

# Tool Kit

eSmart benefits for  
public libraries



Alannah & Madeline  
Foundation

eSmart  
Libraries

# Introduction

eSmart Libraries is a partnership between the Alannah & Madeline Foundation and the Telstra Foundation. It helps librarians and the greater community manage cyber risks and bullying, promoting digital literacy and inclusion to encourage users to feel safer and supported.

As an eSmart registered or accredited library service new benefits are now available to you and will support your work in increasing cyber safety awareness and building positive digital skills for everyone.

This booklet will provide information about three new products:

- Professional Development for library staff
- eSmart Digital Licences
- eSmart Membership for libraries

# Professional Development training

Eight online modules have been designed especially for library staff, and highlights the latest online trends and pitfalls in cyber safety.

Self-paced and interactive, your team will build their expertise and learning by providing answers to common questions around online safety and positive use.

A number of leading industry websites are incorporated into the modules and provide detailed information to a plethora of services and tools, such as reporting channels and awareness initiatives.

## How it works

To use it simply search for the follow web address in your browser:

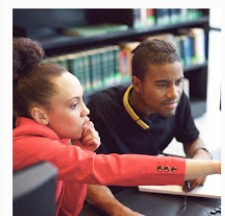
<http://esmartraining.blogspot.com.au/>

- Each module takes about 15 minutes to complete.
- Work on a module a week and complete in 8 weeks.
- Incorporate into monthly meetings as discussion points.
- Set up an intranet portal for staff to post questions and answers.



FEB 9  
Module 1 - Staying Safe Online  
Staying Safe Online

The first step in being safe online is knowing how to protect your devices.



FEB 8  
Module 2 - Digital Citizenship  
Digital Citizenship

Being eSmart is about being a good digital citizen. Watch this video from the Office of the

## Key aims

The eSmart staff training tool can be found in eSmart Libraries [resource library](#) and is the first of two professional development benefits for library staff.

It has been designed to:

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

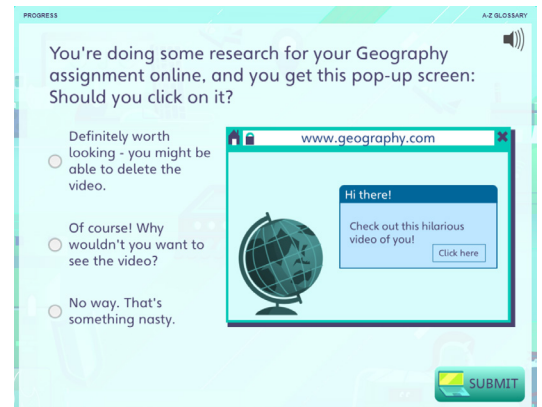
This tool will prepare your team to guide digital tech users in the library and can carry into wider community settings.

Version 1 is out now; look out for version 2 launching early 2019.

# Digital Licence

Telstra Foundation is partnering with eSmart Libraries and is funding Digital Licences to all library services for 2 years. Your library service will be able to secure the licences for free by applying the promocode **DLTEL18** at the checkout page. Each licence is valid for 12 months from the time of redemption.

There are a limited number of eSmart Digital Licences available so don't wait. Get in first to order a bundle for your library service and distribute the log in details for each Digital Licence on [these smart DL bookmarks](#).



**Access the Digital Licence here:** <https://www.digitallicence.com.au/library/>

- Register your library service using the step-by-step online guide
- Read how the product works
- Find out how to distribute the licences to parents, carers, staff and community groups.

**What is the Digital Licence:** The eSmart Digital Licence is the number one selling online cyber safety education program in Australia and is one of the most comprehensive online cyber safety resources available. It teaches school aged children critical digital skills and promotes discussion about online safety between young people and their parents or carers.



## Ideas on how to use the eSmart Digital Licence in your library service:

1. Staff Professional Development (PD) – online training for staff –library staff will love the Digital Licence and use it to expand their knowledge about keeping children safe online. Build the modules into monthly PD sessions to increase confidence. This will allow staff to provide strategies to parents and carers on how they can best support their children when online.
2. Provide Council/ Outreach PD – online training for council staff – ensure your council staff are up to date with the latest online safety issues that affect everyone.
3. School holiday programs – set up a Digital Licence workshop at your library for children in school holidays. Run the Digital Licence as a live quiz battle and enjoy the sound effects.
4. Every day – create a cyber safety display on your library floor featuring Digital Licence posters and offer this to parents who are interested in using this opportunity for a family activity. [Librarians have an array of resources](#) for each module to share with parents and assist with their understanding to promote positive conversations at home.
5. Community event- ensure the Digital Licence is available to your community at your next community event. Entertain the crowd with a competition in a big screen or offer a quick run through on an iPad.
6. School Community Libraries – here is a lesson guide to implement within your school to support the community effort in promoting positive use of technology – Lesson plans for all levels and modules can be accessed through [here](#).



