my responsibilities and tasks?

Have I left time for breaks and rest?

Have I used a digital tool for reminders?

Are the tasks prioritised?

- **Poster/infographic** – "Top 5 time management apps"

Presentation of an application (e.g. Notion, Trello) in the form of a poster or graphic guide.

- **Mini-guide/tutorial**

"How to organise your time with Google Calendar" – step-by-step instructions created by a student.

Assessment Ideas

- **Presentation of your own weekly plan / time management project**

Students show their calendar, task list or plan in the application and discuss:

- how they planned their week,
- what tools they used,
- what helped them the most.

Assessed: logicity, independence, use of digital tools, reflection on one's own work style.

- **Tutorial/video instruction**

Students create a video showing how to use an app (e.g. Todoist, Trello, Notion) and how it can help with learning and planning.

Assessed: clarity of communication, relevance to the topic, usefulness for other students.





- **Student portfolio – "My time management"**

It includes:

- weekly plan,
- screenshots from the app,
- reflection: "What worked?", "What would I like to improve?".

- **Peer assessment and self-assessment**

Students assess each other in terms of:

Could this person help me organise my time?

Was the presentation of the plan clear and inspiring?





Session 4: Digital Well-being and Healthy Screen Time – Balancing online activities, recognising digital burnout, techniques for healthier digital habits.

A. Theoretical Content (for Teachers)

The internet is full of new stimuli. Our minds will always have something to process. When we get bored with one thing, there are a thousand more waiting in line. What's more, content creators are actively fighting for our attention. They want to create newer, faster, more attractive and more engaging content. There is a "attractiveness mechanism" self-evolving at work on the internet. What people like to click on is linked, shared, promoted and thus spreads even further. In turn, content that is not very attractive to the recipient disappears somewhere in the jungle of information. This specificity of the online environment makes it very different from the world we experience every day. Researchers in this field focus on how attention works. Under the influence of many stimuli, our brain switches to a shallow processing mode. We consume a lot of content, but we do not delve into it. We devote little attention and intellectual effort to it. Media multitasking is a common phenomenon. It means using more than one media channel at a time, e.g. watching a TV series and scrolling through Instagram, or playing a game, listening to music and replying to messages in the meantime. Media multitasking is also sometimes referred to as frequent and rapid "switching" between media. Although not everyone has heard of it, many people do it every day. Unfortunately, it turns out that frequent engagement in this type of activity reduces our resistance to distractions (distracting stimuli).





Key Concepts

DIGITAL WELL-BEING - A HEALTHY DIGITAL BALANCE

Digital well-being is a way of using modern technologies so that they do not have "control" over us.

Digital well-being does not mean cutting yourself off from the Internet. Nor does it require breaking off friendships and moving to a digital wasteland. It is a balance between being online and offline.

For some time now, large Internet companies such as Google, Facebook and Apple have been offering features such as "screen time" and "digital balance", which are designed to help users consciously control their online behaviour, limit the time they spend on their smartphones and thus prevent addiction to screen devices and the Internet. Caring for well-being in the digital world follows trends in the field of health, and service providers have recognised the importance of this aspect of our health. For this reason, users should have deeper insight into their activities and greater control over them. Almost all current media and social services operate according to the principles of digital attention. They are designed to appeal to the reward system in the brain, which releases, among other things, the happiness hormone dopamine. These so-called impulses make us spend more time on social media than we originally planned. In order to regain control over the time spent online and on your smartphone, and to improve your concentration at work or while studying, you have to be prepared to make conscious sacrifices. Without deleting your social media accounts, it is worth simply limiting your use. This can be done by blocking apps on your phone or websites on your computer. Measuring your time and setting limits on the use of a specific app or website will help you check whether you are actually using them compulsively and wasting time there. If so, blocking them may help you divert your attention and develop a habit of using them more purposefully or checking them at specific times of the day.

