

# THANK YOU FOR YOUR PURCHASE!



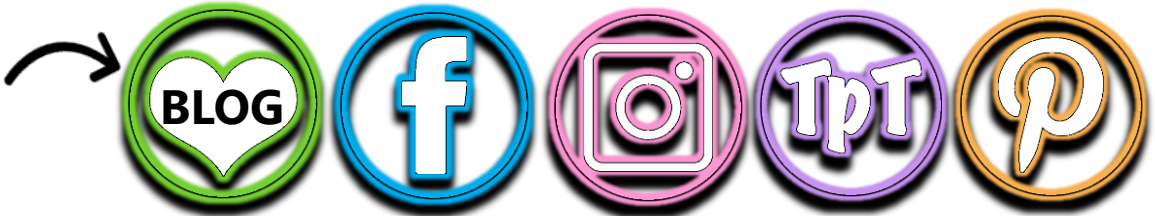
Did you know that when you leave feedback on TPT you earn credits towards future purchases?

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If you have any questions or concerns please email me at:  
[heartandmindteaching@gmail.com](mailto:heartandmindteaching@gmail.com)

♥  
*Ashley*

# GOOGLE SLIDES

Your resource comes with a digital version for use in Google Slides via Google Classroom. Follow these steps to upload your resource.

1 Click here → [Digital Life](#)

2 You will be prompted to make a copy of the resource. Click on the blue box that says “Make a copy” and the resource will go directly into your Google drive.

Google Drive

Copy document

Would you like to make a copy of Career Interest Inventory?

Make a copy



3 Go to your Google Drive and locate the copy of the file. You can rename the file at this point or add/delete slides.

4 Next, go to your Google Classroom and add an assignment. Select the Google Drive Symbol and select the resource you want to assign.

5 From here, you should see a grey box that says “Students can view file.” Click the grey box. A dropdown menu should appear. Select, “Make a copy for each student.”

**YOU HAVE TO MAKE A COPY FOR EACH STUDENT!**

Otherwise they will all be editing the same file.

Click “Assign” in the top right corner if you’re ready to post!

This product is meant to be used in “edit” mode (not “presentation” mode). Edit mode is the only mode that allows drag & drop and writing in text boxes.

Helpful links for using Google Classroom:

[Teacher Tips for using Google Classroom \(TPT blog\)](#)

[Getting Started with Google Classroom \(youtube video\)](#)

# MIDDLE SCHOOL FILES

## Digital Life

### Session Objective:

\*Students will identify skills needed to be successful and safe using digital devices.

### Materials:

\*One workbook for each student.  
\*Pencils.

### Guiding Questions:

\*What are ways to be successful in your digital life?  
\*What are some ways to manage your time online?

### Session Details

\*Make sure each student has their own workbook and pencil to complete the workbook.

\*Say "Middle School is a new and exciting world full of new friends, new teachers, new classes and new challenges like increased responsibilities. Managing your digital life is one of those responsibilities. There are four parts of managing your digital life that you need to be aware of: Social Media, Online Safety, Digital Literacy, and Digital Health. Think of these "middle school files" as your success skills and tricks that you will continue to develop and improve throughout your entire life. Let's start in the Social Media file. First let's discuss what social media is and how it impacts our life." Review page two of the workbook. "Now let's talk about the best tips and tricks for social media, these are tools in your toolbelt to help you better manage your digital life." Go through page three of the workbook. "Now that we know these tips, let's practice them." Have students complete each page of the social media section (p. 4-7). "Let's reflect on what we have learned about our own social media usage. (complete page 8). Go through each of the four sections in the workbook in the same manner.

\*Encourage students to keep the workbook to reference it later when they need it as their digital life changes and they face new challenges.

### ASCA Standards Alignment:

\*Mindset: Belief in using abilities to their fullest to achieve high-quality results and outcomes. (M 5)  
\*Behavior: Learning Strategies: Critical thinking skills to make informed decisions. (B-LS 1)  
Behavior: Learning Strategies: Media and technology skills to enhance learning (B-LS 5)  
\*Behavior: Balance of school, home, and community activities. (B-SMS 8)  
\*Behavior: Self-Management: Personal safety skills. (B-SMS 9)

### SEL Competencies:

\*Self-Management: Self-discipline.  
\*Responsible-Decision Making: Analyzing situations, Ethical Responsibility.  
\*Relationship skills: Communication.



