Online Safety Toolkit









We would love to thank our valuable partners in creating this Online Safety Toolkit for 2SLGBTQ+, BIPOC, youth, parents, women and girls, men and boys, and for anyone in the community who needs support to have a safe and healthy online presence. Our partners are: the Altview Foundation, Neighbourhood Empowerment Team, Sexual Assault Centre of Edmonton



This Online Safety Toolkit was created on Treaty 6 and Métis Region 4, a traditional meeting ground and traveling route for many Indigenous Peoples. Through our acknowledgement of Treaty 6 territory, we respect the histories, languages, and cultures of First Nations, Métis, and Inuit whose presence continues to enrich our vibrant community. A treaty is an inheritance, a responsibility, and a relationship. May recognizing our status as treaty people help us to be good neighbours to one another, good stewards of the land, and good ancestors to all our children.

Introduction

The Online Safety Toolkit (OST) provides information for those who experience harm online and includes tools and resources to feel safe(r) online.

The tool kit includes:

- step-by-step instructions
- tips
- resources
- definitions

The OST also provides general information and multiple sections for specific groups of people.

This guide covers topics that might be emotionally heavy for some people. Please visit the Resources Pages for supports. The OST highlights how people can keep themselves safe(r) online and how to help make the online world a safer place for all. Victims of online harassment and harm are not responsible for what they have experienced. The people who enact harm against others are responsible.

Keep in mind that this resource isn't inclusive of all of the helpful information available, and you are encouraged to also do some learning on your own.

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HOW TO USE THIS TOOLKIT

How to use this toolkit:

- The Online Safety Toolkit is intended for everyone who wants to be safe(r) online. There are some sections that are specific to groups (2SLGBTQ+, BIPOC, women, etc.) and how people can be allies in online spaces.
- Press CTRL + F to search for a topic or key word(s).
- This will open a search bar in the top right where you can enter any key word(s) about what you'd like more information on.
- The **CONTENTS** page also includes hyperlinks to sections and chapter numbers.
- Online safety tips, definitions, and local or online resources are located at the end of the toolkit.

Please note, we have attempted to use the most inclusive language possible in the OST. As this document ages, certain terms and acronyms may also become dated.

01

This section introduces online safety and how to use the Online Safety Toolkit.

This section has information on:

- What online safety means
- Safety red and green flags
- What does safety feel like in an online space
- Boundaries online

WHAT ONLINE SAFETY MEANS

Online safety is all about how best to protect yourself when you are online.

Being online can be a huge part of our lives, how we go to school, how we talk to our friends, or how we find a date or partner. Online gaming, group chats, commenting, browsing, learning, socializing, and way more!

Since we live some of our lives online, we need to protect ourselves. Just like we wear our seat belts to protect ourselves while driving, we also need to find healthy and safe ways to socialize online.

This is the purpose of this Online Safety Toolkit, to support people participating in an online space to be as safe as possible.

Everyone has the right to a safe and healthy online presence!

WHAT DOES SAFETY MEAN?

You feel comfortable to be yourself AND comfortable exploring who you are in new and different ways. It means not feeling ashamed, unworthy, or like you have to hide parts of yourself.

Subtle safety red flags:

- Feeling ashamed of yourself or parts of yourself.
- Feeling the need to change yourself to gain acceptance and love.
- Being unable to express your honest feelings and self.
- Feeling like you're not allowed to explore new things about yourself (identity, expression, interests, etc.).
- Feeling scared to talk about certain things.

Safety green flags:

- You feel welcomed as you are.
- You feel free to try new things (identity, expression, interests, etc.).
- You feel supported when sharing parts of yourself.
- You can share your honest feelings.
- You feel comfortable speaking up when you don't like something.

WHAT DOES SAFETY MEAN?

Often, our bodies know when a space or person is unsafe before our brains do. If you feel unsafe, it's okay to trust yourself and your intuition (your gut feeling).

This can feel different to different people! Sometimes it can feel like an upset stomach, your body feeling tense, a headache, awkwardness, or just feeling uncomfortable.

The more we learn about how our bodies tell us about safety, the more we learn and recognize our own boundaries. Knowing our boundaries can help us know when others are trying to harm us.

Listening to our intuition and our bodies means that we have to trust ourselves. Sometimes other people try to minimize what we experience. It's important to remember if you feel uncomfortable, then it's for a reason. Remember to believe yourself when it comes to your experiences and feelings!

What can minimizing sound like?

- "It could be worse"
- "It's just online/just log off"
- "You're being sensitive", etc.

If you go to someone looking for support and they dismiss what you have to share, it's okay to go to someone else who will listen to you fully. Your feelings are valid and should not be dismissed by others.

WHAT DOES SAFETY FEEL LIKE IN AN ONLINE SPACE?

Comfortable Online



Uncomfortable Online

There is a spectrum of how safe we feel online. It is important to self-reflect and notice when/if our online space feels safe for us.

We can take a look within our bodies to see how an online interaction feels.

- Does responding to a message/waiting for a response to a message make you feel uncomfortable or anxious?
- Is it causing you to feel any other negative feelings?

Trust in yourself and how you feel instead of what someone else thinks you are feeling.

If an online interaction feels uncomfortable, then do your best and try to leave the situation.

You can find suggestions on how to leave a situation HERE.



CHECK OUT our <u>Spectrum of Safety</u>



BOUNDARIES ONLINE

In our lives, we have many different relationships with people! It makes sense that we might have different boundaries with close friends/family than we would with a stranger.

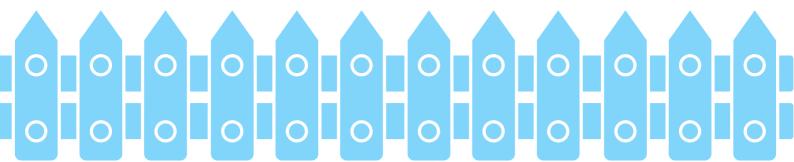
These are the same feelings you might recognize when in a red flag situation while online. You can feel it in your body when someone invades your personal space! It can be a good idea to try to start to notice when/if those boundaries are being crossed in your life. It could be an uncomfortable feeling in your body, which could be a sign to look out for!

If we know what our boundaries are/have an idea, we can then communicate them to another person (partner, friend, etc.). After we communicate our boundaries, it is the responsibility of the other person to respect them.

If that person knows our boundaries and chooses to ignore them, maybe they are not a trustworthy person to have in our lives. Remember: healthy friends/partners are people who respect our boundaries.

It's important to remember the following:

- 1. Everyone has different boundaries.
- 2. Everyone has a responsibility to respect their own boundaries and the boundaries of others.



