

National Cyber Security Alliance Assembly

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National Cyber Security Assembly Introduction

WELCOME TO CYBERSPACE!

The National Cyber Security Alliance creates an interactive multimedia National Cyber Security Alliance (NCSA) Assembly for grades 5-12 that speaks directly to students. With the use of lights, music, videos, and true-life stories, the NCSA Assembly provides students with information on how actions in the cyber world can have serious real world consequences. This one-hour program is designed to educate students about cyber security and empower them to be safe on the information super highway.

This NCSA Assembly Kit contains all of the information needed to produce a great show. It provides the tools to plan and execute the program from start to finish. Through your efforts, students will come away with a real sense of the dangers on the Internet and a practical knowledge of Cyber Security concepts that can be applied immediately.

National Cyber Security Alliance Assembly Kit Contents:

- 1) Instruction book and CD
 - a) Synopsis
 - b) Run of Show
 - c) Script
 - d) Timeline
- 2) DVD
 - a) Pre-Assembly Video
 - b) "Malicious Code" Video
 - c) "Security Threats" Video
 - d) "NCSA Top Tips" Video

National Cyber Security Alliance Assembly Elements

Cast:

1. Five student participants (stand in front of audience and read stories)
2. Guest speaker (Law Enforcement Representative, Athlete, News Anchor, Reporter, or other expert)
3. Keynote Speaker (Law Enforcement Representative, National Cyber Security Alliance Representative, Student, etc.)

Crew:

1. Lights – Technician, teachers, or students to run
2. Audio/Video – Technician, teachers, or students to run
3. Decorations – Two to four students to set up area (optional)

Equipment List:

1. Video Projector
2. Screen
3. DVD player
4. Sound system (two microphones)
5. Lighting equipment (optional)

Materials Needed:

1. Poster paper and art materials to create banners
2. Crime Scene Materials (yellow tape, etc.)
3. Posters to announce assembly or add to the presentation

National Cyber Security Alliance Assembly Synopsis

Pre-Assembly

Setup your school gym, cafeteria, or classroom for the Assembly Experience by putting up crime tape and posters announcing the National Cyber Security Alliance (NCSA) Assembly.

Provide your audience an exciting entrance so as they approach they see a large banner that reads: Enter the Internet Superhighway. They also see banners and signs that ask questions like "I am safe online, RU?" "How much personal info have you given away?" "Can I steal your identity?" The audience then sees crime tape surrounding the walk areas and begins to hear fast paced techno music mixed with loud car sounds coming from inside the room. Inside the school gym, cafeteria, or classroom you can add moving color lights that are bouncing to the techno music. This gives the place a new look and feel and provides the audience an experience. It's as if we they are entering a different world, a *cyber world*.

Inside the school gym, cafeteria, or classroom place on the stage or in front of the audience 5 students (volunteer readers). Centered behind them is a large projection screen. The screen plays a continuous video loop of Cyber Security Assembly Experience information and Internet questions and facts. It's just like walking into a movie theater with the commercials and trailers already started. The audience is not sure what they are about to experience but there is a definite buzz leading up to the assembly.

Assembly

The National Cyber Security Alliance (NCSA) Assembly begins with the host introducing themselves. Two of the five students on the stage step up to the microphones and read the story about what actually happened to other students. The story shows that cyber world actions have real world consequences. The stories then continue with two more students giving their depiction of what has happened in the cyber world. The live performances then culminate with the last student giving their story about life as a computer worm.

The assembly then goes to the screen for a powerful five minute video about malicious code and protecting your personal computer. It talks about different viruses and how you can protect your home computer.

As the video segment ends, a guest speaker takes the stage. The guest speaker is an expert in security and here to talk about Internet safety and what students can do to be safe and responsible online. The expert gives information that is important about cyber security and how to make good choices when surfing the 'Net.

The assembly then goes back to the screen for another powerful five minute video on security threats and tips you can use to protect yourself from identity theft and other online dangers.

