

TECH-SMART CHECKLIST

Facilitator Version

Criteria	Yes	No	Not applicable
Effects on my reputation			
Would my grandmother or another family member I respect like the post I am about to make?			
Would a potential employer want to hire me if they saw this?			
Would a college admissions officer have a positive impression of me if they saw this?			
Would I be okay with this post resurfacing if I run for President of the United States one day?			
Would a mentor or other adult I admire post something like this?			
If someone Googled my name, would I want this to come up?			
Emotional consequences			
Would I feel valued and respected if someone posted this about me?			
Am I feeling calm right now? (If not, it's best to wait to decide whether to post.)			
Would this uplift or encourage someone who reads it?			
Is this the best way to say what I want to communicate with this post?			
Am I sure this won't create drama that I'd have to deal with later?			
Will this post avoid embarrassing someone else?			
Accuracy of information			
Is what I'm posting or forwarding from a legitimate news source or government website?			
Have I checked the date on the article or news source? If so, is it current?			
Is the information I'm sharing about myself truthful?			
Do other sources back up this information?			
Are the author's credentials available and can I verify them?			
Is the information free of requests for money or offers to sell me something?			
Scam protection			
Is the website URL free of typos or unusual text?			
Is the message giving me plenty of time to respond (vs. pressuring me to act immediately)?			
Is the social media account of the company or organization I am interacting with verified (for example, Instagram uses a "verified" badge)?			

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Scam protection

Am I being asked to pay for something I buy in a typical manner (vs. money transfer or gift card or something unusual)?

Is this person or company offering only reasonable and common incentives or discounts (vs. promising something that seems too good to be true like a modeling job or a fancy trip)?

Am I being contacted by someone I am familiar with and am I sure the profile is authentic (not a fake or copy)?

Online safety

Have I met this person in real life or are they part of any of my friend groups (regarding accepting a new friend request)?

Am I okay with this person seeing what I post?

Do I feel comfortable with this person having my contact information?

Would my post or other online behavior keep people I don't know well from learning my actual location?

Am I keeping the online conversation public (vs. moving to a less public or less secure setting like email) and only interacting with people I don't know well in a public place where there are plenty of other people around?

If I feel scared or confused about something I'm being asked to do (even just a little bit), have I discussed it with a trusted adult before making a decision about what to do?

Legal consequences

Am I sure nobody is shown doing anything illegal, such as drinking underage, taking drugs, or committing another crime in this post?

Does everyone pictured have clothes on?

Am I respecting everyone's privacy?

Am I keeping from doing anything that might be seen as threatening?

Am I only saying things I know to be honest?

Am I only doing things online that I would feel comfortable doing offline?

Look at the checkboxes under the "Yes," "No," and "Not applicable" columns. If all of your checks are under "Yes" or "Not applicable," then you've passed all your screening questions and can feel confident about posting. If there are any checks in the "No" column, then you should think twice before you post or do something else with digital technology!



This resource was developed by RTI International under contract HHSP2332015000391/HSP23337016T with the U.S. Department of Health and Human Services, Administration on Children, Youth and Families, Family and Youth Services Bureau.