BALANCE BETWEEN ONLINE AND OFFLINE ACTIVITIES, RECOGNISING DIGITAL BURNOUT, HEALTHY DIGITAL HABITS

In the age of ubiquitous digitalisation, the line between online and offline life is becoming increasingly blurred. The internet, social media and constant access to digital devices have a huge impact on our daily lives, offering unlimited opportunities for communication, work and entertainment.





However, information overload and the constant need to stay "up to date" can lead to digital overload/burnout, which has a negative impact on our mental health. Understanding the consequences of excessive technology use is crucial for maintaining mental health. Digital overload/burnout can manifest itself in stress, fatigue, sleep problems or difficulty concentrating. To prevent this, it is worth introducing conscious practices to limit screen time and develop activities outside the virtual world.

HOW DOES TECHNOLOGY AFFECT OUR HEALTH?

Technology has both positive and negative effects on our health. Here's how excessive use of digital devices can affect different aspects of our lives:

Physical health

- Vision problems - Prolonged screen time can lead to dry eye syndrome, eye strain and blurred vision.
- Back and neck pain - Poor posture when using mobile devices leads to muscle tension, known as "text neck".
- Sleep disorders - The blue light emitted by screens inhibits the production of melatonin, a hormone responsible for regulating sleep.

Mental health

- Stress and anxiety - Constant notifications and the pressure to stay up to date can increase stress and anxiety levels.
- Depression - Studies indicate a link between excessive social media use and symptoms of depression.
- Addiction - Smartphone and internet addiction are increasingly being diagnosed as real mental disorders.

Social relationships

- Social isolation





HOW TO REDUCE THE SYMPTOMS OF EXCESSIVE TECHNOLOGY USE?

By introducing a digital detox:

- Set technology-free time: Start with a few hours a day, e.g. in the evening before bedtime.
- Set boundaries: Turn off notifications, set times for using devices.

Using mindfulness techniques:

- Meditation: Helps reduce stress and improve concentration.
- Breathing exercises: These make it easier to relax and focus on the present moment.

Introducing physical activity:

- Regular exercise: Improves mood and reduces muscle tension.
- Walking outdoors: Takes you away from screens and provides natural light.

Maintaining good sleep hygiene:

- Avoid screens before bedtime: Turn off devices at least an hour before going to bed.
- Create a routine: Regular bedtimes and relaxing bedtime rituals.

Maintain social interactions in the real world:

- Meet up with friends: Face to face instead of via instant messaging.
- Participate in events: Workshops, interest clubs, volunteering.

DIGITAL DETOX

A digital detox is the conscious decision to limit or completely give up the use of electronic devices such as smartphones, computers, tablets and social media. It involves deliberately interrupting the constant flow of information and online interactions that can cause cognitive overload and negatively affect mental and physical health. The main goal of digital detox is to create space for a break from technology, allowing the mind to regenerate, reducing stress levels and improving concentration and quality of life.





In an age of widespread internet access and growing dependence on mobile devices, digital detox is becoming an increasingly popular tool for supporting balance between the online world and reality. Users often feel the need for such a reset, especially in the face of constant notifications, social pressure from social media, and information overload from various sources. Taking breaks from screens helps to regain control over everyday life, enables deeper relationships with loved ones, and promotes personal development through time spent on hobbies, physical activity, or relaxation in nature.

A digital detox does not have to mean giving up technology altogether. It can take the form of regular breaks, turning off notifications, limiting social media use or establishing electronics-free zones, e.g. in the bedroom or during family meals. With these simple steps, it is possible to restore balance between online and offline life, leading to improved well-being, increased work efficiency and better time management. In this way, digital detox becomes an important part of mental health and personal development, as well as an effective tool for reducing the negative effects of technology. Regular breaks from electronic devices allow you to regain control over your time, improve the quality of your sleep and rebuild interpersonal relationships. Through conscious technology management, it is possible to create a healthier balance between the online world and reality, which translates into better well-being and greater satisfaction with life. Digital detox helps reduce the time spent using devices and improve digital well-being.

How to introduce a digital detox?