BIPOC means Black, Indigenous and People of Colour. If you are not a part of these communities, this section is still an important read, as it highlights multiple things that you can do as an ally.

This section has information for BIPOC youth and what others can do to support BIPOC youth online.

This section contains:

- Online safety for BIPOC youth
- How to support BIPOC youth

ONLINE SAFETY AND BIPOC YOUTH

The internet has trolling and bullying in many different forms, including racism. It can be anything from stereotypical and racist jokes, to mocking someone for their race in a private group. More extreme examples include death threats and threats of harm.

Racism is a spectrum: it can be subtle to outright discrimination. Online spaces that allow racist content to exist eventually have racism seem normal in the community's culture.

Concerns are often dismissed and not taken seriously by calling people sensitive ("it's okay if it's a joke"). This is a tool used by people (both inside and outside of racialized communities) to brush away people's valid concerns about violence.

Please see the next page for the Pyramid of Hate/Oppression



ONLINE SAFETY AND BIPOC YOUTH



Pyramid of Hate/Oppression from The Anti-Defamation League View PDF HERE

ONLINE SAFETY AND BIPOC YOUTH

- Many online spaces aren't safe for youth of colour because these spaces tolerate and allow a culture of racism. On social media specifically, racism often comes from both the social media companies in their policies as well as from individual users themselves.
- For example, many popular social media platforms' algorithms have a proven racial bias against people of colour, and they promote users who use hate speech. Online platforms have also let racist content exist because it leads to more user engagement - which means more money for the company from advertisers.
- Racism between users is often excused as just jokes or memes, but as shown on the previous page, more extreme racism comes from the normalization of racism through things like jokes and memes.
- As a youth of colour, your experiences online with racism should be believed and not minimized.

Racism in any form is violence against people of colour.



INFORMATION TO SUPPORT BIPOC YOUTH ONLINE

Online safety for BIPOC (Black, Indigenous, People of Colour) youth is dependent on all of us being good digital citizens. We can create safer spaces with our posts and understand how they can influence the overall safety of the internet. Good digital citizens prioritize kindness, respect people's privacy and maintain safe spaces with their actions online.

WAYS TO SUPPORT BIPOC YOUTH ONLINE

- Put time into your own education.
 - Do your own Googling, read up on BIPOC issues in and outside your community, and self-reflect.
- Support educators, activists, and artists of colour, and BIPOC-owned businesses in your area.
- Credit and tag creatives of colour.
- Donate, if able, to local organizations working with BIPOC.



INFORMATION TO SUPPORT BIPOC YOUTH ONLINE

Some ways you can be a better digital citizen:

- Solidarity: If it is safe to do so, use your voice to stand up for someone who is being targeted or bullied online. If getting involved will put you at risk of harm, consider other ways to help, such as reaching out to the person being harmed directly to offer your support.
- Support: Try to spread positive and accurate information. Making sure what you post is respectful and not coming from a hateful place goes a long way in creating safer spaces.
- Be Open to Learning: When it comes to issues about race and culture, connect with organizations who provide this type of education and their resources first before taking all your questions to youth of colour. It is not their responsibility to educate you or validate their experience with you.
- Respect: If space has been created to cater specifically to BIPOC folks and you are not BIPOC, be respectful and do not join that space.



03

This section is for youth who are a part of the 2SLGBTQ+ community. Please see LGBTA+ Wiki for definitions on 2SLGBTQ+ identities and orientations.

This section covers:

- Importance of online safety for 2SLGBTQ+ youth
- How 2SLGBTQ+ youth can feel safe(r) online
- Finding ways to validate your identity online

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ONLINE SAFETY FOR 2SLGBTQ+ YOUTH



Spaces online and apps can be a great way to connect with the community, but unfortunately some 2SLGBTQ+ people face harassment online due to their identity.

Be mindful about where you spend time online and what information you're sharing. Some people may or may not share their identity online -- it's all about what makes them feel safe.

- Having different usernames for your online and social media profiles may help keep your real name private and still give you the option to share about yourself.
- Be mindful that on social media, other people may be able to see the things we like, post, and share this can be important for people who aren't "out" to certain people online.
- Consider your comfort level with linking social media accounts to each other and other websites so that harassment from others can't escalate on your personal pages.

SAFETY IN THE WORKPLACE

You may start working at a job while you're in school. If you experience harm in this job, it can be scary to reach out for support in these environments. This kind of harm might look like coworkers misgendering you, deadnaming, or using offensive language - these are also known as microaggressions.

Microaggressions are indirect, subtle, or unintentional acts discrimination. Over time, the harm adds up and feels like an additional emotional toll on the person experiencing them. Microaggressions can make a work environment unsafe for queer and trans folks.

If you're experiencing online harassment or discrimination related to work, consider taking the following steps:

- Check out your workplace's policy. Policies may change from workplace to workplace, if you have questions contact your Human Resources (HR) department or HR person.
- If you feel your HR department doesn't take your concerns seriously, find a third-party you can contact to push the case further.
- Know your rights review applicable legislation and guidelines regarding discrimination.
 - Check out these resources:
 - Workplace Harassment
 - Alberta Human Rights
 - What is Sexual Harassment

TRANS REGHTS CONE HUMAN REGHTS

FINDING WAYS TO VALIDATE YOUR IDENTITY ONLINE

For many people, their online identity is an extension of themselves and is part of their social transition. Finding ways to validate your identity online might be important for some trans and non-binary folks. While there are some steps to completely start from scratch and delete your old accounts, you may want to consider the following:

YOUR BOUNDARIES ARE IMPORTANT!

Something like changing your name on social media can invite many questions from curious people. These questions, well-meaning or not, can be intrusive. You do not owe anyone an explanation for affirming your identity. You also have the right to control who sees your posts, follows you, or can comment. Protect your online space and yourself.

YOU DON'T HAVE TO DELETE YOUR OLD ACCOUNT

One of the great things about social media is that it can be like a timeline for your life - pictures, memories, posts etc. that you might want for later. You can keep your accounts, download important data (like pictures) then delete, or just delete. It is your choice whether to keep or delete your account!

CHANGING ONLINE INFORMATION

Changing names and or genders or even affiliations on social media can be very easy and straightforward. Depending on what you want your new social media to look like, you can update it with your chosen identity markers, if it is safe to do so.

STARTING FROM SRATCH



Deleting everything and starting brand new on social media with your chosen name and new people is also a valid choice. You don't need to do this all at once (or even at all) and the timeline you choose is the one right for you. The most important thing is that you're the one making decisions that feel the most comfortable.