MIDDLE  
SCHOOL  
FILES



Digital life





# MIDDLE SCHOOL FILES

## Digital Life

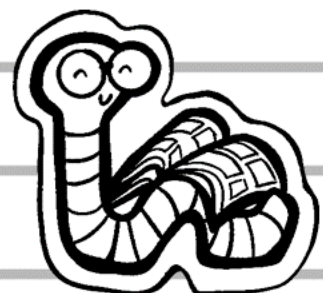
Middle School is a new and exciting world full of new friends, teachers, classes, and challenges, such as increased responsibilities. Managing your digital life is one of those responsibilities.



There are four parts of managing your digital life that you need to be aware of: Social Media, Online Safety, Digital Literacy, and Digital Health.



Think of these "middle school files" as your success skills and tricks that you will continue to develop and improve throughout your entire life.



Social Media

Online Safety

Digital Literacy

Digital Health

# MIDDLE SCHOOL FILES

## Social Media

### What is Social Media?

Social media is like a giant online hangout where people share their lives, thoughts, and creativity with others. It's a mix of apps and websites where you can post pictures, videos, and messages, follow friends, and see what's happening in the world.



Social media has many benefits including that it expands your ability to connect with others, provides a platform to express yourself creatively, and it's a great way to stay updated. But it's a double-edged sword — Social media can be fun and inspiring, but it can also be distracting and overwhelming. Balance your time so it doesn't take over your life.



# MIDDLE SCHOOL FILES

## Social Media Tips & Tricks

Here are a few tips to using Social Media:



\***Digital Footprint**-Your digital footprint is like a permanent record of everything you do online. Every post, comment, like, and even deleted content can leave a trace. It's important because colleges, jobs, and even strangers can look up your online history.



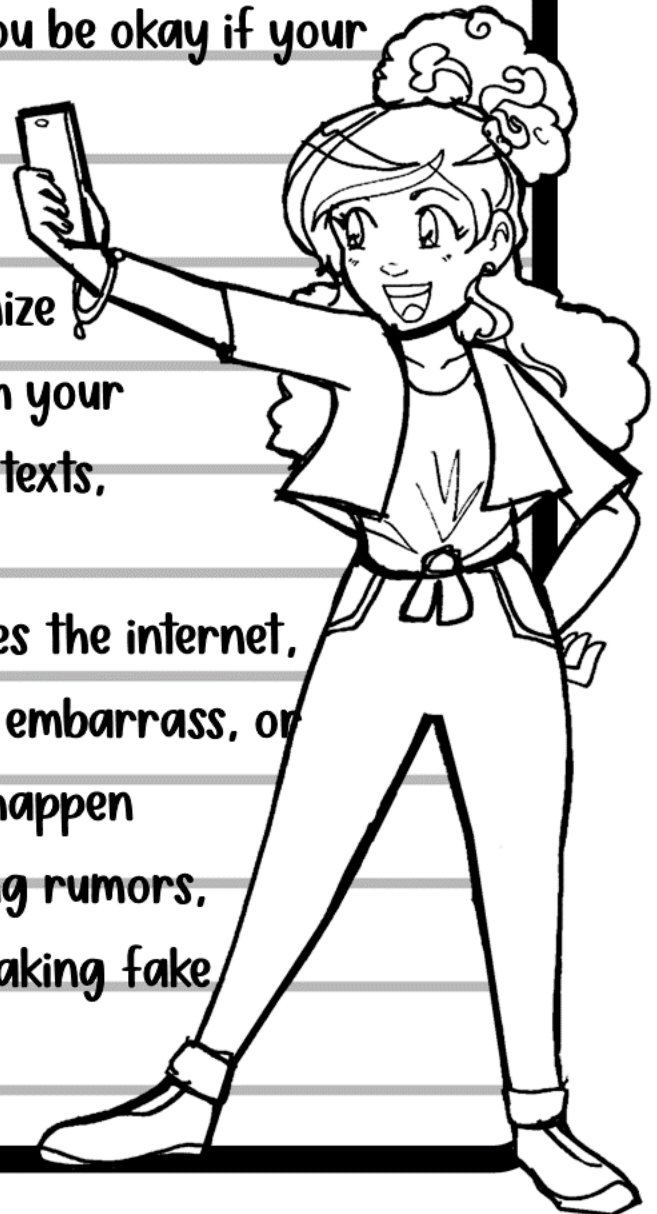
\***Think before you type**-Would you be okay if your parents, teachers, or future boss saw it? If not, don't post it!