The decision to prepare for a digital detox is the first step towards regenerating your mind and body. It is worth analysing your own behaviour in relation to digital devices. Determining how they affect your professional and private life allows for a more conscious approach to detox. Here are a few tips:

- Make a note of how often you reach for your digital devices, how long you use them and in what circumstances.
- Then, think about how using these devices makes you feel. Do you feel calm, anxious or stressed?
- The last step is to think about what could replace the time spent in front of the screen and what would make your life more fulfilling.





It is also very important to set realistic detox goals that are tailored to your needs and capabilities. Following these few simple tips will help you stick to your resolutions and gradually build healthy habits around your technology use:

- Define clear, specific goals – limit your phone use to two hours a day, or only use your device during set times, e.g. between 9 and 10 a.m. and between 7 and 8 p.m.
- Adjust the settings of your electronic devices – turn off unnecessary notifications, set airplane mode at specific times, especially at night, restrict the operation of certain apps or uninstall them if you think it is necessary.
- Inform your family and friends about your planned digital detox so that they do not worry about your lack of online activity.
- Try to plan other activities that are good for your health and mind, such as walking, sports, reading books, solving brain teasers (sudoku, crosswords) or socialising.

Implementing a digital detox can be difficult at first. These simple habits can effectively reduce the negative effects of excessive use of digital devices:

- Remote work does not have to mean staring at a computer screen all day long – plan regular breaks from the screen to reduce the risk of overload and improve productivity. During these breaks, go for a short walk, stretch or do some quick exercises to get your body moving.
- Having a daily routine without using technology helps you manage your time more effectively – start your day with meditation or a quick walk instead of checking your phone, and reach for a book in the evening.
- Introducing rituals such as a warm bath with essential oils and scented candles or daily skin care helps you relax.
- Eating meals together without phones promotes healthy family relationships and helps you connect with your loved ones.





The benefits of a digital detox

A digital detox is an essential break for maintaining mental, emotional and physical health. What can we gain from it?

- **Improved mental health** - Reducing the amount of time spent online reduces stress levels and improves mood. It also frees you from the pressure of comparing yourself to others on social media.
- **Eye regeneration** - This is especially useful if your work involves staring at a screen for many hours a day, which increases the risk of eye strain due to the tension associated with binocular vision and dry eyes, a condition in which the eyes do not produce enough tears.
- **Improved close relationships** - The internet brings us closer to people who are far away, but distances us from those who are close. A break from digital media gives us time and space for real and direct contact with other people and to take care of relationships with those who are important to us.
- **Greater awareness of your needs** - of what is happening around you when you turn off your notifications. By taking a break from screens, you become more aware of your thoughts and emotions. With fewer distractions, you can reconnect with yourself and take care of what is important to you.
- **Better sleep** - The blue light emitted by screens disrupts your sleep patterns. A detox allows for deeper, more restful sleep and easier falling asleep.
- **More time for personal development** - The time spent offline can be devoted to developing passions, sports, and reading books.
- **Improved concentration and efficiency** - A digital detox reduces distractions and allows you to focus on the most important tasks, improving your work and study efficiency.
- **Reduced anxiety and improved mental health** - What happens online is designed to attract attention and arouse interest and strong emotions. The internet is full of news about human misfortunes, crimes and disasters. This can cause anxiety, fear and concerns about the future. Not everything that happens online is true, and social media presents idealised images of different people and their lives, which can negatively affect our self-esteem when we start comparing ourselves to them. By disconnecting from the internet, you can save yourself anxiety and regenerate your mental strength.





A digital detox is beneficial for anyone who feels information overload, stress or a decline in their quality of life due to excessive use of technology. It is especially recommended for remote workers, school and university students, as well as anyone who wants to improve their well-being and relationships with those around them.

How can new technologies support digital detox?

Technologies can support detox by, among other things, using apps that monitor our time online and block unnecessary notifications.

