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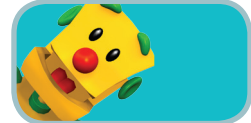
# NETSMARTZ TEEN VOLUNTEER KIT: *Teen* Presenter's Guide



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## HOW TO USE THIS KIT

The Internet is an amazing tool. It makes it easier to do so many things, from communicating with family and friends, to learning about new topics, to playing games. Unfortunately, along with all of these benefits, the Internet also has some risks.

That's where you come in.

**As a teen presenter,  
you can help younger students stay safer  
by talking about online risks.**

The NetSmartz Teen Volunteer Kit contains word-for-word presenter's notes for two PowerPoint presentations which will help you introduce Internet safety to students in grades 3-8. Use the presentations to fulfill school service hour requirements and as part of community service projects. You can even make them a group project by giving them with one or two of your friends.

In order to give these presentations you will need:



Talk to your teacher or group leader to make sure that you have all of the materials you need. He or she can find more information about the Kit and tips to help you prepare for your presentation in the Adviser's Guide.

After giving your presentation, you can share about your experience and give feedback at [www.netsmartz.org/Presentations/TeenPresenterSurvey](http://www.netsmartz.org/Presentations/TeenPresenterSurvey).

The materials in this Kit are brought to you by NetSmartz Workshop, a program of the National Center for Missing & Exploited Children. NetSmartz makes resources for people of all ages to help them start discussions about Internet safety within their communities.

## PRESENTATIONS OVERVIEW

### Router's Birthday Surprise

Grades: 3-5 • Length: 35 minutes

The *Router's Birthday Surprise* presentation is a video with breaks for the presenter to speak. In your notes, you will find these breaks marked **Presenter Comment**. There are also places in the presentation marked **Prompt Audience**. You can use them to interact with your audience, but the presentation does not stop in these places.



In this presentation, Clicky, the Internet safety robot, is on his way to defeat the Webville Outlaws, sneaky Internet villains who try to ruin children's time online.

Together, you and Clicky will teach your audience about the four NetSmartz Rules of Internet Safety:

**1. I will tell my trusted adult if anything makes me feel sad, scared, or confused.**

**2. I will ask my trusted adult before sharing information like my name, address, and phone number.**

**3. I won't meet face-to-face with anyone from the Internet.**

**4. I will always use good netiquette and not be rude or mean online.**

### NetSmartz Tweens Presentation

Grades: 6-8 • Length: 30 minutes

In this presentation, you will introduce your audience to three main online risks: cyberbullying, online predators, and revealing too much information. Each of these issues is covered using a video and various safety tips. It also has space for you to add stories from the news, so don't be afraid to do some research! Real-life stories can help make a presentation more interesting, but be careful not to use the names of people from your community.



#### Additional Resources

The Additional Resources folder contains safety pledges and tips for your audiences. Consider handing out "My Rules for Internet Safety" to audiences in grades 3-5. Use the Middle/High School Internet Safety Rules and the "Your NetSmartz" tip sheet with students in grades 6-8.



## KNOW THE ISSUES

Before giving your presentation, brush up on your knowledge of the main Internet safety issues.

### Cyberbullying

When people use the Internet and mobile technologies to bully and harass others, it is called cyberbullying. It could look like starting a mean rumor about someone or posting an embarrassing picture of them online. Although cyberbullying doesn't leave physical scars, it can be very upsetting to kids who are victims. That's because when you make fun of someone online, it can be seen by **anyone, anywhere**. Imagine how hard it would be to go to school if you thought everyone there was posting mean comments about you online.

### Online Predators

Adults who use the Internet to target kids and teens for sexual relationships are called online predators. They may talk to kids about sex, send and request inappropriate images, and ask kids to meet face-to-face. Saying "no" to online predators can be harder than you think because they will give you gifts and try to convince you that they care about you more than anyone else. Just remember that when an adult of any age starts pressuring a kid or teen for sex, he or she is up to no good.

