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TRUST



DIGITAL حفاظت

Guidelines for Parents and Teachers







Zindagi Trust, TikTok and Pakistan Telecommunication Authority have come together to create a valuable guide for parents, and teachers, centered around Internet safety. This collaborative initiative aims to provide essential knowledge and support, fostering a protected online experience for parents and teachers. Its primary objective is to ensure a secure online environment. Through this partnership, potential risks and challenges are addressed, and individuals are empowered with the necessary knowledge and tools to navigate the internet and social media platforms responsibly.

This book represents a comprehensive and invaluable resource, equipping readers with the knowledge and tools needed to navigate the internet securely. With a strong emphasis on Digital Safety, it offers practical tips, actionable advice, and insightful perspectives to help readers understand and effectively mitigate potential risks. By empowering individuals with this information, we strive to create a safer and more responsible online community for everyone involved.



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Ministry of Information Technology & Telecommunication
Government of Pakistan

Special Acknowledgement:

Mr. Muhammad Farooq, Director, PTA & Head of COP Committee, Mr. Ahmed Bakhat, Director, PTA & Member of Committee, Samreen, Deputy Director & Member of Committee, Ms. Zaib Unisa Gharshin, Deputy Director, PTA & Member of Committee, Mr. Adil Javed, AD Law, PTA & Member of Committee, Waqas Hassan, AD, PTA & Member of Committee, Mr. Hamza Ahmad Sial, AD, PTA & Member of Committee, Mr. Waleed Ahmed, AD, PTA & Member of Committee

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Special Thanks to

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Fahad Khan Niazi - Head of Government Relations & Public Policy

Emerging Markets, TikTok

Dr. Aamna Pasha - Chief Academic Officer, Zindagi Trust

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We would like to express our gratitude to Indus Valley School of Arts and Architecture and Telecom Foundation for their invaluable support throughout this project.



GUIDELINES FOR PARENTS AND TEACHERS



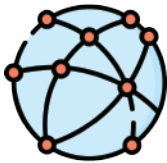
This section will equip you with the knowledge on how to protect children/students from the harms of the online world.

Please feel free to explore an in-depth examination of the risks and challenges encountered by children in the realm of digital safety.

This comprehensive exploration can be found in the "Digital Hifazat" guidelines, specifically on pages 8 through 30.



Internet, Social Media and Digital Safety



The internet and social media connects us globally, fostering interactions, entertainment, learning, and worldwide friendships



The future is Digital, and social media apps have a strong influence on children. Protecting children/students from the digital world is important



This toolkit offers digital safety tips and advice to ensure a pleasant and secure online experience for students across Pakistan



We advise reading the book together with children/students to teach them about Digital Safety in an engaging way

**DID YOU
KNOW?**



The minimum age limit for account holders on popular social media apps like TikTok, Facebook, and Instagram is **13 years**

TikTok allows you to customize settings and limit the screen time for your children so they can use the app in a safe environment

Social media apps like Facebook, Instagram, Twitter, and TikTok enable conversations, information sharing, and content creation among users, including children

Ensuring **Digital Safety** on these apps is necessary to protect yourself, your children/students, social media accounts, personal profiles and devices from potential harm



Shielding Children against Dangers of Social Media

This section will help you understanding your role
in **protecting your children/students** from
the harms of the online world

Misinformation

Misinformation is incorrect or misleading information.
Misinformation is dangerous as it may lead to us
believing things that are not true.