Inform followers you want to follow new account

You can let people who follow you know that you will be deleting your current account and they can choose to follow you on your new account.

Update your information on other websites

Contact websites that use your old identities, and ask them to remove or update their information on you – you can find out what's on the web by Googling yourself. Many websites have policies about removing information upon request.

Download all your data

A lot of social media accounts will allow you to download your data when deleting your account. You would need to contact customer service for each site. You can look for the "Help" page on individual platforms, Facebook, with connect can or you Instagram, using Twitter here the or following links:

TWITTER HELP
INSTAGRAM HELP



04

This section covers:

- Unsolicited sexual pictures
- Online harrassment
- Degrading comments
- Online dating safety
- Doxing

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Unsolicited Sexual Pictures

Remember, in Canada, it is illegal to take, keep or share sexual photos without someone's consent. However, when online and in dating apps, people may send unsolicited sexual photos. Below are some tips on what to do after an unwanted picture has been received:

- In some apps, you can't see the picture sent until you click on it. If you did not ask for that picture, or do not want to see that picture, do not click on it.
- The safest option is to say nothing and block the person who sent the photo.
- You can express to the person what they did was not consensual as you did not agree to receiving the picture (if you are comfortable doing so).

CHECK OUT the sections on <u>BLOCKING</u>, <u>CONSENT</u> and <u>SEXTING</u> for more information.

If this behaviour continues with the same person, there may be support from law enforcement.

Where to get help:

- <u>SACE.ca/learn</u> for more information on unsolicited pictures
- Reporting harassment:
 - EPS non-emergency line: 780-423-4567 or #377



Online Harassment

Definition of Online Harassment:

People with the intent to harass a person repeatedly communicates, or causes repeated communications to be made, with them by phone/text/email/chat/etc. If this happens to you and you wish to report the behaviour, you can take the following steps:

- Record all instances of harassment. Take screenshots, record videos, save chats/emails/any communication with the person harassing you.
- Block person and any future accounts they may make but keep records for law enforcement.
- If someone is harassing you, it's valid and normal to want to respond to defend yourself. For your own safety, however, it is best to document the interactions and block the person.
- If harassment continues, one option could be to call the <u>EPS</u> non-emergency line to discuss your next course of action.

Degrading Comments

A degrading comment could be any comment a person says online that makes someone feel unworthy, put-down, or hurt in any way. Degrading comments of any kind can be extremely hurtful and a huge red flag to not engage with that person.

- It's natural to want to respond to harm and protect yourself. If you do respond and the situation escalates, it is still not the fault of the person on the receiving end.
- You can block this person on online social media platforms.
- If this continues, seek out support:
 - From the social media platform.
 - From a trusted adult (caregivers, teachers, counsellors, community leaders).

Online Dating Safety

As mentioned before, the person who experiences harm is never responsible for it happening. Some people may find it useful to take precautionary steps before meeting someone new. Here are a few suggestions:

- Take the time to do some research on the person you're planning to meet – see if you can validate their identity online.
- Choose a public spot during the daytime for in-person meet-ups and letting a support person know when and where the date will be. This person can check-in with you afterwards.
- Tell a friend all the details where you're going, who you're meeting, and when you should be back. You can even plan an exit call just in case.
- You could set up a safe word with a friend and if you feel unsafe at any time during the date, text/call your friend with that safe word and they can help you get out of the situation safely.
- You can also check in with this person after your date to confirm that you are safe and home.
- The same safe word system could be done with a server/barista at the public spot.
- "Ask for Angela" Restaurants, bars and clubs typically have codes that allow you to ask for assistance discreetly if you feel unsafe. Research the options used where you live before heading out.
- For information about: <u>online harassment</u>, <u>unsolicited</u> <u>sexual photo sharing</u> and/or <u>doxing</u>, please see those sections.



Doxing

Doxing is when a person searches for and publishes private or identifying information about (a particular individual) on the internet, typically with malicious intent. This can be very dangerous and is a crime (<u>Canadian Law</u>).

What to do if you have been doxed?

- Acting quickly: Call 911 and reach out to law enforcement.
 Doxing is a crime and is an emergency. The longer the
 information is on the internet the more dangerous it can be
 to your safety.
- If necessary and if you're able to, quickly leave the location they shared online and find a safe place to stay.
- Try your best to delete the information online by <u>reporting</u> to the <u>platform</u>.

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05

This section includes:

- Why people of every gender need information about online safety
- Online safety for Women/Girls
- Sexist online cultures and how to change that culture
- Ages of consent in Canada

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ONLINE SAFETY AND GENDER

- Unsafe spaces online can exist for people of **all genders** and anyone can cause harm regardless of gender.
- All people should be believed and their experiences shouldn't be diminished or compared. Any gender can experience online bullying, harassment, and violence.
- Our ideas of gender can cloud how we understand online safety - for example, who "can" and "can not" be harmed or cause harm.
- If you feel unsafe and your boundaries are being crossed, your gender and the perpetrator's gender is irrelevant the most important thing is that you are feeling unsafe!



ONLINE SAFETY FOR WOMEN/GIRLS

Women experience unequal rates of violence, which includes online spaces. Sexism is often normalized in online settings. This is unfair and wrong, and never the fault of women. Women should not be expected to take steps to keep themselves safe ---

INSTEAD, people should be expected to not hurt another person.

Trans women in particular may face:

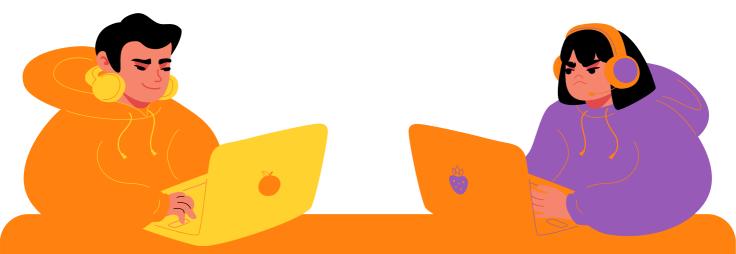
- Transgender women can face even more harassment online due to being both transgender and women - this is known as transmisogyny. While misogyny and sexist online cultures are still pervasive online for all women, trans women can also face harassment from online spaces claiming to be safe for women.
- Trans women may face online safety issues such as being blackmailed or outed; trans women are the most likely to be outed online. This can be dangerous for many reasons, especially in online dating situations if a person is not out publicly.
- Trans women may also face "online mobbing" with transmisogynistic slurs and harassment. This kind of mobbing may not just come from anyone online, it can also come from those who claim to be feminists but are simply transmisogynists
 people who dislike or cause harm to transgender women and transfeminine people.



