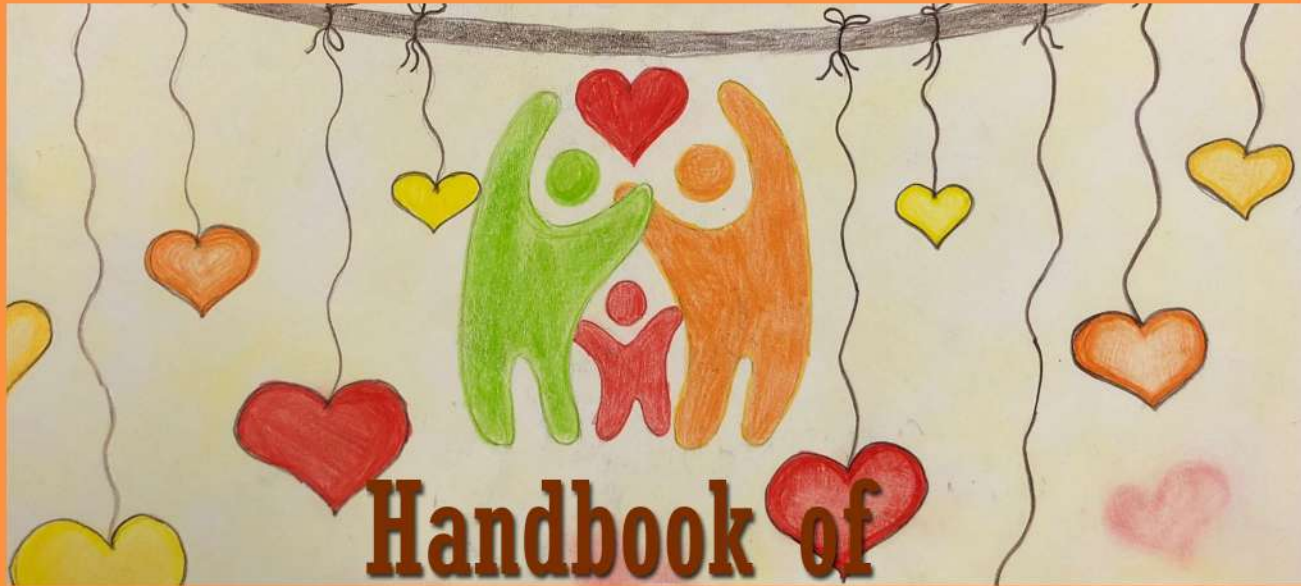




Erasmus+

Erasmus+ project "I Am Not a Target!"
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Handbook of Coexistence in Peace for Parents and Teachers

Bistrita 2020

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What is a handbook and what is its purpose?

The handbook is a book that contains advices about how to do something.

The book is addressed to everyone but this one is especially addressed to parents and teachers but also children.

The handbook is proposed to help teachers understand bullying and its forms and how to reduce or prevent acts of aggression. The parents will be more informed about what happens to their children at school and how to help them manage their emotions.

Also, the handbook...

- is easy to carry and you can take it with you everywhere because it is small and light,
- in spite of its size, it is so comprehensive and detailed about the theme,
- is easy to read as well.

It's important to teach how to tolerate and respect each other in society to have a better life!



Who are the beneficiaries of this handbook?



Bullying is a phenomenon that affects lots of people, no matter their age and gender. It is a serious problem that could happen in a lot of places like school, the working place or even home.

A big matter about bullying is that people don't know how to deal with it. Most of them can't manage it because they can't understand the phenomenon and what it means. This handbook is a great opportunity for everyone that wants to learn something about bullying and most important, what to do in this kind of the situations.