Don't trust
misleading
headlines.
Investigate
the full story
for validity

Trust reputable
sources for
credible
information on
the internet

Seek current,
relevant
content to
avoid confusion
from outdated
sources

Reflect on the
content.
Fact-check to
be sure of its
validity

Think twice
before sharing
on WhatsApp,
Facebook,
Instagram,
Twitter, TikTok

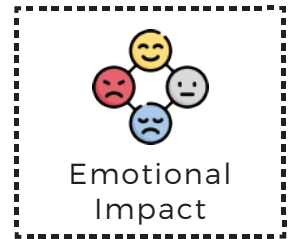
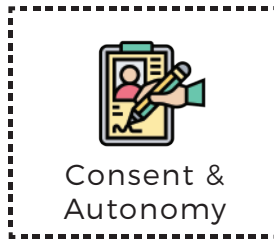
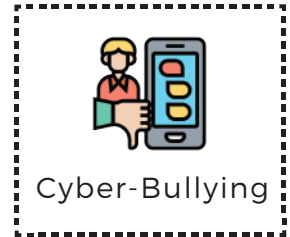


Sharenting

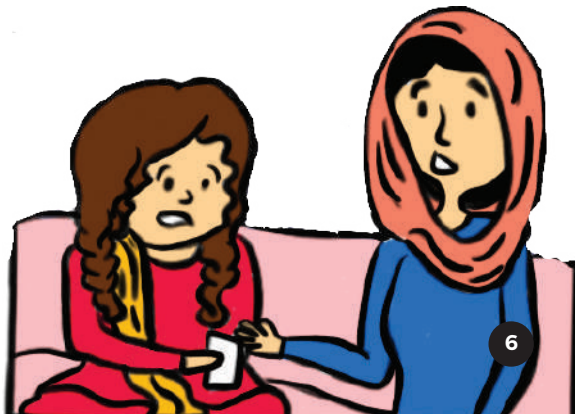
Sharenting combines "sharing" and "parenting". Sharenting refers to parents sharing excessive personal information and images of their children on social media.

It includes posting pictures, milestones, achievements, and documenting moments of their children, while this encourages relationship building, there are concerns about risks and consequences of oversharing such information on social media.

Dangers and Negative Impacts of Sharenting:



Parents should exercise caution when sharing children's information online. Respect your child's privacy, obtain their consent before sharing their images, and be mindful of shared content to protect their well-being and digital lives.



Child Abuse Material (CSAM)

CSAM is Child Abuse Material, depicting child exploitation or inappropriate content through explicit media.

This is a grave issue causing lasting harm to vulnerable children physically, emotionally, and psychologically.

Child Abuse Material (CSAM) Trading

Child Abuse Material trading is illegal distribution, sale, or exchange of child abuse material online, in hidden corners of the internet.

It utilizes encrypted networks, the dark web, and peer-to-peer file-sharing.

Perpetuating child exploitation is a serious crime, with severe legal consequences.



Prevention of Electronic Crimes Act (PECA) 2016 aims to curb online child abuse and harassment. According to Section 21 of this law; persons involved in online child abuse will be prosecuted and punished under the law.

Misuse of Platforms for Child Trafficking

Online platforms (social media, messaging apps, classified websites) are exploited for child trafficking.

Traffickers recruit, advertise, exploit children using deception and coded languages. Social Media platforms combat this with policies, moderation and reporting.

Remember, if you come across CSAM on social media or your device, do not share it to identify a child or express outrage. This is illegal and harms the child further.



General Complaints Toll Free Number:
0800-55055

For online complaint registration:
complaint.pta.gov.pk/RegisterComplaint.aspx



Toll-Free Helpline:
1099

Complaint Cell Telephone Number:
051-9216620



Online complaint registration:
complaint.fia.gov.pk

UAN Helpline (For guidance of the complainants):
1991

Helpline no:
051-111-345-786

Do's and Don'ts for CSAM

Recommended Actions and Cautions



Prioritizing Consent in Children's Privacy

Before sharing any of your children's personal information, whether online or offline, it's essential to get their consent.



Let them Decide

Inform your children that their pictures, videos, and personal information belong to them only. Others shouldn't share or use their pictures/videos without their consent.



Educate Yourself

Stay updated on the latest online platforms, games, and apps popular among children. Understand their functionalities and associated risks. By doing so, you'll be in a better position to guide and protect your kids.



Be a Role Model for your children

Exhibit safe online behavior yourself. Children often emulate what they see.