CHECK IT OUT! <u>Assigned Male Comics/Tumblr</u> <u>Trans Lifeline</u>



SEXIST ONLINE CULTURES



Unhealthy masculinity often restricts men and boys from being able to express their emotions in healthy ways, and causes unhealthy behaviours to instill and repeat throughout life.

Men/boys can choose to join in on online cultures of sexism and harassment so they can feel safer in the group; however, temporary feelings of conditional safety are not the same as genuine safety. These spaces are often **heavily critical** of anyone who is not seen as masculine enough.

CHECK IT OUT!!

SACE AND CENTRE FOR SEXUALITY

OFFER A PROGRAM CALLED

WISEGUYZ

FOR YOUNG MEN AND MASUCLINE

YOUTH TO LEARN ABOUT POSITIVE

MASCULINITIES

SEXIST ONLINE CULTURES

How to Change That Culture:

- Positive masculinity is when men champion healthy behaviors to other men, boys, and communities. The focus of positive masculinity is to help generations of men unlearn shame, learn healthy behaviors, and create healthy communities to support each other.
- "Calling-in" is a way that men and boys can shift the culture within their friend groups. "Calling in " involves speaking up when there's bigotry both online and inperson, and educating the person on why that behaviour isn't appropriate and not tolerated in their group.
- Boys and men need to be encouraged to support each other in breaking down harmful stereotypes in their friend groups. This can be done by educating boys on the impact of their words and actions, and teaching them to be leaders in their peer groups.





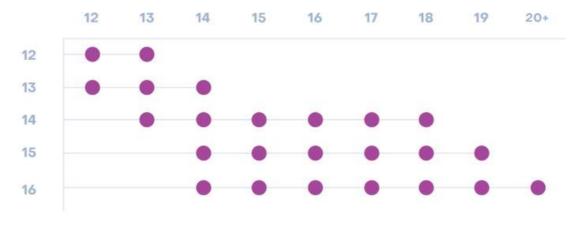
CHECK OUT: <u>NEXT</u>
<u>GEN MEN LIBRARY</u>
for more resources!!



INFORMATION ON AGE OF CONSENT LAWS IN CANADA

There are laws in Canada around the age of consent. This information is extremely important for everyone to know because these laws are here to protect young people from being taken advantage of. Knowing and following these laws can help reduce the risk of sexual assaults and grooming of younger individuals.

Age of Consent



In Canada, when someone is 16 years old they are able to consent to sexual activity with a person who is 14 or older. The only exception would be when the older person is in a position of power, trust, or authority (see Sexual Exploitation Laws for detail).





CHECK IT OUT! SACE.CA/Learn



INFORMATION ON AGE OF CONSENT LAWS IN CANADA

Close-In-Age Exemption

• Applies only to people who are 14 & 15 years old. When someone is 14 or 15 they are able to consent to sexual activity with a person who is LESS than 5 years older than them (from their birthday).

Peer Experimentation Exemption

 Applies only to people who are 12 & 13 years old. When someone is 12 or 13 they are able to consent to sexual activity with a person who is LESS than 2 years older than them (from their birthday).

Sexual Exploitation Laws

- Sexual contact involving persons under 18 may only happen between individuals with whom there is no relationship of power, trust, authority or dependency.
- Sexual contact involving persons under 18 must be in relationships that are non-exploitative. "Exploitation" depends on how the relationship developed, how the partner may have controlled or influenced the young person, or if it involved luring over the internet, prostitution or pornography.

Source: Criminal Code of Canada Available at <u>www.justice.gc.ca/eng/rp-pr/other-autre/clp/faq.html</u>



CHECK IT OUT!

Parent Resource Section



06

This section shares information that is applicable to all individuals. It covers information on the following:

- Privacy settings
- Step-by-step instructions on how to block individuals from different social media platforms
- Online safety tips (including online dating)
- How to engage/disengage with people who are being harmful online
- How to remove sexual photos or videos from the internet
- How to report concerns to law enforcement agencies
- Step-by-step instructions on how to report explicit content on social media

SAFER SPACES ONLINE

safe(r) space can be physical space, a person, or an online group where individuals can participate without fear of beina harassed discriminated against. Most safe spaces are created as a response to hate or bullying. These spaces don't tolerate any speech, bullying, hate derogatory comments toward a specific group of people. It's somewhere that you are welcome as you are.

The beauty of the internet is that like-minded people can come together and connect worldwide. Youth today are already spending time on the internet and are more likely to seek out safe spaces in their online communities.

Sadly, people can target online "safe spaces" to spread hateful messages or taunt people to get a reaction out of them. 2SLGBTQ+ youth often feel they need to keep their identity/orientation a secret, so they don't become targeted.

A safer space is a place where people can fully and comfortably participate without fear of being harassed or discriminated against.

GROOMING

Unfortunately, some individuals entering online spaces intended to be safe for children and young people instead use them to access these youth and engage in a specific kind of harm known as online grooming.

Online grooming is a process used by offenders to sexualize an online encounter with a child. In an effort to gain trust, an offender will use different approaches to manipulate a youth so they will feel forced to give in to any sexual requests or demands.

Frequently, it is accomplished through **sharing personal information** on topics about mental health, questioning gender or sexuality, or disclosing personal acts of crime.

Offenders will often create a fake identity online to pose as a peer (e.g., child from another school, friend of a friend, or known to the child in some way).

They will then share stories to try and build trust and comfort with a youth, to appear less threatening and more sympathetic.

These disclosure tactics help establish a false sense of security and encourage the youth to reciprocate with personal confessions of their own. This is a common tactic that's used when the victim is 2SLGBTQ+ or is questioning their gender or sexuality.

GROOMING

This manipulative process leaves youth feeling responsible for what has happened and silences them. Once a youth share their personal information in return, the offence may occur at any time. The offender may use the same account or pose as another person using a different account.

Some signs of online grooming are:

- Gift giving (promises of items, money, drugs, or alcohol).
- Making extreme promises ("I will always take care of you" or "You can only trust me").
- Pitting the parents against the child (e.g., your parents are too strict).
- Asking you to share personal information.
- Blackmail, threats, intimidation, and harassment (ex: "If you don't do what I say, then I will do this").

It's essential to be aware of these signs and leave the situation if you feel uncomfortable. Block the user and report their behaviour to the platform, a parent, trusted adult, or law enforcement.

