IDemocracy
Training Activities

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A project for the right to participation of people with intellectual disabilities through technology

Module 0.
Digital skills

Module 0 - Digital Skills

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Session Plan (for trainers)		
Guidelines	The session plan aims to guide trainers in the implementation of the training module. Based on the training programme defined for module 0, a set of practical activities is presented which aim to address all the training contents defined for this module; to provide trainers with pedagogical resources to implement the training, adapting it to the needs and profile of the trainees. For each proposed activity its objective, the resources and methods required for its implementation are presented, as well as an indication of the time needed to carry it out. These activities require additional time for preparation by the trainers. You should show the **video ID.0.0** at the beginning of the training.	
	Activity 1: Welcome participants activity **Goal:** This activity aims to welcome the group, energise the group and contribute to a good training environment. **Methods and Resources:** **ID. 0.1.1. Group Welcome Activity:** participants need to draw something they find awesome and explain why. For this activity you will need paper, pencils and colour pens. This is a suggestion you are free to choose any other introduction/ice-breaking activity.	00h:20m

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	Activity 2: Getting online, what do I need?	
	Goal: The first activity will give participants all the necessary tools and knowledge to connect and go online. It will focus on the use of wifi, browser, email and downloading apps or searching for information online.	
	Methods and Resources: To work on this activity there is an explanatory power point with adapted content.	
	In addition, there are 6 practical activities so that trainees can put into practice the content of the power point.	
	ID.0.2.1. Connecting, searching and communicating.	
	Practical Activity 0.2.1A. Steps to connect to wifi.	01h:00m
	Practical Activity 0.2.1B. Steps to create an email account.	
	Practical Activity 0.2.1C. Steps to send an email.	
	Practical Activity 0.2.1D. Steps to research online.	
	Practical Activity 0.2.1E. Steps to download an app.	
	Practical Activity 0.2.1F. Steps to send a voice message.	
	Advice: According to participants' previous knowledge, focus on their current needs. If they already know some elements, trainers can feel free to skip to the next element.	
	Break	00h10m

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	Activity 3: Building a safe and pleasant environment online **Goal:** To allow participants to feel safe online and to know how to recognize and prevent some of the most current risks. To introduce participants to the concepts of data protection and privacy online. **Methods and Resources:** To work on this activity there is an explanatory power point with adapted content. In addition, there is a practical activity so that trainees can put into practice the content of the power point. **Part 1:** Privacy and data protection **Part 2:** Preventing risks **ID 0.3.1. A safe and trusting online environment.** **Practical Activity 0.3.1A. Steps to check privacy.**	02h00m
	Break	00h10m

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Activity 4: Digital identity

Goal: To allow participants to understand what digital identity is, how to manage it and how it interacts with the "real world" identity.

Methods and Resources: To work on this activity there is an explanatory power point with adapted content.

In addition, there are 2 practical activities so that trainees can put into practice the content of the power point.

ID 0.4.1. Digital Identity

Practical Activity 0.4.1A. Google Yourself

Practical Activity 0.4.1B. Setting Google Alert

Definition of digital identity:

Digital Identity is the way one person, organisation or device appears online. Everything you own, share or do in the online world. Your digital identity consists of various pieces of information about you—in digital form—that, when put together, point to you. These various pieces are called "Digital attributes". Digital Attributes are composed of personal data and one person's online activity. They can be both obvious (Social Security number) or less apparent (search activities).

Practical activity:

Step 1: In a flipchart and post-its participants, note what elements and characteristics they wish to value online, what do they want to share and what do they want other people to see.

Step 2: Googling participants and seeing what information about them appears online.

Step 3: Group reflection; *"What do I take out from this activity?"*

01h:30m

| Break | 00h30m |

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	Activity 5: Behaviour online **Goal:** To allow participants to understand what an appropriate behaviour online is and how to communicate adequately online. **Methods and Resources:** Powerpoint presentation focusing on "do's" and "don't". A fiche explaining what netiquette is and giving examples on how to apply it when writing an email or using social media. A parallel will be done between behaviour in the "real world" and in the "online world". Advice will also be given for participants to apply self-limitation and not overuse ICTs and social media. **ID 0.5.1. Online Behaviour** **Practical Activity 0.5.1A. Netiquette** **Practical Activity 0.5.1B. Self-limitation** Part 1: Netiquette Part 2: Self limitation **Practical activity (for netiquette)** Step 1: Divide the class into pairs. Step 2: Have one person send a message to his or her partner that violates email etiquette. Step 3: Ask the recipient to correct the message and return it to the sender. **Practical activity (for self-limitation):** Step 1: Downloading an app that shows you the time you spend online. Ex: "Screen Time". Step 2: Exploring the different functionalities of the app. Asking ourselves: What have I learnt about myself when exploring the presented data?	02h00m
	Break	00h10m

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	Activity 6: Use of social networks **Goal:** Know what different social network platforms exist, what are their characteristics and different utilities, how to subscribe and share content. Ex: Facebook, Twitter, Zoom. **Methods and Resources:** To work on this activity there is an explanatory power point with adapted content. In addition, there are 2 practical activities so that trainees can put into practice the content of the power point. **ID.0.6.1. Use of social networks** **Practical Activity 0.6.1A. Social Media Memory Game** **Practical activity:** "Social Media Memory Game" Match the description of the social media network with its symbol (see template to cut out description and logos). After playing, the trainer can stimulate participants to talk about their experience with a given social media platform if they already use it. **Material:** Paper, scissors, social media memory game cards template. **Practical Activity 0.6.1B. Twitter** **Live Experience:** Write a post on Twitter. Verify with your training colleagues that the post is suitable. Follow-up the account of your country's prime minister. Share with your training colleagues: what have you learnt?	02h00
	Break	00h10m

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	Group Reflexion **Goal:** The trainer should promote a synthesis of the session, in which trainees should play an active role. The trainer should promote sharing on decisions made by the participants; review the topics covered; ask questions and if applicable/necessary define homework. **Methods:** At this moment space and time should be given for all trainees to participate and express their opinion. Since not all participants may feel free to express their opinion, the trainer may ask each participant to say only one word about this session. Participants can also write the word on a post-it or even draw. The trainer can write each word on a board or build a word cloud, for example.	00h30m

Duration		
🕐	9h of course (divided into sessions of 1h to 2h with regular breaks in between) + one ice breaking activity (20 min).	