Kentucky Chapter

American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN®

Teen Round Table Moderator Guide

Hosting a teen **Round Table** panel discussion can be a great way to hear from local students as they share their perspectives and insights about their digital landscapes. When it comes to teens' digital lives, they are the experts — and with a teen panel, the school/community space is simply is creating the context for teens' voices to be heard.

Teens engage in quite a bit of exploring and experimenting online. And their insights can be valuable to all ages in the school community — elementary, middle, or high school. By inviting teens to share the opportunities and pitfalls they've experienced online, parents of younger kids can anticipate how to support their kids throughout the coming years.

Drawing on the experiences of teens within the community also ensures that the follow-up outreach efforts are relevant to your school community's needs. After hosting your teen Round Table, feel free to encourage parents to engage in local conversations and engage media on relevant upcoming news features/events.

This guide includes:

- **Logistics for hosting** (Scheduling, Planning, Location) **Checklist**

- **Recruiting Teens** (Sample email)

- **Invite Attendees** (Sample flier in Round Table Kit)

- **Preparation** (Field Tested Questions, Sample Agendas, Evaluations)

- **Successful Round Table Event**

- **Follow Up After Event** (Thank you, Sharing Take-Aways, Social Media #, Future News Stories)

The Logistics

Step 1 — Schedule:

- Work with high school administrators and teachers to plan for a teen Round Table event. Consider piggy backing onto a pre-planned school event.

- Find dates and times that work well for other parents. If this is the first event you're hosting, you can check with a teacher, administrator, or former PTSA coordinator about which days and times get the most parent attendance.

• It is recommended that a teen Round Table run 1 hour. Decide whether or not your time will include an audience Q&A.

• Panels work best when the students are comfortable talking about their experiences and feel empowered to speak candidly. Reach out to an adult in the school community who has close relationships with students — possibly a principal, guidance counselor, teacher, or coach. Ask them for suggestions of 4-5 students who might be comfortable discussing their digital lives. Aim for diversity in terms of gender, grade level, and school demographics. Consider inviting teens that you work with in your pediatric practice.

   o *HINT: There is a careful — and crucial — balance when it comes to picking students: If the teachers recruit only students who have exemplary habits, the panel conversation may not surface relevant challenges of digital life. On the other hand, if students have been at the center of difficult experiences (e.g., cyberbullying or sexting), putting them at the center of the conversation may be uncomfortable. The goal is not to avoid difficult issues, but rather to avoid putting teens in a vulnerable position if they aren't ready to embrace sharing.*

• Invite the selected students, those who represent a variety of social groups, to participate in the panel. You can reach out to the teens and their families through a school email, direct email/phone or letter. If you reach out to students individually, make sure that they feel comfortable saying no. It's also helpful if students know that they hold the power: They won't have to answer any questions they don't want to, and they aren't required to share their personal experiences — they can draw from stories they know through their peers. And make sure they know they were selected because adults in their lives think they will rock.

• Schedule a time for the event — it's helpful to check with someone at the school to find out when parent events are usually held and what times tend to work best for the parents in your community.
   HINT: If it is your first time hosting an out-of- school event, it helps to talk to an administrator or past PTSA coordinator to find out the best times. You'll want to avoid nights with big community-relevant events.
• Student panels can be set up in different ways depending on your community's space. The key is to make sure students are seated and comfortable, and that parents will be able to hear. You can have students sit at a rectangular table facing the parents or you can arrange chairs in a semi-circle. The

panel can be at the front of the room or up on a stage if you are in an auditorium. Depending on the size of the space, you may also want to use microphones.

- Decide which questions you will be asking panelists. There are a number of Field-Tested sample questions for you to consider. See Step 7. The number of questions may depend on the number of panelists and their answers. Based on your preparation work, you may have a better idea of the answers/stories the teens are comfortable sharing.
- Find a few volunteers, other parents or teachers, to help out during the event for check-in, for time checks, and for the Q&A session.
- Arrange for an easy snack (i.e. popcorn, drinks) also can increase attendance! Please contact KY AAP if you require some support funds to cover snack expenses. You may want to provide the snack after the event, so people have a chance to mingle and ask questions.