Edmonton Police Service
Non-Emergency Line: 780-423-4567
Outside of Edmonton Call 211 or ab.211.ca

PRIVACY SETTINGS

One thing to remember is that once something is on the internet, it's pretty much on there forever. One thing we may be able to control is who gets access to the things we post online. This is where privacy settings come in.

Privacy settings help us control either who sees our posts, how they are shared, and/or how our in-app information is stored and distributed by the app company.

Different social media sites have different settings that are pretty straight forward, but social media companies will sometimes monitor your activity in the app and even monitor your activity in the rest of your phone to tailor and personalize advertisements for you.

Within each social media platform, the steps to personalize your settings are fairly similar, however, they may vary depending on the app.







USE THESE DIRECT LINKS
TO UPDATE YOUR
PRIVACY SETTINGS ON
POPULAR DEVICES AND
ONLINE SERVICES.

BLOCKING PEOPLE ON SOCIAL MEDIA: STEP-BY-STEP

While we cannot stop people from posting harmful things on their own pages, we take steps to minimize seeing hate speech and bigotry. Blocking someone can be a helpful solution for you when someone is bullying/targeting you or others and/or spreading hate.

facebook

WEBSITE

- Click the upside-down triangle on the right-hand side of the screen.
- Click on "settings" 🌣.
- On the left side menu, click "blocking".
- You may choose to block a user altogether or to just block a feature from them.



MOBILE APP

- Click the 3 lines on the right-hand side.
- Scroll down and select "settings and privacy".
- Click "settings".
- Scroll down to the Privacy section and select "blocking".
- You can add people to your blocked list by typing in their name.

WEBSITE

- Select the user you would like to block.
- Click on the 3 dots under the header in their profile.
- In the dropdown, select "block @..."
- Confirm your action in the pop up to complete the block.





MOBII F APP

- Select the user you would like to block.
- Click on the 3 dots on the top right of their profile.
- Click "block".
- Confirm your action in the pop up that appears.

WEBSITE

- Select the profile you want to block.
- Click on the 3 dots on the righthand side of their profile.
- Select "block this user".
- Confirm your action in the pop-up.



MOBILE APP

- Select the profile you want to block.
- Click the 3 dots on the right-hand side of the screen.
- In the drop-down menu, select "block".
- Confirm the action in the pop-up.

MOBILE APP

- Click on your image/profile photo on the top left corner of the camera screen.
- Scroll down and select "my friends".
- Hold down the account you would like to block.
- Select "more".
- Select "block" and confirm the action in the pop-up.



MOBILE APP

- Swipe right on the TikTok to see the poster's profile.
- Click the 3 dots in the top right corner of the screen.
- Select "block".
- Confirm your action in the pop-up.



MOBILE APP - OPTION 2

- Hold down the video.
- Click "not interested".
- You can choose the option to either "hide videos from the user" or to "hide videos with the particular sound" this option may be useful depending on what part of the content you would like to stay away from.

Please note, we have attempted to use the most inclusive language possible in the OST. As this document ages, certain terms and acronyms may also become dated.

ONLINE SAFETY TIPS



Below are some suggestions to help you feel safer online. If you don't want to do them all, pick a few that work for you and get started today!

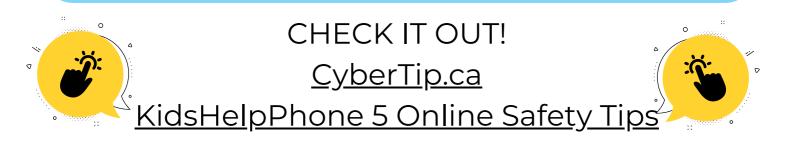
Please know that if you experience bullying, discrimination, harassment, or any other form of violence online, it is never your fault, and always the fault of the person who is choosing to harm you – whether you choose to use implement the strategies below or not.

- Use different passwords for different accounts.
- Blur out addresses and house numbers in pictures and videos.
- Take the time to review your privacy settings and set them to what is safest for you.
- Change passwords and security questions regularly.
- Don't add people to your social media that you don't know.
- Try not to post identifying information about your friends, as this exposes them and makes it easier for people to find out more about you.
- Be careful of suspicious people or groups asking for too much information trust your gut and play it safe.
- Be sure to track what access you are giving apps, especially on your phone – some apps track your personal information and your activity beyond use inside the app.

ONLINE SAFETY TIPS



- Please be mindful of how you interact online and how your behaviour might impact others.
- When signing up for accounts, only include mandatory information leave the rest out.
- Remember that once you post something on the internet, there may be an archive of it somewhere. Try to post things that you do not mind being in public.
- Creative usernames make it harder for people to track you down with your real name.
- Social media apps and websites can collect and share your data. You can disable this feature to protect your data.
- If you are planning on meeting up with an online friend in the real world, make sure to meet in a public place and share all details (location, with who, and for how long) with a trusted friend or family member.



ENGAGING/DISENGAGING WITH PEOPLE WHO ARE BEING HARMFUL ONLINE

Below are some alternatives to blocking someone online:

- Manually remove comments on your posts.
- Report any incidents to the platform this lets you report anonymously and lets the company take action.
- Create private lists and groups so you can share certain information with only those who are closest to you.

If you do choose to engage with the problem person, consider the following:

- Inform them that they're causing harm and explain how. They might be willing to change their behaviour and learn from the situation.
- If they continue to be harmful, then a good option is to stop talking with that person and consider blocking and reporting options (see page <u>43</u> and <u>50</u>).

If you're not interested in engaging and can, block their account and report them to the platform that is being used.

If harassment from the person causing harm continues or gets worse, you have the option to report them to the police/law authorities (see page 50).

WHAT ONLINE BULLYING CAN LOOK LIKE

Cyberbullying is the use of electronic communication to bully a person, often by sending messages of an intimidating or threatening nature. Sometimes, those who are making us feel unsafe online are people we know in real life. It doesn't just have to be a stranger online.

Online bullying can happen in social media, texting, friend group chats, multiplayer online games, or anywhere else online. No matter what it looks like or where it happens, the most important part is that you felt unsafe and uncomfortable - which isn't okay!

Online bullying can be:

- Making fun of someone's body, clothes, gender, or sexual orientation online (direct messages, Snaps, commenting on someone's photo) or through text.
 - Targeting people in online video games.
 - Excluding/ghosting people in group chats.
 - Ignoring or minimizing people's feelings (ex: saying "It's just a game").
- Having people take screenshots and spreading them behind your back.
- Harassing (sending a lot of unwanted messages) from different accounts but from the same person(s).
- And many more examples.