There are a lot of beneficiaries, from kids, teenagers to adults, but the most important are:

Teachers:

School is the place where we can find bullying situations right around the corner. Most of the schools confront with this and try to fight with it. Bullying is recognized as a major factor in damaging the overall wellbeing of students, meaning the mental and physical health, causing early school leaving or even suicide. New forms of bullying through social media are added to the problem, making imperative the need for teachers to find ways of preventing and combating it at school level. With the help of this handbook, teachers will have the opportunity to find ways to help their students by creating at school a friendly place and making the learning lessons easier to understand. Also the students will be more relaxed and the teachers will have a lot less problems regarding relationships between students.

A teacher who doesn't do anything against bullies is just as much of a bully as the kids who do it!



Parents:

Nowadays, being a parent could be really hard because of all the negative things that happen when the children interact with each other. Because of the influence that parents have on the attitudes and behaviors of their children, and their concern and responsibility for their well-being, they play critical roles in preventing and addressing bullying. In many cases, parents don't know when their kids are bullied or if their kids are bullies and if they find out, they don't know how to deal with this problem. This handbook will make them understand it and will teach them how to deal with it and how to speak with their children without making them feel uncomfortable.



Children:



Children are the most affected in this whole phenomenon because they are very sensitive. Psychologically they are developing this kind of situations that aren't a good thing for their mental health and can also create emotional problems that will manifest in the future. With the help of this handbook they will learn about the phenomenon, about types of bullying, to ask for help and how to deal emotionally with it.

Bullying



What is bullying?

Bullying is an unfortunate unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated. Both children who are bullied and who bully others may have serious physical and psychological problems.

When we are entitled to consider an aggressive behavior as a bullying event?

- Bullying is deliberate - harming another person intentionally
- Bullying involves a misuse of power in a relationship
- Bullying is usually not a one-off - it is repeated, or has the potential to be repeated over time
- Bullying involves behaviour that can cause harm - it is not a normal part of growing up.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.



Types of Bullying

Verbal bullying

- o Teasing
- o Name-calling
- o Inappropriate sexual comments
- o Taunting
- o Threatening to cause harm

Social bullying

- o Leaving someone out on purpose
- o Telling other children not to be friends with someone
- o Spreading rumors about someone
- o Embarrassing someone in public



Physical bullying

- o Hitting/kicking/pinching
- o Spitting
- o Tripping/pushing
- o Taking or breaking someone's things
- o Making mean or rude hand gestures



Consequences of bullying

It is important for parents and teachers who deal with children and teenagers to understand that bullying can have both short- and long-term effects on everyone involved.

A. Children who are bullied

They can experience negative psychological, physical, and academic effects.

A.1. Psychological effects of bullying:

- o depression
- o anxiety
- o low self-esteem
- o self-harming behavior (especially for girls)
- o alcohol and drug use and dependence
- o aggression, and involvement in violence or crime (especially for boys).

Bullying is a risk factor for depression and thinking about suicide!!!



A.2. Physical effects

The physical effects of bullying can be obvious and immediate:

- o being injured from a physical attack
- o develop sleep disorders - such as difficulty falling asleep or staying asleep
- o stomachaches
- o headaches
- o heart palpitations

- o dizziness
- o bedwetting
- o chronic pain
- o being bullied increases cortisol levels – a stress hormone – in the body
- o stress from bullying can impact the immune system and hormones



A.3. Academic effects

Bullying can have a negative impact on how students do in school. It has a negative impact on both grades and standardized test scores starting as early as kindergarten and continuing through high school.



B. Children and teenagers who bully others

They can engage in violent and other risky behaviors into adulthood.

They might:

- o abuse alcohol and other drugs
- o get into fights
- o vandalize properties
- o quit school
- o starting early sexual activity
- o have criminal convictions as adults
- o become abusive toward their family members

Lend a hand to stop a bully!



C. Bystanders

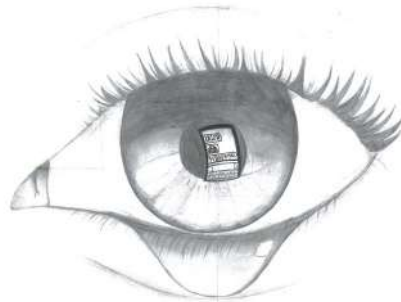
Children who witness bullying usually focus on their role in the bullying situation (if they backed up the child who bullied, or defended the victim) and why they did or did not intervene.