### Revealing Too Much Information Online

You probably already know that it can be dangerous to reveal too much information about yourself online. But, what is **too much**? Your full name? Your age? Your gender? There may be appropriate times to share all of these things, but before revealing any information about yourself, think: *Who will see the information that I share? Is the information inappropriate, offensive, or illegal? Would anyone be embarrassed or hurt if the information goes to more people than I planned?* Thinking about all of these things before you share information will help protect you from revealing too much online.

### Sexting

One way that some kids and teens can reveal too much is sexting, the taking and sending of nude or semi-nude images between minors. It can be illegal for those under 18, and if you're caught doing it, you can get in a lot of trouble at school and with the law.



## TIPS FOR PRESENTING WELL

Think about the worst presentation that you've been to. What made it so bad? Did the presenter talk too quickly or quietly? Did he or she spend a lot of time looking down at the notes? A good presentation depends a lot on **how** it's given. In this case, that's up to you. Here are a few tips to help you deliver the best presentation that you can.

- » **Add emphasis.** Use your tone of voice to draw your audience's attention to important words and phrases. Bolded words in the presentations represent places where the authors think emphasis should be added. Try underlining or highlighting other important words that you think should be emphasized.
- » **Arrive early.** This will give you an opportunity to set up your presentation before your audience arrives. Run through it to make sure that all of your equipment is working.
- » **Be patient with people who interrupt.** If someone raises their hand to ask a question, let them know that you'll answer it at the end.
- » **Bring water.** Sipping water will help keep your voice strong throughout your presentation. It's also a good way to give yourself a break or a moment to think if you need one.
- » **Don't fidget.** A lot of unnecessary movements will distract your audience. For example, try to keep hand motions minimal and avoid playing with your hair.
- » **Know the presenter's notes.** You don't have to memorize them, but you should be comfortable with the presenter's notes. The more familiar you are with them, the less you will hesitate or stumble over words.
- » **Make eye contact with your audience.** You will look more confident and reassure your audience that you know what you're talking about.
- » **Project your voice.** You want everyone in the room to be able to hear you.
- » **Smile!** If you look like you're bored with the presentation you're giving, your audience will be bored too.
- » **Speak slowly and clearly.** No one wants to sit through a presentation given by someone who sounds like Donald Duck!
- » **Wear comfortable clothes and shoes.** You don't want to worry about what you're wearing or have aching feet while giving your presentation.

And of course, **practice, practice, practice!** This can't be said too many times. The more familiar you are with the presentation, the more comfortable you will be. Try to make your practice as close to the real thing as possible. For example, click through the slides while you practice giving the presentation. When you think you've got it, practice in front of your friends, family, teachers, or other adult leaders. Practicing in front of an audience of friendly faces will help build your confidence for the real presentation.

### What if I make a mistake?

You are the only one with a presentation script. If you say the wrong word or skip a sentence, no one will know but you! So don't beat yourself up about small mistakes. Instead, take a deep breath, smile at your audience, and keep going!



## PRESENTATION DAY CHECK LIST

Go through this list before going to your presentation to make sure that you have all of the information and equipment that you need. Try to arrive early so that you have time to set up your presentation and check your equipment.

**My teacher's/adviser's contact information:**

\_\_\_\_\_

**My presentation's:**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Room Name/Number:** \_\_\_\_\_

**My audience is in grade(s):**

3    4    5    6    7    8

**I have:**

**A copy of the presentation and a printed copy of the notes.**

**A laptop or access to a computer.**

**An LCD projector.**

**Extension cords.**

**Photocopies of handouts, such as tip sheets or pledges.**

**Speakers.**

**Water.**

Share your thoughts at [www.netsmartz.org/Presentations/TeenPresenter Survey](http://www.netsmartz.org/Presentations/TeenPresenterSurvey)



## PC TROUBLESHOOTING FAQs

**Q: What should I do if the CD doesn't run automatically when I put it into my computer?**

**A:** Follow these steps to run the program: (1) Click on "My Computer."  
(2) Click on your CD drive.  
(3) Open the "Teen Volunteer Kit" folder.  
(4) Click the presentation of your choice.