Signs someone could be experiencing cyberbullying:

CLICK HERE

REPORTING CYBERBULLYING AND BULLYING

If you're being bullied in any form, you may choose to report it. Depending on the severity of the crime and the information provided, options for reporting bullying, online harassment, or physical threats include:

- The social media sites in question (Facebook, Twitter, etc.).
- School teachers and principals if the bully is a student at your school, you can ask for help in resolving the situation.
- The Edmonton Police Service.

If you're being bullied and your school has a School Resource Officer, contact the Constable. They can:

- Provide advice on steps to take to reduce the person's ability to target you.
- Assist in determining who is responsible for the bullying and deal with them appropriately.
- Assist in reaching a solution and may suggest that you be present in a mediation meeting with the person or people bullying you. This will be your choice and will depend on your comfort level.
- Launch a criminal investigation in cases where threats to personal safety, home, family members, or pets are concerned and charges may result.

Edmonton Police Service
Non-Emergency Line: 780-423-4567
Outside of Edmonton Call 211 or <u>ab.211.ca</u>

ONLINE DATING SAFETY TIPS



When meeting someone in-person for the first time after connecting online, it's a good idea to think about strategies in advance to feel safe and comfortable during the encounter. Below are some suggestions to consider.

Please remember that if the person you meet decides to harm you, it is NEVER your fault – regardless of whether you followed all of these suggestions, or none of them.

- Meet at a public place- you don't want a stranger knowing where you live, especially if things don't go well.
- Tell a friend all the details where you're going, whom you're meeting, and when you should be back' even plan an exit call just in case.
- 'Ask for Angela' Restaurants, bars and clubs typically have codes that allow you to ask for assistance discreetly if you feel unsafe. Research the options used where you live before heading out.
- Take the time to do some research on the person you're planning to meet see if you can validate their identity online.
- If someone starts telling you that they'll buy you gifts, compliment you a lot, says they'll give you money, or provide you with drugs or alcohol, etc. you need to be mindful that this could be a form of GROOMING to get you to do what they want. They will use this as a way to manipulate you. Recognize the signs early, and trust your gut. You can say NO to these things.

HOW TO ASK FOR AND GIVE CONSENT ONLINE



CONSENT

Freely Given

Reversible

Informed

Enthusiastic

Specific

Sober

CONSENT IS ALWAYS:

• Freely Given

- This means that everyone is free from coercion, including threats, guilt or pressure when engaging in any sexual activity together.
- Everyone has the right to say NO or YES with words or their actions to every sexual activity they choose, free from their partner(s) pressure, peer pressure or societal pressure. See age of consent for more info.
- For online spaces, this means that people can freely choose who they talk to, what they talk about, and decide for themselves whether or not to send texts, photos, etc. to someone.
- There are different ways to communicate consent. It can be verbal and direct like checking in and asking, or more indirect like their body language or the tone of their voice.

Learn more at **SACE.ca**

HOW TO ASK FOR AND GIVE CONSENT ONLINE CONT.

Reversible

- Everyone has the right to stop any sexual activity at any time, for any reason, or no reason at all.
- Consent is ongoing and can change. Even if enthusiastic consent was given, that does not mean that can't be changed at any time. People can say no or stop at any time during a sexual experience.
- Online, even if you start talking to someone, you can stop/mute/block them at any time, for any reason, or no reason at all.
- If someone has shared a photo with you, and if you do not want to share one back, you do not have to reciprocate (share back).

Informed

- Everyone has all the information they need to make a decision on what kind of online sexual activity (i.e. chatting, playing a game, photo sharing, etc.) they want to do together.
- Open and honest communication helps everyone be informed of each other's boundaries during an online experience.

• Enthusiastic

- Enthusiastic consent is hearing an enthusiastic YES when asking about a sexual activity, sexual chatting, and/or photo sharing, between all people involved.
- This means that there is no uncertainty or doubt about the consent. Anything that is not a clear YES through words and body language, is not consent.
- Examples of unenthusiastic answers:
 - "Maybe"
 - "I don't know"
 - "Ummmm.....sure?"

Learn more at **SACE.ca**

HOW TO ASK FOR AND GIVE CONSENT ONLINE CONT.

Enthusiastic

- Everyone involved needs to ask for consent and hear an enthusiastic YES back. In online spaces, it can be hard to understand someone's tone of voice. If we are unsure if the person's consent is enthusiastic or not, ASK to make sure!
 - Example: if someone asks, "Can you send me a photo of yourself?" and the other person replies with a thumbs up emoji, does that mean they are enthusiastic about sending a picture? You can ask them to be more specific if you are unsure.
- Consent is always mandatory. Asking and hearing enthusiastic consent is the only way to know FOR SURE if someone wants to do something with you. Otherwise, we may be crossing someone's boundaries without knowing.

Specific

- Going from one activity to another (kissing to touching, chatting to sending pictures), consent needs to be there for every activity. Consent is ongoing!
- This can be a fun conversation asking what people want to do NEXT!

Sober

- Like we have laws against drinking and driving, there are laws around engaging in sexual activity in a intoxicated state. A person needs to be free of drugs and/or alcohol in order to engage in sexual activity (yes, even online), to have a safer sexual activity.
- Alcohol and drugs affect the decision-making part of the brain so people make decisions when they might not have if they were sober.

Learn more at **SACE.ca**

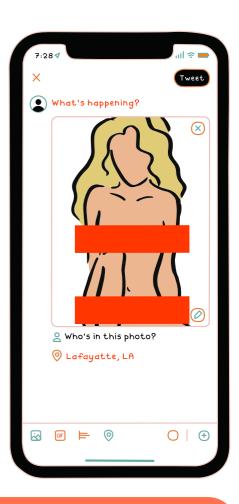
ONLINE SAFETY



It is **ALWAYS** okay to say **NO** to sexting. It doesn't make you uncool, a "prude" or a bad partner.

NO ONE should make you do anything you're not comfortable doing.

Sometimes it's not easy saying no. If you're not comfortable, try one, or some of, the following:



- Ask a trusted adult for help, whether a parent, guardian, teacher, or even a trusted friend.
- If the conversation is going in a direction you are not comfortable with, you can try moving the conversation in another direction and/or stop the conversation to let the person know you're not interested.
- If the person continues, it's important to let a trusted adult know. You can always stop responding to that person who is continuing to cause harm.
- If you have already shared a sexual or intimate photo of yourself that you did not want to send or someone has sent you a naked photo and you need information on what to do, you can visit www.cybertip.ca
- CONSENT IS A MUST. Sharing your photo doesn't give someone else permission to share that photo. Even though it's against the law to share sexual photos without someone's consent, some people unfortunately still share them without asking for consent. It's good to think about if you are ready to engage in this kind of behaviour and what your own personal boundaries are.