Those who witness bullying risk to:

- o increase the using of tobacco, alcohol, or other drugs
- o increased mental health problems, including depression and anxiety
- o skip school
- o develop insecurity based on their own fears of retaliation
- o think about and attempt suicide

If you are neutral in situations of injustice, that means you have chosen the side of the bully!

CAPTURA Y DENUNCIA MÁS RÁPIDO DE LO QUE PESTAÑEA.S.



EL CERRAOCOSO ES DEBILITO,
SI NO VES REDUCIR





**Do not do to others
what you would not want them
to do to you.**



Be aware!

Exposure to bullying in any manner – by being bullied, bullying others, or witnessing peers being bullied – has long-term, negative effects on children. That`s why it is important to understand the consequences of bullying on children and adolescents, how it relates to other violent behaviors and mental health challenges, in order to effectively address them.

Important!

In many cases victims need to resort to psychological treatments such as therapies to alleviate the symptoms left by the aggression.

Bullying marks can remain forever!!!

“A child may feel inferior and sad.” (Beatriz Almeida, 9 years old)

“Children get depressed and get scared.” (Maria Pedreira, 9 years old)

“Bullying can be very bad because it can lead to psychological problems.” (Sara Souza, 9 years old)

“The consequences of bullying can be feeling sad and lonely but also being left out.” (Tiago Camacho, 9years old)



What can you do as a parent...

- ...when your child is involved in a bullying situation?
- ...when your child is a victim of bullying?

1. **DIALOGUE:** keep alive a constant dialogue with your children, whether they are bullies, supporters, victims or simply spectators.
2. **DIALOGUE:** keep alive a constant dialogue with the school actors and all the members of the educating community that have to do with your children every day.
3. **COMPREHENSION:** in any situation, consider your child as a fragile human being who's growing and, for this reason, has to face changes that could either upset him /her and make him put into action "violent" behaviours or turn him/her into a target for aggressive guys or into a spectator.
4. **EMPATHY:** identify yourself with the child and try to understand
 - a) the reasons why he can't live peacefully accepting his own limitations (BULLY)
 - b) the reasons why he can't distinguish himself from the group taking the responsibility for his own behaviours (OBSERVER/ SPECTATOR)
 - c) the reasons why he can't trust his parents instead of being afraid of them (VICTIM)
5. **OBSERVE:** all the changes which sometimes could seem connected only to the growth (physical changes), to character mutability (transition to adolescence, the natural conflict with parents, wish of independence, need of isolation ...) or the difficulties to face new situations and / or unexpected difficulties (new school friends, new home ...), could be instead considered as alarm bells of an intense situation of discomfort.



6. ATTITUDE: parents should be **ASSERTIVE**, **COZY**, **COMPREHENSIVE** and **CLEAR** IN GIVING THE **RULES**. It is important that adults and parents don't act as a **PASSIVE** and/or **AUTHORITARIAN LEGISLATOR** as far as rules are concerned. They should instead be examples of peaceful and tolerant **LIVING TOGETHER**. It is extremely important to walk together, within each family, on an inner discovery path, to investigate on possible reasons for their kids' discomfort. It is also of primary importance to try, both at school and at home, to really take care of our kids, spending with them our time, giving them our attention, listening to them and telling them how much we care about them, against all odds. A good word, a hug, a loving glance could be the key for a big and positive change. Where there is love, there is no bullying.