\***Be kind online**-Identify and minimize distractions that can interfere with your productivity, such as social media, texts, or interruptions from others.



\***Cyberbullying**-When someone uses the internet, social media, or messages to hurt, embarrass, or intimidate another person. It can happen through mean comments, spreading rumors, sharing private photos, or even making fake accounts to harass someone.



# MIDDLE SCHOOL FILES

## Digital Footprint

Everything You Do Online Leaves a Mark — Whether it's a post, a message, or a search, it can be tracked. Even if you delete something, screenshots and backups can still exist. Future employers, schools, and even friends might search your name. A bad post could come back to haunt you.

Write in the footprints how you are currently coming across online.

How I treat others.

The type of friend I am.



The type of student I am.

Pictures of me



# MIDDLE SCHOOL FILES

## THINK before you type

Before posting or commenting online, ask yourself:

- ✓ Is it **TRUE?**
- ✓ Is it **HELPFUL?**
- ✓ Is it **INSPIRING?**
- ✓ Is it **NECESSARY?**
- ✓ Is it **KIND?**

Write an example  
of a kind comment you could leave on  
someone's post:



# MIDDLE SCHOOL FILES

## Be Kind Online

Your words matter—whether spoken or typed. Spreading kindness online makes social media and digital spaces safer and more positive for everyone.

What are three ways you can make the internet a kinder place:

1

2

3



What is one promise you will make to be kinder online?

# MIDDLE SCHOOL FILES

## Cyberbullying

\* It Hurts Just Like Real-Life Bullying – Just because it happens online doesn't make it less painful. Words and actions online can have real emotional effects. A single mean comment or post can go viral, making the situation worse. Even people who don't know you might join in.

What are some actions you can take if you or someone you know is being cyberbullied?



Read each situation and decide if it is cyberbullying. (Check "Yes" or "No.")

Situation

Cyberbullying? Yes or No

A friend shares a funny meme about you without your permission.

☐ Yes ☐ No

Someone creates a fake profile pretending to be you and posts mean comments.

☐ Yes ☐ No

You receive a message threatening to hurt you if you don't do something.

☐ Yes ☐ No

A classmate posts a rude comment on your TikTok video, making fun of your appearance.

☐ Yes ☐ No

A friend messages you, asking if you're okay after someone posts something hurtful about you.

☐ Yes ☐ No

**Consequences include: Fines or lawsuits and criminal charges.**

# MIDDLE SCHOOL FILES

## Reflection

Think about how you are doing when it comes to Social Media in your life.



I'm doing great at:



I'm working on improving:



I need more help with:



My takeaway's from this activity:





# MIDDLE SCHOOL FILES

## What is Online Safety?

Online safety is about protecting yourself, your personal information, and your well-being while using the internet. It involves being aware of potential risks and knowing how to stay safe while browsing, chatting, gaming, and using social media.



Online safety is crucial because it protects you from cyber threats such as scams, cyberbullying, hacking, and online predators. By using strong passwords, adjusting privacy settings, and thinking before sharing personal information, you can safeguard your digital identity. Being aware of online risks also helps prevent misinformation, identity theft, and harmful interactions. Practicing responsible online behavior ensures a safer, more positive digital experience, allowing you to explore and connect without putting yourself at risk.



# MIDDLE SCHOOL FILES

## Online Safety Tips and Tricks

Here are a few tips to improve your online safety:



**Privacy Settings**— Never share your full name, address, phone number, passwords, or school details with strangers online.



**\*Avoid Scams**— Don't click on suspicious links, respond to unknown messages, or give out personal details to unverified sources.



**\*Beware of Online Strangers** — Not everyone is who they say they are. Avoid meeting online strangers in person without a trusted adult's approval.



**\*Passwords** — Use strong passwords and enable two-factor authentication (2FA) for extra security.



# MIDDLE SCHOOL FILES

## Privacy Settings

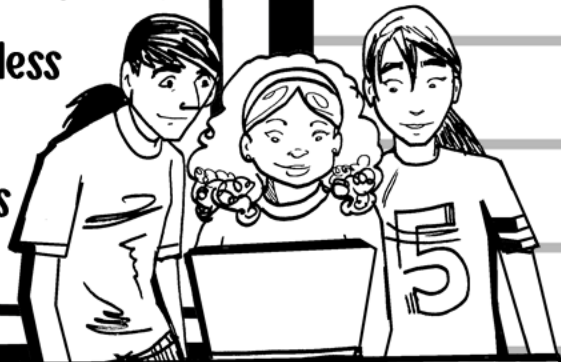
What information should you never share publicly online?  
(List at least three things.)