Screen time monitoring apps – smartphones (Android, iOS):

- **Screen Time (Apple)** – With the Screen Time feature, you can check how much time you spend using your devices, plan device-free time, and set time limits for apps. With the Screen-Free feature, you can block apps and notifications for specific periods when you want to take a break from your devices or when you want to plan device-free time for your child. When you set device-free time, only phone calls and selected apps will be available during the selected time. Device-free time applies to all devices that support Screen Time, and you will receive a reminder five minutes before it starts.
- **Digital Wellbeing (Google/Android)** – The Digital Wellbeing feature on Android helps you manage your screen time with app timers, focus mode, and sleep mode, while Google Family Link lets parents monitor and set limits on device use, promoting healthier digital habits for the whole family.
- **Allow or mute notifications in Focus Mode on iPhone** – When you set up Focus Mode, you can choose the people and apps you want to receive notifications from, allowing notifications or muting them. For example, you can set up a Work Focus Mode that only allows notifications from colleagues and apps you use for work.
- **Smartwatches – wearable devices** – These devices allow you to detox from your smartphone, which constantly demands your attention. With mobile connectivity without the need to connect to your phone, you can stay in touch in any situation. You can receive incoming calls, call your contacts and enter phone numbers manually. You can read messages (and SMS) and create new messages (using the on-screen keyboard or voice input).





Browser extensions and distraction-blocking apps:

Browser extensions - have a wide range of uses, from productivity tools to those that improve online security, such as ad blocking (uBlock Origin, Adblock Plus). They hide ads and tracking elements, which can speed up website loading but also protect your privacy.

Blocking apps - technology can be both a source of distractions and a tool for eliminating them. There are many apps that help block distracting websites and apps for a specified period of time, allowing you to focus on your work.

Here are some popular blocking apps:

- **Freedom:** Blocks websites, apps and the internet on various devices. Allows you to create blocking schedules and focus modes.
- **Cold Turkey:** Allows you to block specific websites and apps for a set period of time. It has a "Frozen Turkey" mode that prevents you from unblocking websites before the set time has elapsed.
- **StayFocusd:** A Chrome browser extension that limits the time spent on distracting websites. Once the set limit is reached, websites are blocked.

Technology is an integral part of our lives, but its excessive use can negatively affect our physical and mental health. A digital detox is an effective way to regain balance and improve your quality of life. Conscious use of technology, introducing healthy habits and caring for interpersonal relationships can bring measurable benefits.

THE NEED FOR CONTINUOUS DIGITAL HYGIENE

Experts at the University of Siegen suggest that strategies for gradually reducing technology use and implementing daily "offline" rituals that help maintain digital balance in the long term may be more effective than temporary detoxes. "Digital hygiene does not reject technology, but is a set of behaviours that protect our health — it allows us to use it in a way that does not harm us," emphasises Marta Puciłowska-Schiemann, vice-president of the Digital Citizenship Institute Foundation. "However, in public debate, we focus mainly on young people, the dangers lurking on TikTok, or the ban on mobile phones in schools. Meanwhile, the problem of screen abuse knows no age limits. The conversation about digital detox sheds light on the abuse of new technologies by adults.





It is we, adult Internet users, who should consciously review our relationship with our phones so that we can be authentic and consistent in our conversations with young people and help them build healthy digital habits," he adds. Digital hygiene is not only about how we use technology, but also about our relationship with the world beyond the screen. Ultimately, it is not about the tools themselves, but how they affect our lives.

Real-Life Applications

- Disconnecting from technology and focusing on what is real for at least three weeks.
- Learning relationships anew, talking about emotions and feelings, and showing in real life that this world is beautiful in itself. No Instagram filters or touch-ups.
- Organising lots of therapeutic activities.
- Meeting people who share universal wisdom and life experience.

B. Pedagogical Tools (for Teachers)

Suggested Methods

- **Reflection and self-analysis (active method)**

Students analyse their digital habits on their own – how much time they spend online, in what situations they feel digitally tired, what symptoms they notice.