7. Examine the CAUSES of wrong, violent, aggressive and denigrating behaviours.

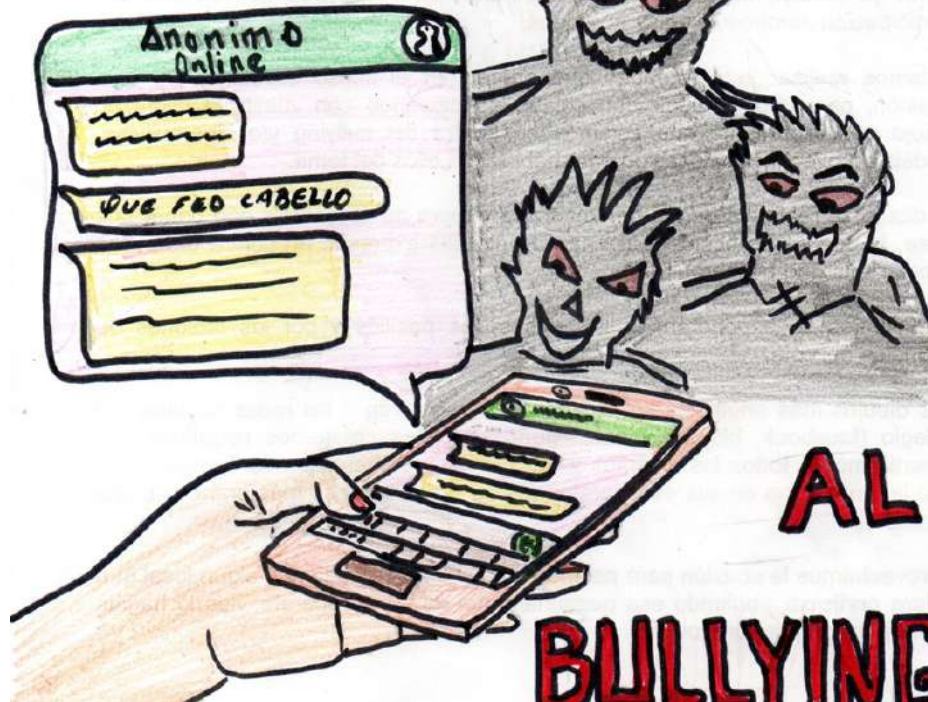


8. INFORM the educational context in which a son can find himself, in order to find the right solutions or the right educational paths to support all the people involved in bullying events.

9. REPORT bullying actions and behaviours, both made and suffered by a son, to law enforcement (post-al police).



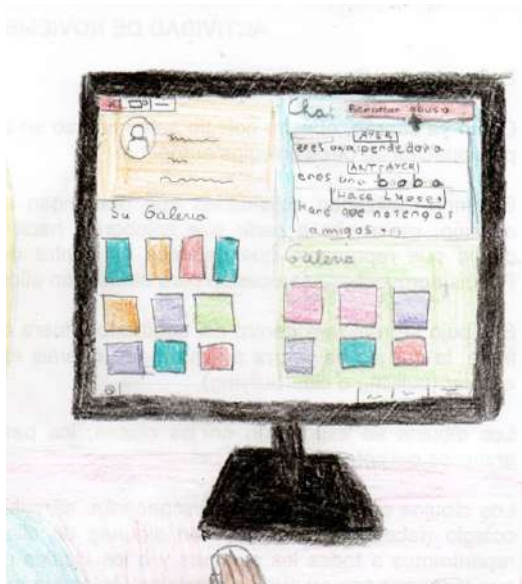
ALTO



Cyberbullying

Don't be mean behind the screen!

Differences between bullying and cyberbullying



- In contrast to the classic situations of bullying, in which the harassment behaviors happen face to face, and the victim has the opportunity to identify his aggressor and to know to whom to attribute the aggressive behavior, in the online environment this is not often possible.
- In the offline dimension, the bullying behavior stops at some point and the humiliating or aggravating situation ends, online harassment seems to be endless - it follows us in our own room, on our personal tablet, on our laptop from the family's living room, on the phone while drinking a cup of tea in the kitchen, etc.
- Despite the fact that he does not know his bully, a child who is a victim of cyberbullying will live with the impression that he will never get away from it anywhere.