- 1.
- 2.
- 3.

### Privacy Settings Checklist

Which of these do you have enabled?

- ☐ My account is set to "private" or "friends only."
- ☐ I review and approve friend/follow requests before accepting them.
- ☐ I limit who can see my personal information (birthday, phone number, email).
- ☐ I turn off location tracking unless absolutely necessary.
- ☐ I use strong, unique passwords for each account.



# MIDDLE SCHOOL FILES

## Avoid Scams

Spot the Scam: Color in the circle that are warning signs that something could be a scam.

Spelling and grammar mistakes.

A request for personal information (passwords, credit card numbers, etc.)

A message saying you must act immediately or face consequences.

A random link in an email or text from an unknown sender.

A suspicious or unknown sender.

An offer that seems too good to be true (like winning money or a free trip)

Someone falls in love with you quickly and asks for money.

Requests for gift cards, cryptocurrency, or wire transfers.



Online Safety



# MIDDLE SCHOOL FILES

## Online Strangers

Read the following scenarios and decide if they are SAFE or RISKY.

### SAFE OR RISKY?

You meet someone in a gaming chat and they ask for your real name and where you live.

### SAFE OR RISKY?

You get a DM from someone saying they have a modeling opportunity but need your personal info first.

Online Safety



### SAFE OR RISKY?

You add a person on Snapchat because they say they have mutual friends, but you don't know them in real life.

### SAFE OR RISKY?

You get a message from a person on TikTok asking to meet up in real life.

# MIDDLE SCHOOL FILES

## Passwords

What makes a password strong? (Check all that apply.)

- ☐ At least 12 characters long
- ☐ Includes a mix of uppercase and lowercase letters
- ☐ Contains numbers and special characters (!, @, #, etc.)
- ☐ Uses personal information like your name or birthdate
- ☐ Is completely unique and not used for multiple accounts

Online Safety

Why should you avoid using the same password for multiple accounts?



Which password is the strongest? (Choose one.)

- ☐ Basketball23
- ☐ P@sswOrd!
- ☐ Tg\$9vXz!72mA

Create a strong password using the tips above.

Example: "Tr33H@us3\$&82!"

Your Strong Password:



# MIDDLE SCHOOL FILES

## Reflection

Think about how you are doing when it comes to Online Safety in your life.



I'm doing great at:



I'm working on improving:



I need more help with:



My takeaway's from this activity:



Online Safety

# MIDDLE SCHOOL FILES

## What is Digital Literacy?

Digital literacy is the ability to find, understand, evaluate, create, and communicate information using digital technology. It's not just about knowing how to use a smartphone or computer—it's about using technology safely, responsibly, and effectively in everyday life.



Digital literacy enables you to critically evaluate online information, recognize scams, protect their personal data, and communicate responsibly. Being digitally literate also prepares you for future careers, enhances learning opportunities, and promotes positive online interactions. By developing these skills, you can make informed decisions, avoid online risks, and use technology in a way that benefits your education, relationships, and well-being.



Digital Literacy



# MIDDLE SCHOOL FILES

## Digital Literacy Tips and Tricks

Here are a few tips to improve your Digital Literacy:



\*Copyright- Creating and sharing digital content like videos, blogs, graphics, or presentations while respecting copyright laws.