Step 4 — The Checklist for A Successful Event

KEY INGREDIENTS FOR HOSTING A SUCCESSFUL TEEN ROUND TABLE DISCUSSION

- o Choose an easily accessible meeting place, equipped with chairs for the audience and tables and microphones for the teen panelists and moderator.
- o Confirm venue space
- o Determine A.V. needs
- o Finalize signage, set up, etc.
- o Confirm staffing, Event Monitors (on-site)
- o Confirm table and room set-up
- o Identify videographer for event
- o Secure a person to take photographs
- o Media release forms

- ☐ Identify 1 Pediatrician moderator

- ☐ Teen panelists (4-5): The teens should represent a range of ages and backgrounds. The moderator should meet with teen panelists in advance of the forum, to review the evening's format (Can do this remotely by Skype or conference call)

- ☐ Advance publicity: Distribute and post flyers, printed/emailed/phoned invitations, and notices in local papers, schools and other media. Outreach to get media coverage of actual event. *Send Reminders*

- ☐ Create a detailed agenda that ideally includes a teen panel discussion time for Q & A

- ☐ **Prioritize Questions and Set Time Limits.**
  If the roundtable lasts 1 hour and your organization would like input on five issues, ideally spend 10-12 minutes on each item. However, dialog among each table can take unexpected turns. Ranking questions is vital to gain the most important feedback on the most important problem or opportunity.

- ☐ Handouts: Make copies of the Roundtable agenda (SEE SAMPLE AGENDA IN ROUND TABLE KIT), evaluations (IN ROUNDTABLE KIT) and of any short articles or resource lists that would interest the audience.

- ☐ Distribute table place cards (SEE ROUNDTABLE KIT) with social media hashtag **#KAAPTeenRoundtable**

- ☐ Refreshments-offer at end of event to encourage conversation

- ☐ Thank-you post cards/notes to the venue representative, panelists, and others who helped make the forum a success

• Get the word out! Copy, paste, and tweak the following messaging for:

  ☐ Emails—Have your school contact send out this sample email

  *Dear **[School Name]** Family Member,*

  *Many parents today share an interest — and even sometimes a bit of concern — about their kids' digital lives. As part of Kentucky Chapter of the American Academy of Pediatrics, Exploring Teen Digital Landscapes & School Safety, we are hosting a Teen Round Table discussion so that you can hear from the kids themselves about the ups and downs of their digital world and about possible solutions to implement. We hope you will join us on **[day of the week, date]** at **[time]** in **[meeting room]**. I hope to see you there, snack provided! Warmly, **[Your name]***

  ☐ Newsletters

  ***School Name]** is excited to be offering a Teen Round Table discussion. This parent engagement program from the Kentucky American Academy of Pediatrics, Exploring Teen Digital Landscapes & School Safety begins with a Teen Round Table discussion. Come hear from teens about their digital lives on **[date]** at **[time]**. We hope you can join us in **[meeting room]**.*

  ☐ Social Media Posts

  ***[School Name]** is excited to host a Teen Round Table discussion, Exploring Teen Digital Landscapes & School Safety. This is a parent engagement program hosted by the Kentucky American Academy of Pediatrics Your local pediatrician will be a moderator! Come hear from teens about their digital lives on **[date]** at **[time]**. We hope you can join us in **[meeting room]**. No registration required; snack provided!*

  ☐ Flyers
  Send home sample writable flyers (SEE ROUND TABKLE KIT) to families of elementary, middle and high school students

• Consider inviting school administration, staff and PTA members as well to this event.

- Before the formal event, it's helpful to meet with students to give them a better sense of what they should expect-it is probably best to do this by conference call. We recommend that you share the potential questions with them so that they can think about their responses. You may want to ask them what other topics they feel they should address. If you can't meet with them via conference call you could communicate the same information by group email.
- Be clear with students about whether or not the event will be recorded (obtain parents' written permission if the event will be recorded and shared- (SEE ROUNDTABLE KIT FOR STUDENT MEDIA RELEASE FORM).
- The multiple student format avoids putting any one student on the spot. Let the teens know that they are the ones who decide when to weigh in on a topic; they shouldn't feel pressure to respond to every question.
- Ask panelists how they would like to be introduced; it is fun to share at least one fun fact about each participant with the audience.
- As moderator, select the chosen questions before the event night.

Suggested questions for 4-5 "Rounds" per 1-hour discussion:

Round 1: Open up discussion of general use of social media
Question options*:*
1. Are there other social media that students at your school tend to use? What are they and how do they use them?
2. Overall, does time spent on social media generally make you feel better about yourself or worse? Why?
3. Do you think social media make the world a better or worse place? Why?
4. Do you ever give yourself a break from technology? (If not, what stops you?)
Questions 2 & 3 can serve as a bridge to discussing cyberbullying.