Report

If you come across any CSAM content or inappropriate behavior towards any child, report it to the official authorities immediately (PTA, MOHR, FIA Cyber Crime)

Do's and Don'ts for CSAM

Protocols and Red Flags



Don't Ignore their Discomfort

If your child shows unease, avoidance, becomes secretive, or has abrupt mood swings related to online interactions, always take it seriously. It's crucial to prioritize their feelings and safety



Don't Share without their Consent

Avoid posting or sharing pictures, videos, or details of your child online without asking and getting their permission. This teaches them about consent by example



Don't Shy away from Difficult Topics

Issues like online harassment or online predators might be uncomfortable to discuss, but they're essential for your child's safety



Educate your Children

Children might not inherently know the dangers online. It's essential to discuss and educate them

PRIVATE



Don't Ignore Privacy Settings

Always check and adjust the privacy settings on apps, games, and devices to ensure maximum safety

How to protect Young Minds

- Avoid sharing personal information such as photos, videos, or personal opinions online. Once something is posted, it becomes accessible to the world and can be difficult to remove entirely
- Use strong, unique passwords and refrain from repeating the same password across multiple sites
- Avoid revealing personal details or your true identity online. Use a nickname as your username to maintain privacy
- Children should be advised never to meet online acquaintances in person, as they might not be who they appear to be online
- Exercise caution when browsing the internet; all online activities can be tracked, and law enforcement agencies can trace them to identify any wrongdoers
- Behave ethically online just as we do in real world
- Think twice before forwarding any information, especially if it could jeopardize an individual's or state's reputation, or if it might disrupt law and order or cause real-world harm
- Report unlawful content to the PTA for blocking, or contact the FIA to pursue legal action against the offenders



Empowering Tips for Digital Safety

Digital safety now goes beyond passwords and avoiding strangers. It is vital to make mindful decisions for online safety, just as in real life.

Check social media app's privacy settings and restrictions before use, for your and your child's safety.

Reporting

Report inappropriate content to ensure a safe and inclusive social media experience.

Block suspicious accounts for added protection

Avoid content that includes violence, bullying, harassment or misinformation

Avoid reporting solely based on personal dislike

Report harmful or inappropriate content responsibly

Learn how to report content on Page 22



Classroom and beyond



Teachers play a vital role in maintaining students' **Digital Safety**.

Teachers can become their **trusted guide**, helping them

- + Monitor any unusual behaviors among students in their interactions with peers. Schedule prompt meetings with parents to take appropriate corrective actions.
- + Teach students the values of being responsible Digital Citizens
- + Organize more physical and sports-related activities within the school
- + Be approachable to students for open communication
- + If they approach you with a concern, refrain from judging them and choose your words with care
- + Support students who confide in you without victim-blaming
- + Be mindful of their emotional state and choose your words carefully
- + Stay updated on reporting protocols pertaining to Digital Safety issues



Becoming a Trusted Adult for your Child

Familiarize yourself with Social Media apps your child uses and its safety features

Enable Safe Search settings and consider exploring kid-friendly search engines like Kiddle

Be transparent about the safety measures you have implemented and maintain open communication about acceptable online behaviors

Utilize parental controls to set boundaries and monitor their online activities

Prioritize breaks from social media to boost children's mental well-being. Promote physical activities for a healthier, grounded lifestyle



It's important to be patient with children & teenagers because they are still young.

Here are a few important topics that you should discuss with your children and teenagers:

Online Privacy

Cyberbullying

Unwanted Contacts

Misinformation

Mental Health

Self-care on Internet

**Online Gaming
Addiction**

Online Grooming

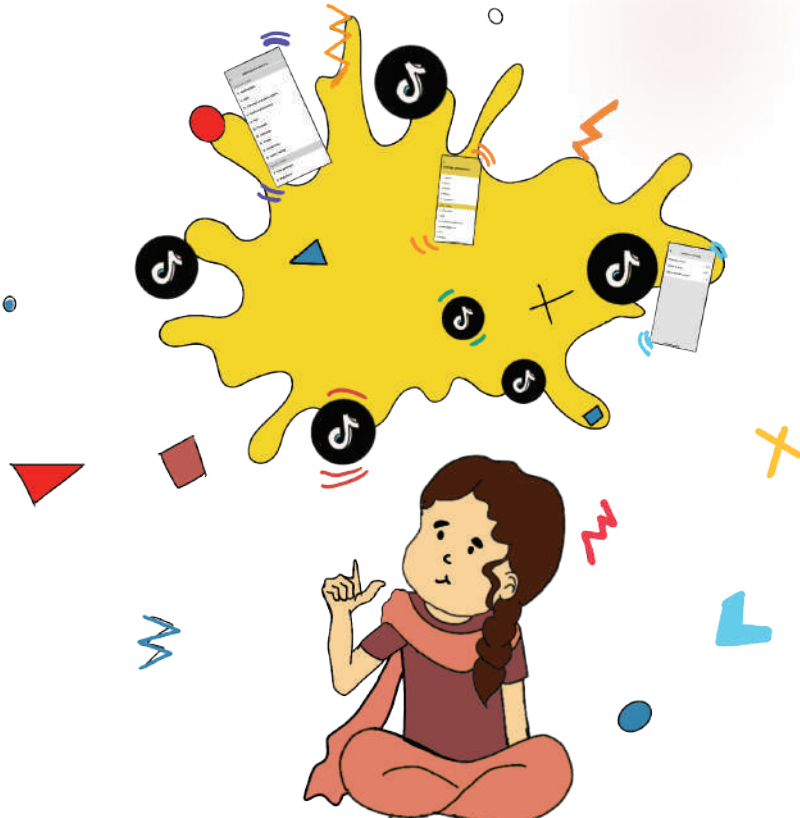


Understanding and Maximising TikTok for Child Safety

What is TikTok?

TikTok is a creative social media platform for short videos, offering editing tools, effects, and sounds to inspire users' imaginative content.

It encourages everyone to be a creator and share their passion and creativity through their videos.



TikTok Safety Tools

TikTok provides a number of safety tools and resources that allow you to control your privacy preferences and access most relevant and appropriate content.

Guardian Guide is a guide established by TikTok to create an ongoing dialogue about safety in our digital world.

Hosting candid conversations about the ways in which teens engage online, including and beyond TikTok, will help support their sense of digital citizenship and empower them to be mindful of their own safety on the internet.

Scan this QR Code to access

The Guardians Guide for TikTok



Further safety features you can use to ensure a safe environment for your child can be found ahead ->





Family Pairing

Family pairing on TikTok allows parents and teens to customize their safety settings based on individual needs.

A parent can link their TikTok account to their teens and set parental controls including:







Daily Screen Time

- Decide how long your teen can spend on TikTok each day.
- **For teens between the ages 13 to 17**, this setting is turned on by default to **1 hour**
- Set your teen's screen time limit directly from your own account
- Set one screen time to apply to all your teen's devices
- Set a passcode that you can choose to enter after your teen reaches their time to allow them to return to TikTok



Screen Time Dashboard

- Get a summary of your teen's time spent on TikTok including:
 - The cumulative time spent each day for the last 4 weeks
 - The number of times your teen opened the app each day for the last 4 weeks
- You can view screen time from:

Profile  → Menu  → Settings and Privacy  → Screen time 



Mute Push Notifications

- Decide when to mute your teen's push notifications.
- This setting is turned on by default:
- For teens between the ages of **13 to 15 years**, the scheduled time is set to **9:00 PM to 8:00 AM** by default
- For teens between the ages of **16 to 17 years**, the scheduled time is set to **10:00 PM to 8:00 AM** by default

This will allow teens access to the apps and will encourage them to manage their time better.

The aim is to ensure that children access social media but also engage in other constructive activities like studying, playing outdoors and so on.



You can turn on the '**Restricted mode**' feature from your account settings to ensure that your teen does not have exposure to inappropriate content that is unsuitable for them.