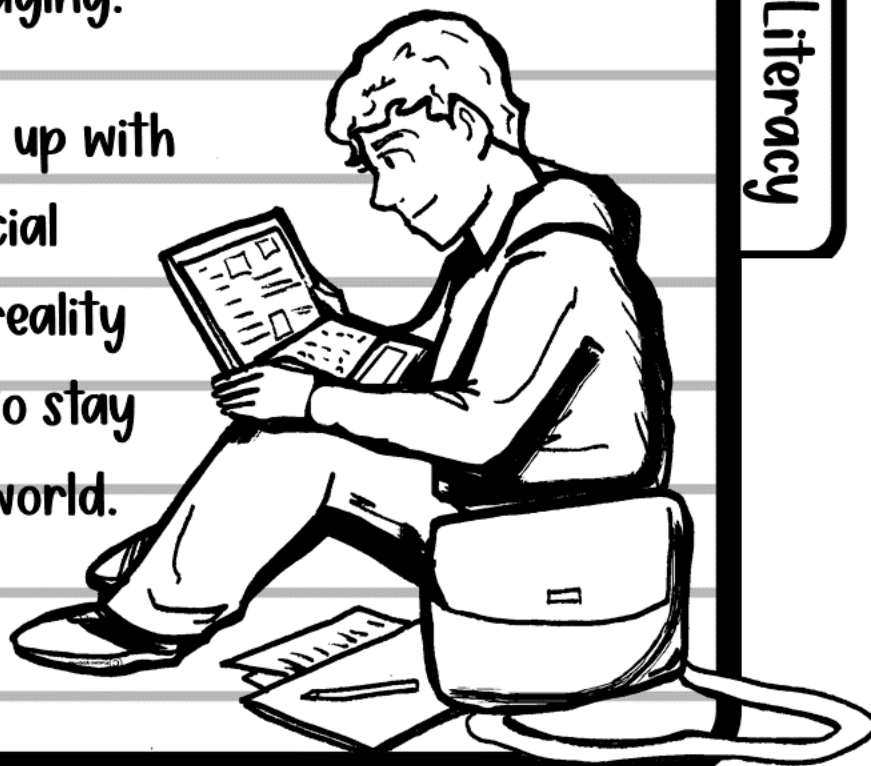
\*Fake News- Being able to find reliable information online, fact-check sources, and recognize fake news or misinformation.



\*Digital Communication- Knowing how to communicate effectively and professionally through emails, social media, and online messaging.



\*AI Technology-Keeping up with advancements like artificial intelligence (AI), virtual reality (VR), and digital tools to stay ahead in a tech-driven world.



Digital Literacy

# MIDDLE SCHOOL FILES

## Copyright

Copyright protects original music, videos, images, and writing. Some materials are allowed to be used under "Fair Use."



Fair Use allows limited use of copyrighted material without permission in certain cases like: Education, News Reporting, Parody/Satire, Commentary & Criticism.

Read the following situations and decide if they are legal or illegal.

### Situation

### Legal or Illegal

Downloading a song from a free website without permission.

☐ Legal ☐ Illegal

Using a copyrighted image in a school project without asking permission.

☐ Legal ☐ Illegal

Creating a meme with a famous movie scene and sharing it online.

☐ Legal ☐ Illegal

Buying a movie, then uploading it for others to download for free.

☐ Legal ☐ Illegal

Using a short clip from a movie in a video essay about storytelling.

☐ Legal ☐ Illegal

# MIDDLE SCHOOL FILES

## Fake News



Match the following fake news warning signs to their descriptions by drawing a line.

Clickbait

Fake URL

No Credible Sources

Emotional Manipulation

The news tries to make you very angry or scared to push an agenda.

The article's title is shocking or exaggerated to get attention.

The website looks real but has a strange URL like ".info" or ".co" instead of ".com."

The article has no links to reliable sources or expert opinions.

Digital Literacy

# MIDDLE SCHOOL FILES

## Digital Communication

### Understanding Tone & Intent

Read the following situations and decide if they are responsible or irresponsible:

Sending an important message without rereading it first.

☐ Responsible

☐ Irresponsible

Texting your friend in all caps when you're mad.

☐ Responsible

☐ Irresponsible

Using emojis to clarify your tone in a casual message.

☐ Responsible

☐ Irresponsible

Using slang and emojis in an email to your teacher.

☐ Responsible

☐ Irresponsible

Read the following text messages. How could they be misunderstood?

"Sure. Whatever."

Possible misunderstanding: \_\_\_\_\_

"Why did you do that?"

Possible misunderstanding: \_\_\_\_\_

"I guess you're too busy for me."

Possible misunderstanding: \_\_\_\_\_





# MIDDLE SCHOOL FILES

## AI Technology

These are some AI applications and how they are used:

**Machine Learning-** AI used to teach computers how to make decisions based on data, like Netflix recommendations.

**Natural Language Processing (NLP)-** AI that allows devices to understand and process human language, like Siri.

**Computer Vision-** AI used to recognize objects/faces in pictures or videos.

**Robotics-** AI that powers robots, like a vacuum cleaning robot.

What are some benefits of using AI?

What are some concerns or risks of AI?

Digital Literacy



# MIDDLE SCHOOL FILES

## Reflection

Think about how you are doing when it comes to Digital Literacy in your life.