**Q: What should I do if the program freezes?**

**A:** Follow these steps to re-start the program: (1) Press "Escape."  
(2) Click on "My Computer."  
(3) Click on your CD drive.  
(4) Open the "Teen Volunteer Kit" folder.  
(5) Click the presentation of your choice.

**Q: Why did the video stop playing?**

**A:** You may have pressed the pause button or clicked the mouse. Click the pause button or the mouse again and the video will resume.

**Q: Why did the screen go black after the video segment?**

**A:** It is normal for the screen to fade to black after the video plays. Advance to the next slide by clicking the mouse or pressing the right arrow key on your keyboard.

**Q: Why is there no image on the screen, even though I have connected to the projector?**

**A:** You may need to use a keyboard command to tell the laptop that something is connected to its external output port. Look for a symbol of a monitor on your function keys. For instance, on some laptops, the command is "Function key + F4."

**Q: Do I need a password?**

**A:** You do not need a password to use the NetSmartz presentations. However, all of the presentations are password protected in order to prevent the content from being altered. You may only open them as "Read-only" files. If your password prompt does not offer a "read-only" option, then you may have an administrative rights issue and will need to contact your IT department.

**Q: Why have I received an error message stating that I do not have administrative rights when I am the administrator on this machine? (Windows Vista Only)**

**A:** To bypass this error, right click on the file you are installing and click "Run as Administrator." You should now be able to run the program.

**Q: How may I share the presentation files with others?**

**A:** If you simply copy the presentation file to a disc, the presentation may not run correctly. It is best to download the ISO version of the files from [www.netsmartz.org/Presentations](http://www.netsmartz.org/Presentations) and then burn them to a disc. For more information about this process, visit a tech site like [cnet.com](http://cnet.com), which may also direct you to some free CD burner programs.

Remember, all NetSmartz presentations may be downloaded for free from [www.netsmartz.org](http://www.netsmartz.org). If your question has not been answered, please e-mail [netsmartz\\_tech@ncmec.org](mailto:netsmartz_tech@ncmec.org).



## Mac TROUBLESHOOTING FAQs

**Q: What should I do if the program freezes?**

**A:** Follow these steps to re-start the program: (1) Press “Escape.”  
(2) Click on the CD icon.  
(3) Click the presentation that you want.

**Q: Why did the video stop playing?**

**A:** You may have pressed the pause button or clicked the mouse. Click the pause button or the mouse again and the video will resume.

**Q: Why did the screen go black after the video segment?**

**A:** It is normal for the screen to fade to black after the video plays. Advance to the next slide by clicking the mouse or pressing the right arrow key on your keyboard.

**Q: Why is there no image on the screen, even though I have connected to the projector?**

**A:** You may need to use a keyboard command to tell the laptop that something is connected to its external output port. Look for a symbol of a monitor on your function keys. For instance, on some laptops, the command is “Function key + F4.”

**Q: I don't have PowerPoint on my Mac. Will I still be able to play the presentation?**

**A:** You must have PowerPoint installed on your Mac in order to play the presentation.

**Q: How may I share the presentation files with others?**

**A:** First, copy the DMG file to a thumb drive. Now you can transfer the file to another computer and mount the image. You can also create a CD. Sites such as [mactipsandtricks.com](http://mactipsandtricks.com) can help walk you through the steps of burning a DMG file to CD.

Remember, all NetSmartz presentations may be downloaded for free from [www.netsmartz.org](http://www.netsmartz.org). If your question has not been answered, please e-mail [netsmartz\\_tech@ncmec.org](mailto:netsmartz_tech@ncmec.org).