A form (paper or digital) with questions such as the following can be used:

How much time do you spend in front of a screen on weekdays/weekends?

Do you take breaks from your devices?

Do you have problems sleeping or concentrating?

- **Educational discussion**

Sample discussion topic: "Is it possible to be online and have a good work-life balance?" or "How can you recognise digital overload?"

Students share their thoughts based on their own experiences, examples and what they have learned.





- **Brainstorming and mind mapping**

Question: "How can you maintain your digital well-being?"

Students generate ideas and then organise them into a mind map – they can work in groups or as a whole class.

- **Case study**

Students analyse the description of a person (e.g. a student) who is experiencing symptoms of digital burnout – their task is to identify the sources of the problem and propose solutions.

- **Educational project – "My digital balance plan"**

Students create an individual plan for combining online and offline time, including screen breaks, physical activity, sleep and contact with peers.

Classroom Activities

- **Group work – "Digital balance in practice"**

In groups, students create a code of good digital habits – rules that help maintain a balance between being online and offline (e.g. "1 hour offline after school", "no screens before bedtime", "no phones during meals").

At the end, each group presents its rules to the class – they can be collected and used to create a joint poster.

- **Peer teaching – "How not to burn out?"**

Selected individuals or groups prepare short mini-lessons or presentations for the class on the following topics:

Symptoms of digital fatigue.

Tricks for limiting online time.

Recommended apps for digital rest.

- **Class debate – "Technology – help or problem?"**

Two groups of students hold a debate: one defends technology as helpful in everyday life, the other points to its negative impact on well-being and relationships.

The other students vote on which side was more convincing.





Student-Created Tools

- **Checklist – "Do I take care of my digital health?"**

Students create a short checklist, e.g. in the form of a table or poster, with questions such as:

Do I take breaks from the screen every hour?

Do I limit my phone use in the evening?

Do I have offline time every day?

Can I disconnect from social media?

- **A daily schedule with a balance between online and offline time**

Students design their ideal day with a balance between online learning, physical activity, screen-free rest, and time for themselves and their loved ones.

Format: drawing, table, presentation or infographic.

- **Educational poster – "Digital hygiene"**

Slogans, tips and rules for healthy use of technology. Example titles:

"7 steps to digital balance"

"Don't let the screen get the better of you!"

"Digital detox – how to get started?"

- **Mini-guide for peers**

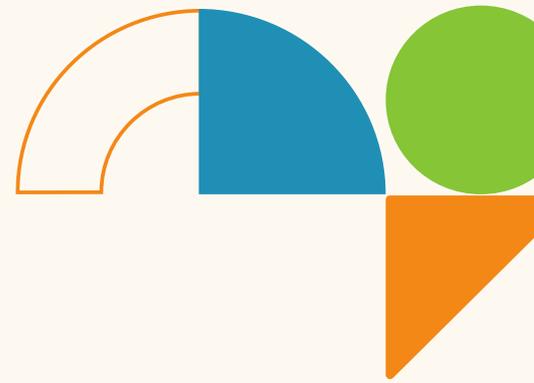
Students develop a simple guide on digital burnout and ways to take care of themselves – this can be a PDF brochure, an e-book, a presentation or a class blog post.

Assessment Ideas

- **Peer assessment**

Students assess (in pairs or groups) each other's ideas – e.g. posters, daily schedules – in terms of realism, creativity, practicality.





- **Oral presentation/mini-interview**

The teacher asks the student questions such as:

What does the balance between online and offline give you?

How can we tell when we are digitally tired?

What will you change in your habits?

- **Podcast or audio recording – "My digital balance"**

Students record a short piece in which they talk about their own experiences with technology, good habits and what they want to change.

Assessed: content, engagement, argumentation and authenticity.

- **Voting and selection of the best class solutions**

After presenting posters, checklists or digital plans, students vote on which ideas they think are most realistic, most needed, easiest to implement.

Additionally, badges or symbolic awards (e.g. "digital class mentor") can be awarded.





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