Round 2: Bridge Round 1 discussion of negative aspects of social media usage into cyberbullying.
Question options*:*
1. What sort of social media drama do you see on your newsfeeds or timelines?
2. How would you define cyberbullying?
3. What are some examples of cyberbullying that you or your classmates have experienced?
4. What are warning signs your friend may be a victim?

Round 3: Use Round 2 focus on cyberbullying to start discussing solutions in Round 3.
Question options:
1. What is tricky about managing cyberbullying situations?
2. What could you do if you are being cyberbullied?
3. What resources are available in your school for cyberbullying?

Round 4: Round 3 lead in with ways students can intervene and assist cyberbullying victims.
Question options:
1. What can an individual student do if they see cyberbullying happening?
   -Going from bystander to upstander
2. What are some ways the students in the school could decrease cyberbullying from happening?
3. What are some strategies for Fostering Peer Led Solutions for School Safety Improvement?

Round 5 (Optional): Optional round to focus on issues of teen sexuality and how they manifest online.
-Often controversial topic in school setting – proceed with caution
Question options:
1. How do romantic couples at school typically interact on social media?
2. Are you aware of any ways that electronic interactions in a dating relationship can get abusive? What are some examples?
3. What reasons might a teen feel the need to send naked photos to others or engage in sexting?

MORE FIELD-TESTED QUESTIONS:

What Could You Do if You Are Cyber Bullied?
(Possible answers include the following)
- Tell a trusted adult.
- Don't open messages from people you don't know.
- Don't open or read messages from cyber bullies.
- Don't react to the bully.
- If it is at school, tell a trusted adult at school.
- Don't erase the message or images.
- Block the bully.
- Report cyber bullying to ISP's.
- If you are threatened, inform the police.

- **How Could You Prevent Being Cyber Bullied?**
- **(Possible answers include the following)**
- Don't give out private information such as passwords or PINs.
- Use netiquette. Be polite online and other tend to do so.
- Ignore anyone who gets angry online.
- When something doesn't seem just right. Leave the site or chat room.

- **How Might You Prevent Being a Cyber Bully?**
- **(Possible answers include the following)**
- Don't email when you are angry.
- Don't put "questionable" photos of yourself on social network sites.
- Don't email with friends and target someone for entertainment.
- Don't forward an email that someone sent as a private message.
- Don't post "questionable" pictures of others on your social network sites.
- Think first… would you say this to someone face-to-face, if not don't text or email it.

- **What are the Warning Signs Your Friend May Be a Victim?**
- **(Possible answers include the following)**
- Unexpectedly stops using the computer.
- Appears nervous or jumpy when an IM or Email appears.
- Appears uneasy about going to school or outside in general.

- Appears to be angry, depressed, or frustrated after using the computer.
- Becomes abnormally withdrawn from usual friends and family members.

- **What are the Warning Signs of Cyber Bully?**
- **(Possible answers include the following)**
- Quickly switches screens or closes programs when you walk by.
- Uses the computer at all hours of the night.
- Gets unusually upset if he or she cannot use the computer.
- Laughing excessively while using the computer.
- Avoids discussions about what they are doing on the computer.
- Is using multiple online accounts, or an account that is not their own.

- **What is Important to Remember About Cyber Bullying?**
- Don't be reluctant to report cyber bullying.
- Don't believe that some "bullying" behaviors online happens to just about everyone to some degree.
- That it is no big deal--just ignore it.
- Bullies often think everyone "does it" and victims should just "get over it."

- *Note: The above questions attributed to KY Center for Safe Schools*

Playing it Safe-Questions

- Since the focus of our discussion is on teens' lives, let's start with something simple: your morning routine. What's your morning routine? Does technology factor in?

- Some teens say that their cell phones or computers can be distracting when they're trying to get homework done – or even just when they're hanging out with their friends. Does this happen to you or to your friends? Do you have any strategies to try and help yourself focus?

- Let's talk about privacy: What's one thing you would you never share online?

- Do you have any rules in your house about technology? Which ones do you find helpful? Which are less helpful – and why?
    - ☐ If you could make one new policy in your community that everyone had to follow, what would it be?

