

## eSmart Libraries Staff Training for Cyber Safety

The eSmart Libraries Staff Training is a self-paced, online training tool for library staff located at: <http://esmarttraining.blogspot.com.au/>

The online tool comprises of eight sections (including an introduction to eSmart). Each section takes roughly 15 minutes to complete and ends with three short multiple choice questions and two optional discussion questions.

### Acknowledgments

A big thank you to Ballarat Library Service whose training resource was the inspiration for this online tool. Also a big thanks to Campaspe Regional Libraries who first published a purpose-built staff engagement and training option.

### Key Aims

The tool fits into Domain 3 (Effective Staff Knowledge and Capabilities) of the eSmart Libraries framework:

- Provides library staff with a basic level understanding of community cyber safety issues
- Helps library staff increase their knowledge of digital literacy and online safety
- Introduces library staff to key online resources to further help in assisting library customers

### How it works

You simply provide staff with the web address:

<http://esmarttraining.blogspot.com.au/>

No log-on is required and the site doesn't ask for any personal details.

You are welcome to use this resource as best suits your library service. You may decide to do one section per week or you may decide to give staff a set amount of time to work through all eight sections. You may decide to have staff individually complete the section or you may do it as part of a group exercise. It is up to you!

### Hints and Tips

- Each section ends with some optional discussion topics. These questions are designed to reflect further on what has been learnt. You may want to discuss these questions at team meetings or in small groups.
- The system doesn't ask for name or a log-in and as such there is no record of who has or hasn't completed the section. Ballarat Library Service created a checklist for staff to complete. A modified version of which is included with this document. You are welcome to print this page out and use it yourself.
- If preferred a single module can be sent out to staff on a week by week basis. Click on a module and grab the URL for individual distribution.

# eSmart Libraries – Staff Training

Please check off each of the eSmart section as you complete them. Once you have completed please sign this form and give it to your manager.

- ☐ Introduction to eSmart
- ☐ One – Staying safe online
- ☐ Two – Digital Citizenship
- ☐ Three – Cyber Bullying
- ☐ Four – Social Media
- ☐ Five– Scams, Phishing & Identity Theft
- ☐ Six – Online Shopping & Safe Searching
- ☐ Seven – eSafety & Protecting the Community

**Staff Name:**

**Staff Signature:**