We talk about cyberbullying, whenever a person:

- sends malicious and / or threatening messages to another person, using mobile devices or the internet;
- spreads rumors, messages of dictation or reveals unpleasant secrets about another person in the virtual environment, adversely affecting their reputation;
- sends negative messages to another person's phone, both SMS and messages sent through online applications, most often under false or hidden identity;
- creates virtual spaces (website, blog, facebook) with content in which someone else is ridiculed (movies, drawings, photos, texts);
- breaks another person's email account and uses his / her identity to send threatening messages / materials or meant to cause suffering;
- initiates discussions in which certain persons are invited to share personal information, which are subsequently sent to others;
- sends compromising photos of another person, without his / her consent;
- use the password of another person to change his / her profile on social networks, or to post offensive content and messages on his / her behalf;
- intentionally excludes other persons from online communication groups;
- posts false, offensive or suffering messages, in various virtual spaces;

As in the case of bullying, all the behaviors above will happen repeatedly, with the clear intention to cause suffering and with the assurance that there is an audience as large as possible for each malicious or offensive posting.



Just as not all violent behavior is bullying, not every joke in the virtual environment becomes cyberbullying. However, children need support to identify the slight border between fun and ridicule, so that they do not contribute through their supportive reaction - which in the online environment translates into “like”, “share” or “comment”, when amplifying a behavior that can bring suffer.



CAREFUL!

All types of bullying aggression are linked to a real risk of causing psychological harm, insufficient education performance and lack of social achievement.

Types of cyberbullying

- SMS: Sending or receiving abusive text messages via mobile phone.
- MMS, Snapchat, etc: They were sending unpopular photos and / or videos using mobile phones.
- Telephone calls:receiving annoying phone calls, making anonymous meaningless calls.
- Malicious or threatening emails sent directly to the victim or malicious emails about a victim, to the sender.
- Threats or abuse by participating in chat: chat rooms, for example during online games.
- Harassment via instant messages (Instant Messages), for example on Facebook, Skype





By type of behavior, we consider as cyberbullying:

- **Flaming:** an intense and brief discussion that often includes harassment, vulgar language, insults and sometimes threats. Flaming can appear through text messages or instant messages, on blogs, on social sites, in chat rooms, on message boards or through online games.
- **Harassment:** repeated distribution of nasty, mean and insulting messages. Aggressors can post comments on blogs or send text messages from a mobile phone. They can also take pictures of the victim or steal an image from a source on the Internet and then change the image in a humiliating way or add malicious comments and post them online so others can see. A special tendency (“happy slapping”) involves shooting the beaten people and then uploading the video online.
- **Slander:** unofficial rumors about a victim to damage his/her reputation or image.
 - False identity: pretend to be someone else and send or publish materials to create problems for a person, in order to damage his/her reputation or relationships.
- **Outing:** disclosure of secrets or personal and private information to humiliate. A common method is to send a message from the victim, which contains intimate or personal information.
- **Rip:** get someone to reveal secrets or humiliating information, then share it online.