The next speaker is someone who talks about the National Cyber Security Alliance and their organization. They then discuss how you can help spread the message of Internet safety. Students are urged to go to the National Cyber Security Alliance website for additional information.

The speaker then leads the audience to view the final video on the big screen. This video covers the National Cyber Security Alliance top tips for staying safe and secure online.

Post-Assembly

The Cyber Security Assembly Experience ends with the host reminding students to go to www.staysafeonline.org for any tips or information they may need. Students then exit the gym, cafeteria, or classroom to inspirational music.

Now that was more than just a show...That was an experience! A Cyber Security Assembly Experience!

National Cyber Security Alliance Assembly Instructions

The National Cyber Security Alliance creates an assembly program that will educate and empower the students on your campus to act safely and responsibly on the Internet. Now it's up to you to make it happen. Use the tools that are provided to plan a successful National Cyber Security Alliance Assembly. Follow the timeline below so you can cover all the bases. As the students walk away from the assembly, you will see the impact immediately.

National Cyber Security Alliance Assembly Pre-Production

1. Set the National Cyber Security Alliance (NCSA) Assembly date two months in the future. You will need time to prepare.
2. Scout the location to hold the NCSA Assembly.
3. Contact local law enforcement to speak at your presentation.
4. Recruit student volunteers to participate in the show and give them the scripts to practice. Have the parents of minors sign personal release forms to make sure they know about the story their student is going to read.
5. Recruit student volunteers to make banners and signs.
6. Confirm your guest speakers.
7. Organize lighting and audio/video equipment needs.
8. Order any necessary equipment the school does not provide. (i.e. lights, sound system, etc. and make sure you get approval and assistance from your teacher)

National Cyber Security Alliance Assembly Production

1. Hold a production meeting with all the participants one week before the National Cyber Security Alliance (NCSA) Assembly. Pass out a schedule with times.
2. Rehearse the script with the students participating in the NCSA Assembly.
3. Have the student volunteers make banners and hang them near the entrance and inside the NCSA Assembly location one day before the assembly.
4. Have the assembly equipment set up one day before the NCSA Assembly and test the equipment.
5. Make sure everyone knows what time to meet in the morning of the NCSA Assembly to practice.

National Cyber Security Alliance Assembly Showtime

1. Run a sound, video, and lighting check.
2. Meet and greet guest speakers and instruct them on where to sit.
3. Have your student participants on stage in position.
4. Start the pre-show video.
5. Open the doors for your audience.
6. Run the National Cyber Security Alliance Assembly and have a great time!

National Cyber Security Alliance Assembly Run of Show

1. **Pre-Assembly (5-10 minutes)**

Video: Fast paced video with Internet facts and driving footage on screen. When students are seated fade out audio and stop video.

Audio: Trance music on video.

Lighting: House lights down and concert moving lights on.

Stage: Five students sitting in five separate chairs.

Set Dressing: Yellow crime scene tape is draped around the stage.

2. **Assembly Open (5 minutes)**

Video: None.

Audio: Microphone (Host introduces self and welcomes everyone).

Lighting: Low light.

Stage: Five students sitting in five separate chairs.

3. **Live Performance #1 – Spyware brought to reality (3-4 minutes)**

Video: None.

Audio: Microphone (One for each student).

Lighting: Spotlight isolates students.

Stage: Two students read story.

4. **Live Performance #2 – Worms brought to reality (2-3 minutes)**

Video: None.

Audio: Microphone (One student).

Lighting: Spotlight isolates student.

Stage: One student reads.

5. **Live Performance #3 – Phishing brought to reality (1-2 minutes)**

Video: None.

Audio: Microphone (One for each student).

Lighting: Spotlight isolates students.

Stage: Two students read story.

6. **Video – Malicious Code (5 minutes)**

Video: Covers malicious code and protecting your personal computer.

Audio: From video.

Stage: Empty.

Lighting: Low light.

7. **Guest Speaker – Internet Safety and Security Expert (5 minutes)**

Video: None.

Audio: Microphone (For speaker).

Lighting: Normal stage lighting.