ONLINE SAFETY



- It is **NOT** okay to send a nude of someone without getting their permission (consent) first. **EVERYONE** deserves to feel safe and respected.
- Search your own name from time to time to see what comes up if there is anything you don't like you can contact website administrators to have that content altered or removed.
- It is illegal to take, keep or share an intimate photo of someone without their consent. If the person in that photo is under the age of 18, then it actually falls under the Child Pornography laws.
- Any photo sharing between youth under 18 is legal as long as there is **voluntary consent**.
- Non-consensual photo sharing of sexual or intimate images is a form of sexual violence and is against the law.
- Remember: it is also against the law to send sexual/intimate photos of yourself to others, without asking for consent first.

Always ask permission first!



ONLINE SAFETY







Think before you post or share:



Technology is an integral part of our lives. Still, it's important to understand the risks associated with sharing intimate photos or videos.

Did you know that pictures and videos of a person under 18 who is naked or semi-naked can be illegal?

It is never ok to look at, keep, send, post, or take pictures/videos of someone without consent.

When photo or media sharing happens without consent, it is illegal and can be reported to the police.

When the police hear about photo or media sharing happening without consent, they may proceed with the file using child pornography laws.

It's important to think about what we post and share online and whether or not we're ready to engage safely in those behaviours.

HOW TO REMOVE SEXUAL PHOTOS & VIDEOS

Removing sexual photos/videos can be done either on <u>cybertip.ca</u> or on online social media platforms.

- Include your age: It is important to tell them if you are a child/youth. Include your age at the time the picture/video was taken as well as your current age.
- Say that you are the person in the picture/video: If you are recognizable in the picture/video, include this as well this may give your report a higher priority.
- Say that you did not post the picture/video, did not agree to it being posted and want it removed: They need to know that you object to the continued posting of the picture/video.
- Let them know if you sent the picture/video to someone else: Include those names as most providers set out rules for the type of content that can be posted and those who break the rules may be prevented from posting content in the future.

NeedHelpNow.ca

Helps teens stop the spread of sexual pictures or videos and provides support along the way.



REPORTING TO LAW ENFORCEMENT

- In Canada, we have a law for dealing with intimate (sexual) images that have been shared without consent. If a peer has your image, you could send them a message. Once the person knows how you feel, they can no longer say they didn't know your views. The best way to send a message is in writing so you will have a copy of what was sent.
- If you are scared that an intimate image of you will be shared by someone, this Canadian law does allow you to apply to the court for something called a "prevention order" (an order of the court that names a specific person and tells them not to share or post an existing intimate image). Local courthouses have information about how to obtain a prevention order.
- We strongly suggest that you involve a safe adult (parent, counsellor, etc.).

Talking to law enforcement can be a scary process and it can be normal to feel uncomfortable or ashamed or embarrassed. It's important to know that you still have the right to feel safe and protected. It's also important to know that you are not alone and there is help.

Eheck out the Sexual Assault Centre of Edmonton website at www.sace.ca/learn to gather information and support on non-consensual photo sharing.

REPORTING EXPLICIT CONTENT ON SOCIAL MEDIA: STEP-BY-STEP

Social media is a very important part of our life in today's society. No one deserves to have their personal and private pictures exposed on the internet. This is a form of sexual violence and is a criminal offence.

These are ways to report this if it occurs to you or someone else:

MOBILE APP

- Tap on the picture you would like to report.
- Tap (···) in the top right corner and select "Find Support or Report Photo".
- Then select "Nudity" followed by "Sexual Exploitation" or "Involves a Child".
- Click "Send".



REPORT A TWEET/X

- Select the tweet/x you want to report.
- Tap ··· on the tweet/x and click Report in the dropdown menu.
- Select 'It's inappropriate or harmful".
- Include any relevant information to give context to your report.
- "We will include the text of the Tweets/xs you reported in our follow-up emails and notifications to you." To opt-out of receiving this information, please uncheck the box next to Updates about this report that can show these Tweets/xs.





REPORT AN ACCOUNT

- Repeat the steps above but select the profile rather than a single tweet/x.
- Under REPORT, select that they are "being abusive or harmful"

Note: You can report an account that you have blocked or that has blocked you. Go to that account's profile and click or tap the overflow icon and then select **Report.**

TO REPORT SEXUAL IMAGES SHARED IN A SNAP OR STORY

- Press and hold on the snap or story until a flag button appears in the bottom left corner.
- Tap the flag button to report it.
- Select "Nudity or sexual content" followed by "It's an inappropriate Snap of me" or, "It asks for or threatens to post inappropriate Snaps".
- Where possible, include the information outlined in the four points above.
- Tap "Submit".



TO REPORT SOMEONE THREATENING TO POST SEXUAL IMAGES

- Press and hold on the Snapchatters name and tap the settings button.
- Tap "Report" to report the account.
- Select the most appropriate option for what you are concerned about and follow the instructions for reporting the specific concern within the app.

MOBILE APP

- Tap ··· (iOS) or ··· (Android) above the picture.
- Select "Report" followed by "It's inappropriate".
- Choose "Nudity or sexual activity" as the reason for reporting the image followed by "Nudity or pornography" or "Non-consensual intimate images".
- Select the "Submit Report".



REPORT AN ACCOUNT

- Go to the profile of the account you want to report.
- Tap the "Settings icon".
- Tap "Report" and follow the steps in the app.



REPORT A VIDEO

- Open the video and tap the "Share icon".
- Tap "Report" and follow the steps in the app.

This section shares information for everyone (parents, teachers, support systems, etc.) to learn the best way to help a 2SLGBTQ+ and/or BIPOC and/or any young individual when facing bullying, discrimination or hate online.

This section includes:

- Signs of bullying and/or online harassment
- Ways to support youth who may be in an unsafe online situation

SIGNS THAT A PERSON MIGHT BE EXPERIENCING CYBERBULLYING



Social media is a huge part of our world today, especially for younger people whose personal and school lives are online.

As adults, we can support youth in navigating their online world.

One way is to be aware of the signs that someone is being bullied online.

Possible Signs of Cyberbullying:

- Avoidance of technology, phone anixety at a high level for a long period of time.
- Loss of interest in usual activities, especially online like gaming, posting on social media, etc.
- Being hypervigilant about posting anything online.
- Depression, hopelessness, feelings of loneliness, social exclusion, and many more.