- Some teens say that they wish they could just unplug – or that they could get their parents or friends to unplug. Do you ever feel that way?
    - ☐ Do you ever give yourself a break from technology? (If not, what stops you?)

- Are there any conversations that you would rather have face-to-face instead of online or over texting? What about conversations that you would rather have online than face-to-face?

- Do you think social media make the world a better or worse place? Why?

- Overall, does time spent on social media generally make you feel better about yourself or worse? Why?

- Can you fill in the blanks here? My digital life is like _____ because _____.

Pushing the Envelope

- What's a misconception that adults have about your digital lives that you'd like to set the record straight about?
    - Or: A lot of parents are worried about how teens use technology. Are their worries legitimate? Which ones are, and which ones are not?
- One thing that adults are often concerned about or perplexed by is sexting and sending nudies. How would you explain to adults why some teens sext?
- How would you define cyberbullying? What is especially tricky about managing a situation of cyberbullying?
- What kinds of digital drama do you see on your newsfeeds or timelines?

Note: The above questions attributed to Common Sense Education, Connecting Families

Step 8 — Host:

- Consider how you want to greet parents. It is helpful, but not required, that you have attendees sign in and provide an email so that you can follow up with further information. If you opt for a sign in process, have a couple of volunteers ready at a central table by a main door.

- Set the tone for the evening by claiming a personal stake and interest in the teen Round Table Discussion. For instance, acknowledge that these teens are the experts:
I know that my teen years were quite different than what our teens are experiencing today. I was a great pen pal letter writer and I could gab on the phone for hours. But it's hard for me to understand the ups and downs of today's 24/7 digital world — tweeting, Snapchatting, LOLing, it's all new and a tad overwhelming. So, to help us all understand the opportunities and the pitfalls of our kids' digital reality, we've invited the following students to share their perspectives about their digital lives …
- Introduce each of the panelists or have them introduce themselves.

- Keep track of the time spent on each question *(you may want to have an official timekeeper, whose signals from the audience can help you stay on track).*

- For audience Q&A, one trick we've found works well is to **hand out blank flashcards before the event-**SEE ROUND TABLE KIT (or you can place them on the seats). Ask parents to write their questions on the flashcards and ask another volunteer to collect them about two-thirds of the way into the event. This method has two benefits: (1) Parents don't have to worry about feeling embarrassed about their questions and (2) you — or your volunteer — can preview the questions before they are asked aloud. If there are many questions, this allows you to select a few representative questions. It also enables you to avoid questions that seem inappropriate or that might put the students in an uncomfortable position (e.g., asking them for personal reactions to a particular scandal in the community).
- You may want to offer refreshments *after* the event. It will give family members the opportunity to connect with each other, fill out the evaluation, and it will give you an informal opportunity to gauge parents' response to the night.
- Have any printed materials and evaluations, available in a central location. Parents can take them on the way in or the way out.

Step 9 – Event Follow-up:

• Make sure to thank the student panelists after the event using a Thank You Card or email. (SEE ROUND TABLE KIT)

• You may want to have a debrief with the teens to hear their perspectives on how the panel went.

• After a successful teen Round Table event, you may decide to host more than one to reach even more parents. Consider hosting another panel at a different location as well (e.g., an elementary school).

• It is so valuable for students to hear from their peers (especially those a bit older) as well. You may want to ask the teen panelists if they are willing to share their experiences with other students. If so, work with school administrators to host an assembly, at which the teen panel can speak.

• Next, work with school administrators to continue the family outreach by picking and planning for a series of Conversations through the coming school year

Step 10 – Use the Round Table Kit Materials

The KY AAP has prepared Round Table event materials for you. The materials can be ordered here
https://www.kyaap.org/order-form-2020-teen-round-table-kit-materials/ and include:

- Send Home Flier (Can Customize via order form)
- Sample Agenda (Can Customize via order form)
- Attendee Evaluations (+SASE for return to KY AAP)
- Parent attendee Handout
- Table Cards with Social Media Hashtag
- Student Media Release Form
- Blank Flash Cards

If you would like the flier and sample agenda personalized, please contact AAP Administrative Assistant, Debra Cardwell at debracardwell@kyaap.org

Questions?? Call 502-875-2205

Sources for Development of this guide: *Common Sense Education, Connecting Families; KY Safe Schools Center, Cyberbullying; What Can Kids Do? Met Life Foundation*