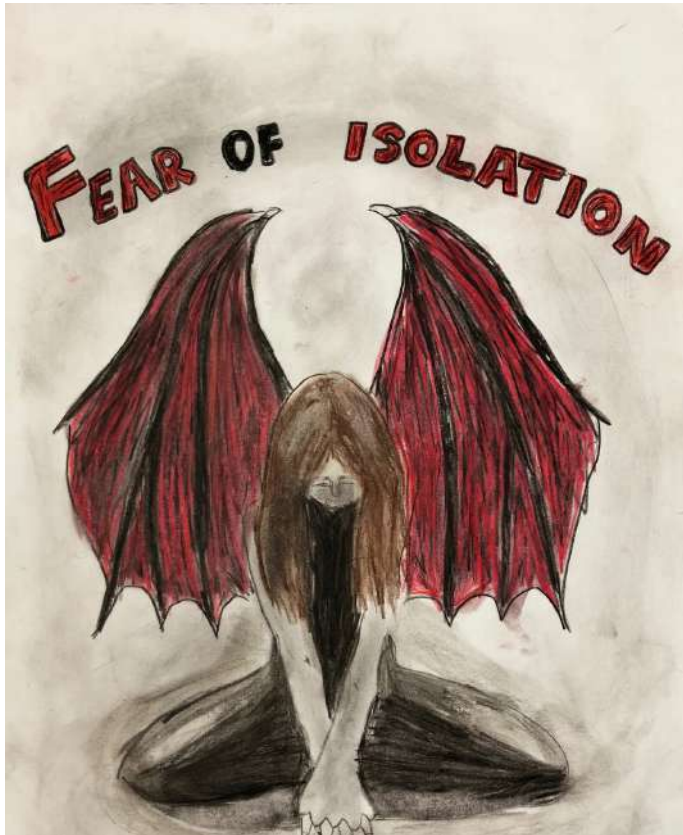
- **Exclusion:** the deliberate exclusion of a person from an online group or forum. For victims, the exclusion from participating in online activities with their colleagues may cause a feeling of rejection.
- **Cyber stalking** - internet tracking; persecution, intense harassment and repeated slander, which includes threats and creates significant fear.
- **Posing:** a form of indirect attack in which an aggressor publishes content on the Internet on behalf of the victim. This can happen if he / she knows the victim's username and password and can connect and access the victim's online accounts. When the aggressor claims to be the victim, he /she can do bad things for or about the victim's friends.



The consequences of cyberbullying

- Unlike other forms of bullying, cyberbullying has a permanent and anonymous character, which makes its negative impact huge.
- Cyberbullying messages can invade every corner of a child's intimate life, through phone, tablet, iPad, laptop, smart watch, etc.
- Almost every parent thinks that when he is at home, his child is protected from any behavior that could hurt him. Cyberbullying is an exception, it cannot be blocked by the door and walls of the house. Protected by anonymity, children who do cyberbullying do not have the opportunity to immediately see the suffering that their behavior brings to the lives of the other children - the child victims. This makes harassment easy, far from protecting the empathy, regret and compassion that children often feel when they realize they have hurt a colleague.
- Neither the "witness" children of cyberbullying behavior will necessarily consider that they are doing something wrong or that they become part of the problem, when through a trivial "like" or "share" they contribute to the "roll" of a harassment message.
- As for the "victims" children, they experience an intense sense of loneliness, fear, sadness, sometimes despair that comes from being unable to get out of this situation.





Dear parents,

it is superficial and naive to believe that cyberbullying only affects the child victims. The sooner you understand that in such a situation, all children are victims, regardless of their specific role, the better you are prepared to find the optimal solutions to help them navigate virtual waters online.

Like any form of bullying, cyberbullying is also directly related to mental health disorders among children, with substance use or suicide!!!



Negative consequences of cyberbullying regarding

A. Child victims

They have a higher chance than other children to:

- develop depression or anxiety disorders, experiencing acute feelings of sadness, loneliness, fear and worry;
- have difficulties with sleep and nutrition (they can sleep a little and restless; they will have difficulty waking up in the morning before going to school; they will lose their appetite or they may need to “sniff” something constantly, without having to be necessarily hungry);
- lose interest in activities they once enjoyed very much (play, read, interact with others, etc.);
- have frequent health difficulties (headaches, fever, nausea, stomach pain);
- record a decrease, apparently unjustified, of the school results, accompanied by absenteeism or even the refusal to go to school;



B. Perpetrators of cyberbullying



- consume alcohol and other substances with high risk for their physical and emotional health;
- have violent and delinquent behaviors, from vandalism, extreme physical violence, theft, school dropout;
- is involved prematurely in risky sexual relations;
- become adults with an increased risk of illegal behavior, domestic violence and minimal skills for maintaining a job;



What can you do as a parent ...