I'm doing great at:



I'm working on improving:



I need more help with:



My takeaway's from this activity:

Digital Literacy



# MIDDLE SCHOOL FILES

## What is Digital Health?

It refers to the way technology affects our physical, mental, and emotional well-being. It includes maintaining a healthy balance between screen time and real-life activities, protecting personal information online, and using technology in a way that benefits overall health.



Digital health is essential because it helps maintain a balanced and healthy relationship with technology.

Excessive screen time, cyberbullying, and online stress can impact mental and physical well-being. Practicing good digital habits—such as taking breaks, setting screen limits, protecting personal information, and engaging in positive online interactions—can improve focus, self-esteem, and emotional health. By being mindful of their digital choices, you can create a safer, healthier, and more productive online experience.



Digital Health

# MIDDLE SCHOOL FILES

## Digital Health Tips and Tricks

Here are a few tips to maintain your digital health:



\*Photoshop- People often post only the best parts of their lives. Don't compare yourself to others—social media is a highlight reel, not reality.



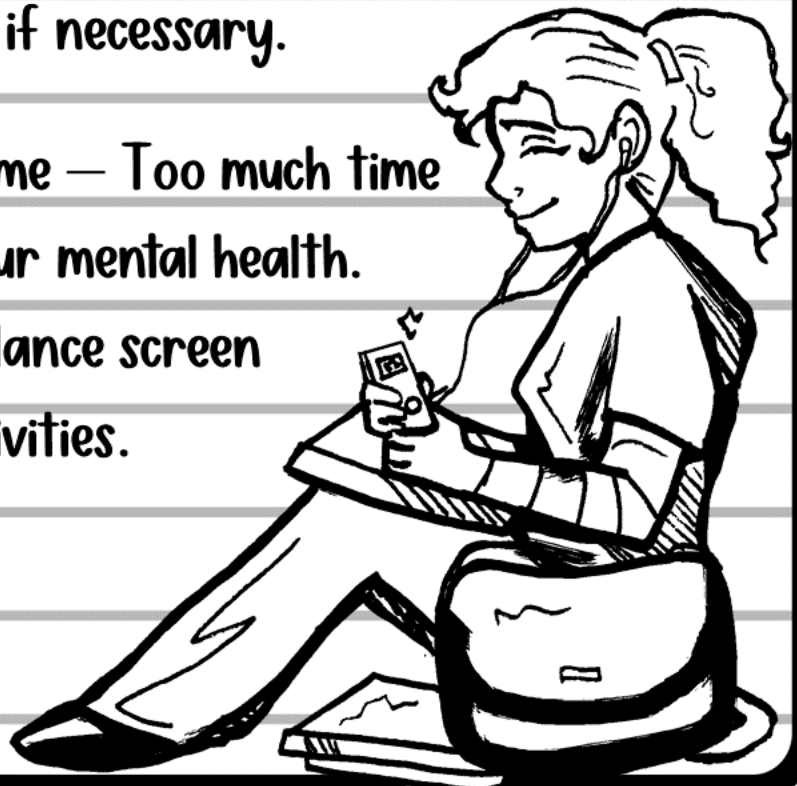
\*Sexting- Sharing inappropriate photos or messages can have serious consequences, including legal trouble. Once something is sent, you lose control over it.



\*Texting and driving- Even a few seconds of distraction can be dangerous. Wait until you're parked or use voice-to-text if necessary.



\*Manage Screen Time — Too much time online can affect your mental health. Take breaks and balance screen time with offline activities.





# MIDDLE SCHOOL FILES

## Sexting.

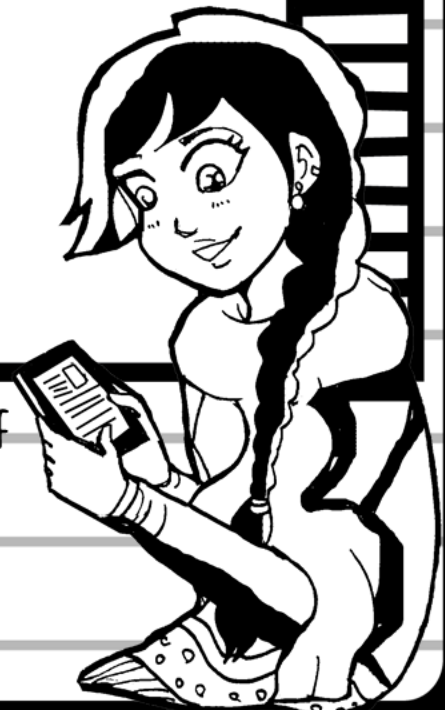
What are the risks if Alex decides to send the picture?