# eSmart Membership

eSmart Membership is brand new, and is the next phase of your eSmart journey following accreditation.

Membership comprises of a Checklist of Suggested Ideas to implement in your library service and offers staff a selection of resources at each step to support the great work that libraries do to educate their users and the wider community.

In choosing the actions you undertake, we believe libraries can successfully continue to:

- support today's users by actively promoting positive use of online technology
- uphold the libraries as a safe place by integrating robust cyber safety practices
- enhance wellbeing by enabling the community to navigate the online world safely.

## Steps to follow

As soon as you become an eSmart library, you will be eligible for eSmart Membership.

Access the Member Centre through the eSmart portal using your existing log-in credentials. There is a checklist with new resources and a number of suggested ideas to achieve during the year.

Whilst it's not mandatory to complete all, we recommend that completing at least one idea in each action set will be the best way to actively maintain your eSmart Status.

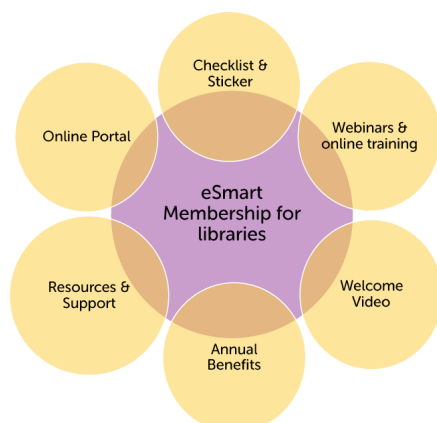
The more you complete, the better the outcomes in supporting your library and wider community.

We invite you to share any templates, posters and ideas via the upload submissions button.

Expert information from the Alannah & Madeline Foundation and cyber industry leaders will keep you informed of the latest online trends and pitfalls of technology.

Cyber safety information and resources for libraries is offered in an easy-to-use format to digest and share.

And you can continue to access support from the eSmart team.



### **Joining**

Your membership runs for a continuous period of 12 months and is renewed on an annual basis. The first year's membership has been fully funded by the Telstra Foundation with additional months gifted from now until the end of 2019.

An invitation to renew eSmart Membership will be emailed to you late 2019 and will provide continuous access onto the second year.

Updates will be made throughout the year, with a wide-ranging refresh earmarked for January 2020.

### **Keeping you current**

Register for the Membership newsletter issued regularly through the year.

### **Keeping you informed**

Access webinars and research from experts at the Alannah and Madeline Foundation.

### **Keeping you supported**

Check in with the eSmart team for one-to-one guidance and insights.

### **Keeping you connected**

Access the Online Forum, link up with other eSmart members and share ideas, launching 2019.

## **Survey**

We are always keen to hear your insights about new products and receive feedback on how we can better support the important work libraries do to contribute to digital inclusion.

Your responses from this [5-minute survey](#) will help us design new eSmart benefits to better suit your requirements.

If you have further feedback about the Telstra Foundation's new funded benefits, how they have been used or the positive outcomes achieved, please get in touch.

Email [esmartlibraries@amf.org.au](mailto:esmartlibraries@amf.org.au) or call 03 9697 0666.

# Stories of Significant Change

As technology re-defines the way we live, libraries continue to help people embrace the benefits of this connectivity.

Over the past six years, we have received many stories that highlight the achievements of libraries in developing digital skills and embedding positive habits through training and guidance for tech users in, and outside the library.

Promoting awareness and guiding users to become more confident online can change people's lives and encourage positive learning communities.

Has you helped an individual online user learn digital skills and become more aware of cyber risks?

If so, we invite you to share a short story or a testimonial of their journey with us. Email [esmartlibraries@amf.org.au](mailto:esmartlibraries@amf.org.au) or call 03 9697 0666.

## Partnership

Thank you for continuing to be eSmart. Libraries are a vital link in helping to build online skills and behaviours for smart, safe and responsible use of technology, and encourage a greater sense of wellbeing for the community.

Our funding partner, Telstra Foundation, continues to support programs that promote digital inclusion. Its investment has allowed the development and provision of these new benefits, and reflects its ongoing commitment. A commitment to ensure all Australians can safely engage with modern technologies; irrespective of age, income, ability, location or disadvantage.



Alannah & Madeline  
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A partnership between

TELSTRA  
FOUNDATION

