

CSR in a Box: Educator Instructions

BEFORE CLASSES:

- **Find a school** or another community organization where you would like to teach classes on cyber safety and establish relations with them. An email template is attached for your convenience.
- **Localize the educational materials** from English into your language. To enhance comprehension, remember to change the names in quiz questions and tasks to local names, and substitute screenshots used on some of the slides with screenshots in your language. Please ensure proper attribution of the source of the screenshots.
- **No need to prepare or study additional educational materials** for the classes; all the necessary information is already included in the slides. However, it's acceptable to share more, and it would be beneficial if you can illustrate the slide content with your own examples.
- **Adjust the curriculum** as needed. The slides for each age group are designed for several academic hours:

a) Level 1 (8 – 10 y.o.) – 2 classes x 45 min

b) Level 2 (11 – 13 y.o.) – 3 classes x 45 min

c) Level 3 (14 – 18 y.o.) – 4 classes x 45 min.

Depending on your agreement with the educational institution where you will teach, you might need to shorten or extend the curriculum to fit the available time.

- **Promote your brand:** include your company's logo in the slides. Consider preparing branded t-shirts or other promotional items for the classes.
- **Interactivity:** to make your classes more engaging, you can create digital quizzes using services like Kahoot or similar platforms. Simply input the questions and ask students to use their smartphones during class to answer the quiz questions and compete. If you need assistance in digitizing the quizzes, feel free to contact us at foundation@acronis.org.

You can also incorporate videos, pictures, or any other suitable multimedia elements, but ensure to provide proper attribution when using someone else's intellectual property.

- **Consider offering prizes to motivate students:** remember, kids love receiving gifts. You could prepare several small presents for the most active students. These gifts can also be branded 😊
- **Know your audience:** understand the age group, their interests, and their learning abilities. Tailor your lessons to match their level of understanding and engage their interests.

DURING CLASSES:

- Before starting the class, **inform the students about any rules**; for example, if you have prepared gifts for them, let them know that the five most active students will receive gifts after the class.
- **Introduce yourself**: you can include a slide at the beginning of the deck with basic information and a fun photo of yourself, along with some amusing facts that children might find interesting. For instance, “I have three cats” or “My favorite book is ‘The Lord of the Rings,’ and I play Fortnite at night when my wife doesn’t see it.”
- **Don’t aim to cover all the slides during your class**. It is better to focus on teaching in-depth rather than rushing through the material. Ensure that the students have understood the concepts you have shared with them.
- All the topics include **questions** that you should ask the students. These questions are designed to encourage greater involvement from the kids and foster their critical thinking skills. Encourage students to respond to these questions. Examples of such slides:

#CyberFit

In your opinion, how would you recognize **untrustworthy** online resources?

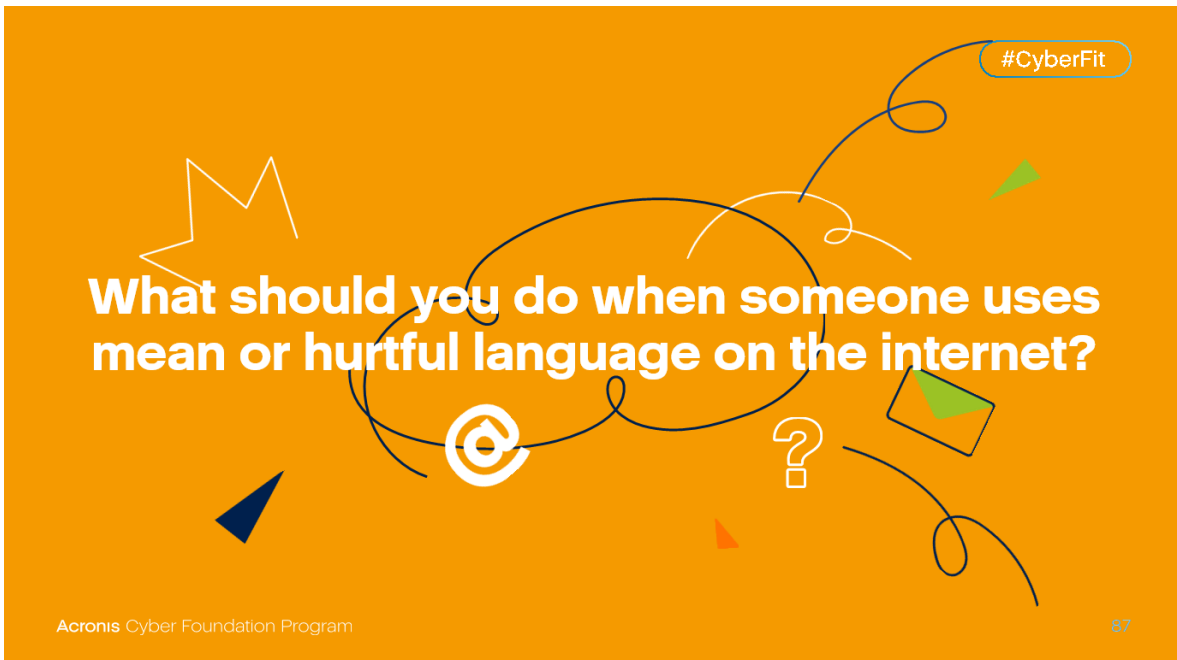
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What is something in your life that you take steps to protect? Why and how do you protect it?



What should you do when someone uses mean or hurtful language on the internet?



- **Be clear and concise:** use simple language and clear instructions. Break down complex concepts into smaller, understandable parts.
- **Be enthusiastic:** show your passion for the subject. Enthusiasm is contagious and can inspire kids to be interested and engaged in the topic.

- **Encourage questions:** create a safe and supportive environment where kids feel comfortable asking questions. Answer their questions patiently and encourage curiosity.
- **Be flexible:** be prepared to adapt your teaching methods based on the needs and responses of your students. Flexibility allows you to cater to their unique learning styles.

Remember, every class is unique, and what works for one group of kids might not work for another. Stay observant, be adaptable, and most importantly, create a positive and nurturing learning environment where kids feel valued and motivated to learn.

- **Photo and video recording:** ask your colleague or school staff to take photos and videos of the class which you can further use in your informational and marketing materials and resources. Make sure to comply with local legislation, do not take photos without written consent of the participants and/or their parents or legal guardians. Template of a photo / video consent form is attached.

AFTER CLASSES:

- **Share the content** with the teacher or school director so that they can distribute it to parents.
- **Promote your CSR activity** on social media (you can find sample copies attached) and write a blog post for your website. Don't forget to tag Acronis; we would be pleased to know that our content was helpful 😊
- **Thank the volunteers:** send out personal emails or an internal communication within your company to express your gratitude to the volunteer employees.
- **Repeat** 😊

Thank you for starting your CSR activities with Acronis and wish you all the best luck in this noble endeavor!