Restricted mode limits access to any inappropriate content on the app.

It is recommended to turn this feature on for your children.



The search feature allows children to have access to watch videos. Check whether the feature is activated. When enabled, children won't be able to search for videos, hashtags, or LIVE videos on TikTok.



This feature allows you to decide whether your teen's account is public or private.

Private accounts have the option to approve who can follow them and view their content.



Suggest account to others

This setting determines whether your teen's account can be recommended to others or not.

Recommended accounts can be found by people online more easily.



Direct Messages

This feature helps you restrict who can send messages to your teen, or turn off direct messages completely. You can also decide who can comment on your teen's video.



Keep in Mind

- Direct messaging on TikTok is available only to registered account holders aged 16 and older
- Direct messaging is automatically turned off for registered accounts between the ages of 13 and 15. This helps protect your teen from harmful messages and hate speech
- Hence, it is important to ensure that your child gives the correct age while making their account

How to set up Family Pairing

To link parent and teen accounts:

- In the TikTok app, tap **Profile** 👤
- Tap the **Menu** ≡ button at the top
- Tap **Settings and Privacy** ⚙️
- Tap **Family Pairing** 🏠
- Tap **Continue**
- Select who is using the account (**Parent or Teen**)
- **Scan code** to link the account or **send an invite**

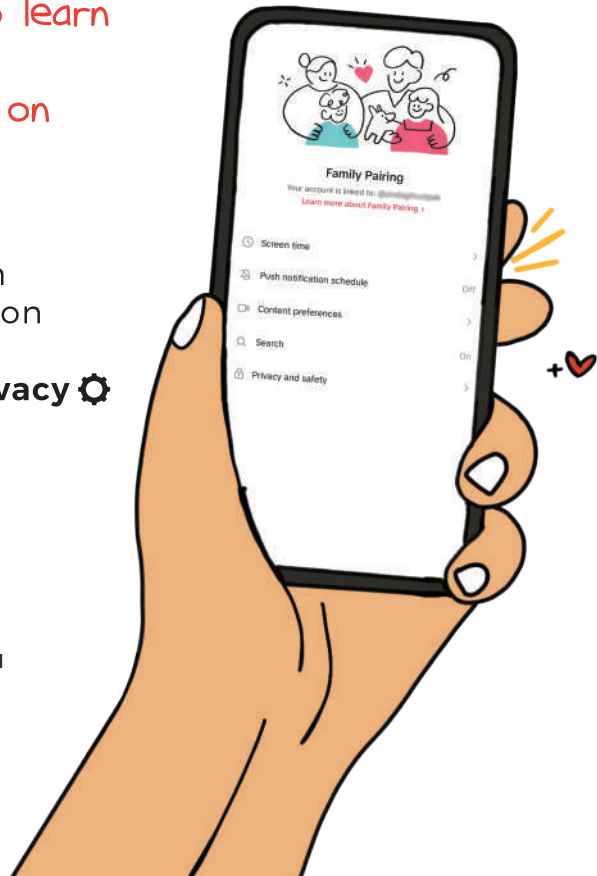
You can control the settings mentioned in the screenshot for your teen from your account.

Visit **Safety center** to learn more about safety resources and tools on TikTok

- Tap **Profile** 👤 at the bottom of the screen
- Tap the **Menu** ≡ button at the top
- **Tap Settings and privacy** ⚙️
- Tap **Support** 💬
- Tap **Safety Center** 🛡️

TikTok is committed to building a safe platform for their community.

Safety partners can help you during hard times and can help you exchange ideas on safety-related topics.