Stage: Guest speaker.

8. **Video – Security Threats (5 minutes)**

Video: Covers security threats and tips to prevent.

Audio: From video.

Lighting: Lights dim.

9. **Keynote Speaker (5 minutes)**

Video: None.

Audio: Microphone (For speaker).

Lighting: Low light.

Stage: Keynote speaker.

10. **Video – National Cyber Security Alliance Assembly Top Tips (5 minutes)**

Video: Covers National Cyber Security Alliance top tips.

Audio: From video.

Lighting: Low light.

Stage: Empty.

11. **Post-Assembly (5 minutes)**

Video: None.

Audio: Microphone (For host).

Lighting: House lights up full.

Stage: Empty.

Exit: Students exit the building to music (selected by host).

Total running time: 45 to 60 minutes

Script

The “true-life” portion of the National Cyber Security Alliance (NCSA) Assembly is an important piece of the assembly. Student volunteers read a true story about Cyber Security issues that actually happened to another student. The stories are written from the first person point of view of the real victim and predator. This exercise is intended to have students draw similarities between their online practices with that of the student victims. The stories also aid in helping make the real world to cyber world connection by showing students how unsafe practices online can have real world consequences. The “true-life” story scripts can be found on the NCSA Assembly Instruction CD in the “Resources” folder. Print out copies for the student volunteers.

Guest Speakers

Speakers are a great way to drive home the message of Cyber Security to the students. In the National Cyber Security Alliance (NCSA) Assembly there are two segments for speakers. One is for a guest speaker from the community and the other is for an individual that has been trained in the i-SAFE program or is a professional in Cyber Security. The invited guest speaker should be a respected role model citizen in the local community; i.e. law enforcement, news anchorpersons, reporters, or professional athletes. Guest speakers are great resources to make the local connection that danger on the World Wide Web can and will happen if students are not safe and responsible online. The keynote speaker can be a student mentor, law enforcement officer, teacher, or advisor. The trained representative follows the guest speaker in the assembly to give important safety tips and get the students involved with questions on how they can be safe online. Speaking points for both can be found and printed out from the NCSA Assembly Instruction CD in the “Resources” folder. What better way to validate the message and show the students that the community cares for their health and safety online.

Resources

The National Cyber Security Alliance (NCSA) has provided the resources to help you carry out a great NCSA Assembly. Here's a list of resources that are on your NCSA Assembly Instruction CD. Use these tools to inspire the students to take responsibility online and take action to spread the word about online dangers.

List of National Cyber Security Alliance (NCSA) Assembly CD files

- **Script – Spyware** - A story to be read by students at the NCSA Assembly about the importance of knowing before downloading applications on your computer.
- **Script – Worms** - A story to be read by a student at the NCSA Assembly about a destructive worm and how it infected the computers of their close friends and family members.
- **Script – Phishing** – A story to be read by two students at the NCSA Assembly about a student stopping an attempted “bank robbery” online.
- **Mentor Menu** – Sign up sheet for the Student Mentor Program. Print and make copies of the mentor menu so you can hand them out to interested students that want to join the i-SAFE America mentor program. Have the menus available for students at the school's front office. Collect the forms and send them to i-SAFE. A Youth Empowerment Manager will be in contact with you to get the program started on campus.
- **i-Adopt-A-School** – An opportunity for students to share their knowledge about Cyber Security with students from other schools.
- **Speaker Points for Guest Speaker** – Guest speaker and trained speaker points are provided. Print them out and give them to the guest speakers.
- **Speaker Points for Host** – Speaker points are provided to the host to ensure the audience is always engaged. Print them out and refer to them as needed.
- **Pre-Assembly Student Survey** – Have your students take a survey a few days before the NCSA Assembly about the Internet and their personal online actions. Report the statistics back to the students at the assembly.
- **Personal Release Form** – We want to see your experience. Take photos at the assembly. Ask your teachers if you can post the images on your school website. Remember, all students in the photo under the age of 18 must have this form signed by their parents before the picture is posted.