

Digital Shred Workshop Lesson Plan

Learning Outcomes

Participants will be able to:

1. reflect on and describe their digital privacy priorities in order to articulate the benefits and risks of their digital dossier
2. apply a growth mindset to critically examine their current data double and recognize when change is needed
3. develop a Personal Data Integrity Plan that makes routine the process of auditing and updating their digital dossier in alignment with their privacy values
4. describe “digital shred” and its importance

Activities

Fact or Fiction Game (5 minutes)

1. Gamified prior knowledge check used to scaffold the Digital Shred Workshop for participants who did not attend the foundational [Privacy Workshop](#).
 - a. Creators’ [Kahoot quiz](#) includes the following fact/fiction statements:
 - i. Using incognito mode in my web browser makes me invisible online [fiction]
 - ii. If I am not logged into any social media accounts, I am anonymous online [fiction]
 - iii. Websites are tracking my location, what I do, how long I am browsing, when I return, & much more [fact]
 - iv. Facebook tracks your online behaviors across the entire web, not just on their site [fact]
 - v. Google search results are personalized based on your browsing history & online behaviors [fact]
 - vi. My online search history / activity is private [fiction]
 - vii. My social media activity will not impact my education or career because I have my accounts set to private [fiction]
 - viii. Websites / social media sites only use my data for targeted advertising [fiction]

***Tip: As you move through the quiz it is helpful to give a brief explanation / context as to why each statement is fact or fiction.*

Digital Shred & Data Doubles Micro-lecture (10 minutes)

1. Briefly define ‘digital shred’ - The act of managing privacy by curating digital records for purposes of data governance, risk management, and storage efficiency (Chisholm, Glenn, Hartman-Caverly).
2. Review the meaning of data governance, data minimization for risk management, and storage efficiency.
3. Discuss the concept of ‘data doubles’.

Develop a Burner Account & Damage Assessment (10-15 minutes)

1. Introduce the [Ideal Portfolio / Damage Assessment worksheet](#) and have participants work on the Ideal Portfolio to develop a burner account.
 - a. Activity prompt: If you were creating a perfect account (or a fake burner account to do private research on a crush) what would you choose to make it a perfect account? From username to posted content what would you consider ideal?
 - i. Guiding questions on worksheet will walk students through the activity.
 - b. Facilitate a large group debrief regarding the qualities of an ideal portfolio / burner account and unpack rationales for their choices.
2. After the debrief, introduce the second part of the worksheet, the Damage Assessment adapted from real-life artifact, [Intelligence Community Directive 732 \(ICD 732\)](#).
 - a. Activity prompt: Imagine your personal accounts are infiltrated by a hostile intelligence asset (or maybe just your kid sister) who exfiltrated sensitive information about you! Use this framework, adapted from Intelligence Community Directive 732: Damage Assessments, to identify your risks and plan corrective actions.
 - i. Guiding questions on worksheet will walk students through the activity.
 - b. Again, facilitate a large group debrief about thoughts, reflections, and findings from the Damage Assessment.

***Tip: Keep feedback / student responses to this activity voluntary as this can enter sensitive topics. It can be helpful to have your own or generic examples ready to share in lieu of student participation.*

Personal Data Integrity Plan (15-20 minutes)

1. Introduce the culminating final activity the [Personal Data Integrity Plan](#).
 - a. Ask participants to visit the following websites to set the stage for the activity:
 - i. [Have I Been Pwned?](#) – enter email address and view which accounts may have been involved in a data breach
 - ii. [Create a Google Search Alert](#) – set up a search alert for name, email address, etc. for reputation management / security purposes
 - iii. [Blacklight](#) - enter the address of any website, and Blacklight will scan it and reveal the specific user-tracking technologies on the site—and who’s getting your data.
 - b. Activity prompt: Using your Ideal Portfolio & Damage Assessment, begin reflecting on your individual digital accounts, apps, & smart products which pose a privacy threat. Use the Personal Data Integrity Plan worksheet & links below to assess risk levels & begin planning a corrective action plan.
 - c. The creators’ [Digital Shred Privacy Literacy Toolkit](#) (Chisholm & Hartman-Caverly) is leveraged to link out to existing ‘[How-to](#)’ resources which give steps on mitigating / reducing privacy and security harms. This alleviates the burden of maintaining how-to instructions in-house (since they are a constantly moving target).
 - i. Tip: Provide a curated list of highly relevant direct links, with additional longer lists of categorized resources available through the worksheet. (Feel free to link out to the [Digital Shred Privacy Literacy Toolkit](#) which the creators (Chisholm & Hartman-Caverly) update and maintain on a regular basis).

2. Take time to conduct a short large group debrief to allow participants to ask questions or share observations.

Assessment

Snowball Confessions (5-10 minutes)

1. As an in-person activity this entails handing out scrap paper to students, asking optional prompts to assess the effectiveness of the session and then having them crumple the paper into a ball and throw them into the middle of the room. The instructor(s) can then uncrumple the paper and read responses / reflections aloud for discussion amongst the group. Alternatively, particularly in virtual environments, a [web-form](#) can be used. Prompts asked by creators include the following:
 - a. What is one change and / or step you plan to take after this workshop?
 - b. What is one bad digital habit you want to break?
 - c. List something you learned today OR something you wish you had learned.