Alex and Taylor have been dating for a few months. One night, Taylor asks Alex to send a private picture "just for them." Taylor promises not to show anyone. Alex is unsure but doesn't want to upset Taylor.

What are some respectful ways Alex could respond to say no?

If you were Alex's friend, what advice would you give?

Sending, receiving, or possessing explicit images of minors (even if it's of yourself) is illegal in many places and can lead to criminal charges, including child pornography charges.



# MIDDLE SCHOOL FILES

## Screen Time.

What activities take up most of your screen time?

(Choose all that apply)

- ☐ Social media (e.g., Instagram, TikTok)
- ☐ Gaming
- ☐ Schoolwork
- ☐ Streaming videos (e.g., YouTube, Netflix)
- ☐ Texting/chatting with friends
- ☐ Browsing the internet

How much time do you spend on screens each day? (Use this space to track how much time you spend on devices like your phone, computer, or tablet.)

Morning: \_\_\_\_\_ hours

Afternoon: \_\_\_\_\_ hours

Evening: \_\_\_\_\_ hours

How does your screen time affect your mood?

Positive impact:

Negative impact:

Set a daily screen time limit:

How many hours do you want to limit your screen time to each day?



# MIDDLE SCHOOL FILES

## Texting and Driving

Read the statements below about texting and driving and mark them as true (T) or false (F).

- Texting while driving is legal in all states.
- Texting while driving can cause accidents, even at low speeds.
- Texting while driving slows your reaction time.
- Texting while driving only affects you and the person texting.
- It's safe to check your phone at a red light.

What do you think happens to your reaction time when you text and drive?

What are some immediate consequences of texting while driving?

Texting while driving is illegal in all U.S. states

# MIDDLE SCHOOL FILES

## Photoshop

### The Illusion of Perfection

True or False:

- People only post their best photos or moments on social media.
- Everything posted on social media is 100% real and unedited.
- People on social media are always happy, healthy, and successful.
- Social media shows the full story of someone's life.



### The Pressure of Comparison

Do you ever compare your life to what you see on social media?

☐ Yes

☐ No

How does comparing yourself to others on social media make you feel?

☐ Better about myself

☐ Worse about myself

☐ Neutral



The Reality Behind the Posts: Think about a recent post you've seen on social media. How might the post have been edited or staged to look perfect?



Digital Health



# MIDDLE SCHOOL FILES

## Reflection

Think about how you are doing when it comes to Digital Health in your life.



I'm doing great at:



I'm working on improving:



I need more help with:

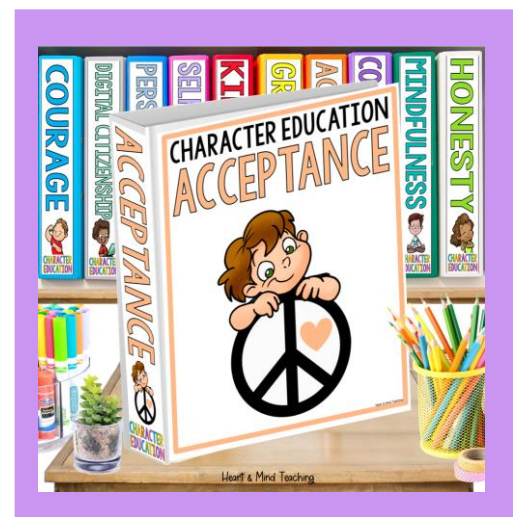
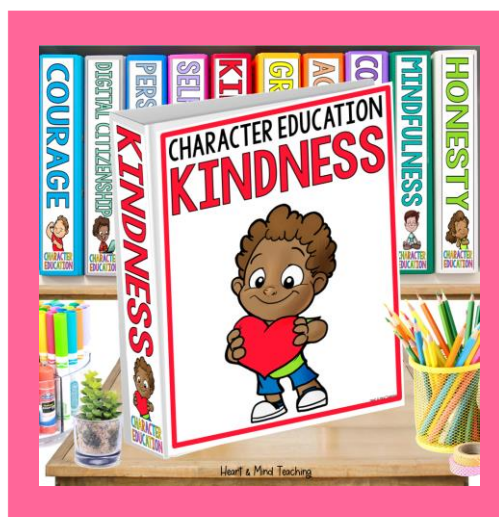
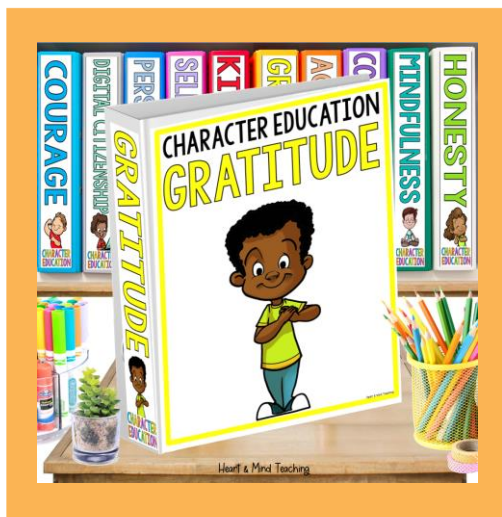
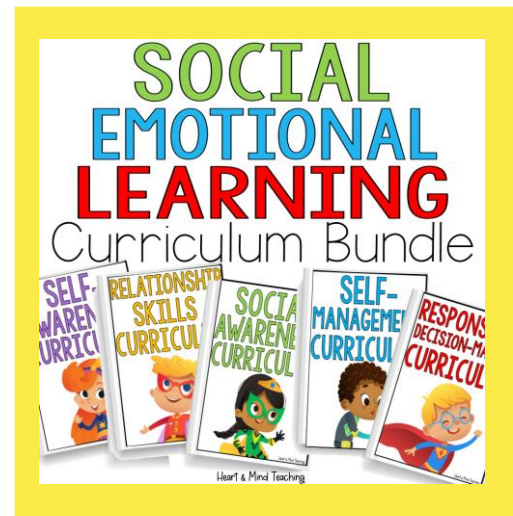
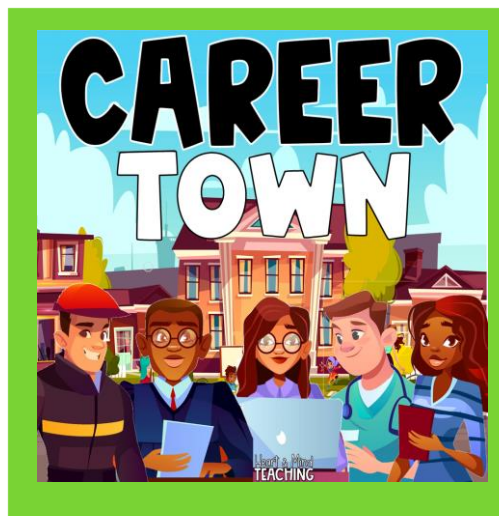
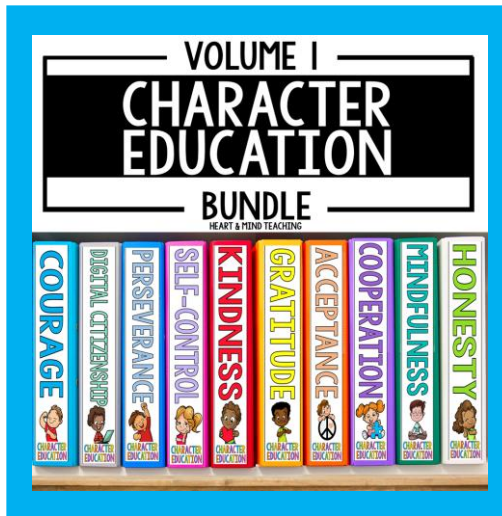


My takeaway's from this activity:



# CHECK THESE OUT

CLICK ON THE PICTURES TO GET A CLOSER LOOK.



**COUNSELOR**  
**Collab**  
with Laura & Ashley



Would you like to spend less time browsing for resources and lesson planning, and more time serving students? Let Laura from [Music City Counselor](#) and Ashley from [Heart and Mind Teaching](#) do the work for you!

**CLICK TO COLLAB**

## MEMBER Perks

- ♥ Data-driven resources by theme.
- ♥ \$35+ value of ready-to-use materials.
- ♥ Lessons, group curriculums, forms, & activities.
- ♥ Tier 1, 2, and 3 research-based resources.
- ♥ No contracts, cancel anytime.

HEART+MIND  
TEACHING



# THANK YOU

FOR SUPPORTING MY LITTLE SHOP.

Hi there! I'm Ashley- a School Counselor, curriculum developer, blogger, and mama to two young boys. I have a passion for creating fun and engaging resources for Counseling and Social Emotional Learning.

## LET'S BE FRIENDS

  
Ashley

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