HOW YOU CAN SUPPORT SOMEONE WHO IS BEING BULLIED ONLINE

What to do:

- Create an safe space for them to talk to you about their issue.
- Do not minimize their experience. What happens online can be just-as or even more hurtful and harmful to a young person.
- Direct them to appropriate resources (see Resources), there is support for them online and in-person if they need it.
- Thank them for trusting you, and show up as a supportive adult.



80

This section has information for Parents and/or Guardians on best practices to keep their youth safe(r) online.

This section includes:

- Ways for parents/guardians on how to keep youth safer online
- Ways for teachers and support people to keep youth safer online

AT THE END OF THIS TOOLKIT, YOU WILL FIND SOME ONE-PAGE RESOURCES THAT SUMMARIZE INFORMATION FOR YOUTH DISCUSSED IN THIS TOOLKIT.

WAYS PARENTS CAN HELP YOUTH ONLINE

- Being open and having a positive interest and curiosity in youths' online and in-person activities could indicate that you are someone who cares, will listen, and are a safe person to come to for online safety concerns.
- Some ways to create positive connections is to open the conversation about online safety. Normalize being safer online by talking about how you stay safe online.
- **Discuss** openly and honestly the risk of sharing vulnerable information online.
- Be aware of who they are interacting with online: who follows them, who do they follow, what kinds of content are they being exposed to? You can do this by following them on your own social media.
- Encourage age-appropriate sites and encourage them to use social media in the same room as you.
- BUT also respect youths privacy and boundaries. This builds trust in a relationship and if the youth needs support they may feel more comfortable talking to someone that they trust.
- If a youth doesn't want to share their social media with parent or guardian, it doesn't necessarily mean that they are being harmed online.



CHECK IT OUT!

<u>Safe Space Alliance</u>

Online and YEG safer spaces



WAYS PARENTS CAN HELP YOUTH ONLINE

- Take the youth seriously when they come to you with their issue. We might think that it is easy to "get over" or not as hurtful to be bullied online, which, unfortunately, isn't true. Online bullying can be very impactful to anyone! Especially younger individuals whose entire social life might be online.
- Encourage the youth to explore muting, blocking, ignoring, or taking a break from the unhealthy online interaction. There are many ways to still interact with healthy and supportive people online, while blocking unsafe people.
- If you do not know what to do in a situation it is always okay to not know and to explore options with the young person together.
- Be aware that queer and trans youth face more online harassment and bullying, targeted language and/or slurs, even if it is not directed at them.

See How To: Section for more information



CHECK IT OUT!

Kids Help Phone

Kids Help Phone has great tips on how a supportive adult can support youth online.



09

This section shares information that is applicable to all individuals. It covers all the definitions that you will find in The Online Safety Toolkit.

Please note, we have attempted to use the most inclusive language possible in the OST. As this document ages, certain terms and acronyms may also become dated.

DEFINITIONS

2SLGBTQ+:

An acronym that stands for Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning and the plus [+] is inclusive of all other gender identities and sexual orientations that are not mentioned in the acronym.

App:

A type of software that can be downloaded on a phone or computer to use for a specific task or purpose.

BIPOC:

An acronym that stands for Black, Indigenous, and People of Colour (BIPOC).

Cookies:

A web browser "cookie" stores information on your device about the sites you visit and more. Think of them as your fingerprints or breadcrumbs for others to read.

Tip: you can clear cookies regularly from your browser and set it to not allow cookies.

Doxing:

Revealing private and personal information about someone in order to expose them in a public way.

Grooming:

An inappropriate relationship between an adult and a child typically involving giving gifts or special attention to a youth or their parents/guardian. This manipulation makes the youth feel special but indebted to the adult and makes them vulnerable to abuse.

Incognito Mode:

Incognito mode is a type of web browser that allows some privacy while online. It does not keep a record of which web sites people use and depending on the website, cookies might still be active.

Links:

Links are pathways to web pages. Sites can track you when you click on ads or banners. They can track your IP address, email and more. Tip: Copy and paste the URL rather than clicking on ad banners in the app.

Platforms:

A digital space (for example Instagram) that users can interact together. Sharing stories, pictures, comments, likes, and connecting people from around the world.

Sexting:

Sexting (or "sex texting") is sending or receiving sexually explicit or suggestive images, messages, or videos through apps, platforms or texting. Tip: ALWAYS ask and receive informed consent when sharing sexts.

Safe Space:

A physical place, a person or an online group of people that do not tolerate any hate/bullying or derogatory remarks towards a specific group. Most safe spaces are intentionally created as a response to hate or bullying in the general public.

Password Banks:

Password Banks can be a secure way to have your passwords saved securely on your devices. Google has an options for this.

VPN:

A VPN or a virtual private network is an extension that creates a private network for users to protect their personal information online. It can be downloaded or purchased as an extension for any browsers.

10

Edmonton Based Resources:

- 211 Resource List
- <u>altView</u>
- CHEW Project
- Edmonton 2 Spirit Society
- ISMSS
- <u>iHuman</u>
- Old Strathcona Youth Society
- PRIDE Centre of Edmonton
- RAYE Rainbow Alliance
- <u>Sexual Assault Centre of Edmonton</u>
- The Family Centre
- YWCA of Edmonton

SUCCESS SUCCES SU

Online 2SLGBTQ+ Resources:

- Alberta GSA Network
- Alberta Health Services Safer Places
 Toolkit
- Brite Line
- Gender Spectrum
- LGBTA+ Wiki
- OUTpost
 - University of Alberta, Education
 Centre, 5-181B Education North,
 11210, 11210 87 Ave NW, Edmonton,
 AB T6G 2T9
- Safe Space Alliance
- The Rainbow Pages
- The Trevor Project
- Trans Lifeline
- 2SLGBTQ+ YOUTH RESOURCES

Resources Seources

Online Youth Resources:

- 211
- Alberta Bullying Supports
- Kids Help Phone
- Need Help Now
- The Trevor Project

Online Supporting Adult Resources:

- Edmonton Police Service <u>Online</u>
 <u>Safety Information for Parents and</u>
 Guardians
- Gender Spectrum
- Help Seeker
- Kids Help Phone <u>Having Open</u> <u>Conversations With Young Person</u>
- Protect Kids Online
- Parent Resources

Safe(r) BIPOC Spaces Online:

- BIPOC Therapists in Edmonton
- Black Art Matters
- Black Women United YEG
- <u>HipHop in the Park</u>
- InterVivos
- Native Youth Sexual Health Network
- Rarica Now
- Ribbon Rouge
- Shades of Colour
- The Come Up YEG

BIPOC Organizations in Edmonton

- Centre for Race and Culture
- Multicultural Health Brokers Co-op (MCHB)