Reporting a video:

If you find a video that is inappropriate or improper you can report it by doing the following:

- In the video playing page, select the **Share** ↗ button
- Tap the **Report** 🚩 button
- Select a reason accordingly
- Tap **Submit**

Reporting a Comment:

- **Long press** the comment you would like to **Report**
- Tap **Report**
- Select a reason accordingly
- Tap **Submit**

Blocking an account:

- Open the profile you would like to **Block**
- Tap **Share** ↗ at the top right corner of the app
- Select **Block** 🚫 accordingly
- Tap **Block**

Reporting an account/content:

- Open the profile you would like to **Report**
- Tap **Share** ↗ at the top right corner of the app
- Select **Report** 🚩 accordingly
- Select your preferred option



Video Keyword Filters:

This feature enables you to customize the content within your "**For You**" and "**Following**" feeds.

To add video keyword filters :

- In the TikTok app, tap **Profile** 👤 at the bottom
- Tap the **Menu** ☰ button at the top
- Tap **Settings and Privacy** ⚙️
- Tap **Content preferences** 🗑️
- Tap **Filter video keywords**
- Tap **Add keywords** Add keyword
- Enter **a word** or **a hashtag** you would like to filter
- Select the feeds you'd like to filter it from (**For you or Following**)
- Tap **Save** to confirm

Mark videos as 'Not Interested':

- In the TikTok app, press and hold on the video, or tap the **Share** ➦ button on the side
- Tap **Not interested** ❤️
- You will not see content similar to the marked video

To delete or edit filtered keywords:






- In the TikTok app, tap **Profile** 👤 at the bottom
- Tap the **Menu** ☰ button at the top
- Tap **Settings and Privacy** ⚙️
- Tap **Content preferences** 🗑️
- Tap the **Delete** 🗑️ button next to any keywords you would like to remove
- Tap **Delete** to confirm

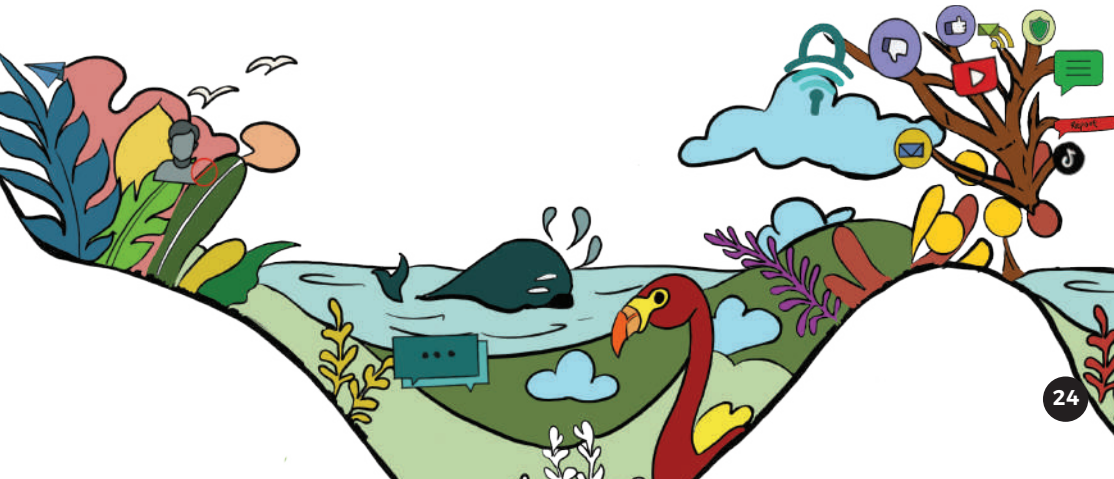


Restricted Mode:

Restricted mode on TikTok limits exposure to content that may not be suitable for everyone. If you find a video on your feed that you think should be restricted, you can report it or you can turn on Restricted Mode through the following settings:

How to turn on Restricted mode:

- In the TikTok app, tap **Profile**  at the bottom
- Tap the **Menu**  button at the top
- Tap **Settings and Privacy** 
- Tap **Content preferences** 
- Tap **Restricted mode**
- Turn **Restricted mode** on 
- Follow the instructions to **set a passcode** for **Restricted mode**



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A project ensuring Digital Safety across Pakistan
for children, parents and teachers.