A ... when your child is involved in a cyberbullying situation?

Children who are involved in cyberbullying often have a history of bullying and in the offline environment, at school or in other social networking sites. They tend to keep their online activity secret, easily changing the programs they use when approaching a parent.

They usually spend a lot of time online and hardly tolerate the frustration of not being in front of a virtual device. They often have multiple accounts on social media.

That`s why...

Just as you, as parents, educate your children for every situation of life, the behavior in the online environment needs guidance and supervision, too.

Discuss with your children about positive and desirable social behaviors, both offline and online.

In any discussion with your children, stimulate their empathy and ask them how they would feel if they themselves, or someone they truly care about is the victim of cyberbullying behavior.

Remember!

Children need to learn offline first, how to deal with contradictory situations without words and violent behavior, how to pay attention to what is going on around them, how to defend themselves using words, how to make friends and ask for help if needed.



Encourage your children to talk about school, friends, social events, and pay attention to their conversations with other children. This way you could discover the first clues about the possible involvement of children in bullying and cyberbullying alike.

Help your children learn the social skills they need to make new friends. A confident child, surrounded by friends, has little chance of being a victim of cyberbullying or being violent online with other children. Also, surrounded by friends, you will be confident enough to take the attitude when witnessing cyberbullying.

Beyond these rather preventive educational approaches, the following “administrative” rules also help you:

- use, as parents, your children, digital devices, in the common family space, so that you can easily monitor the children’s virtual activity; Beyond identifying potential risks, you will have the opportunity to discover what your children’s interests and preferences are;
- overnight, digital devices will be stored outside the child’s room; thus, not only you will discourage his/her online nightlife, but you will contribute to the quality sleep of your child, unaffected by the negative effects of the “blue light” of the screens;
- assist the child when opening a new account, email, chat, blog, facebook and constantly monitor the content posted by it
- before you open an account for your child, be interested in the legal provisions regarding the minimum age a child must have before having, for example, his / her own facebook account. These limitations are far from accidental; they are usually recommended due to the minimum level of emotional and social maturation that each child must have before venturing into a new context of life;



- encourage children to have “reparative” behaviors towards the people they have hurt; the punishment or a “forgive me” forcibly does not instill in children empathy and the joy of connecting with others; they come naturally only when we make positive behavior towards someone else and we have the opportunity to personally see the joy of that person.
- appreciate your child’s generosity and compassion towards others. Show them that such behaviors are valued and help them discover the intrinsic value and sense of well-being that each person experiences when doing a good deed;
- even when you have evidence that the child is cyberbullying someone, do not think you have a “bad” child.

Through their behavior and attitude, children show us that something problematic is happening. Also, take advantage of this situation to reflect the extent to which empathy, tolerance, generosity, courage, cooperation and friendship have been explicit topics of discussion between you and your child.

- Develop an accurate, objective and general overview of what cyberbullying involves.
- Discover the reasons for this behavior.
- Consider outlining rules in such a way that the child promotes responsible use of the internet and mobile phones.
- Consider measures to monitor the child’s activity on the internet and on the mobile phone.
- Strengthen your child’s self-esteem and self-esteem
- Facilitate the child’s “catharsis”, energetic tone, letting him discharge his energy and frustration in a constructive way.

B ... when your child is a victim of cyberbullying?



Be aware of that...

Children who are victims of cyberbullying will often show signs similar to those of traditional bullying.

They will often avoid discussions about their online activity, will show emotions of irritation, anger, sadness, dissatisfaction, usually immediately after using the computer or any other communication device.

Also, the frequency or duration of online activities may drop sharply in a cyberbullying situation. Sometimes, for fear of restricting online activity, children may hide their negative experiences. It is important for them to know that a cyberbullying situation will not lead to a new loss - of the phone, tablet, etc; they have already lost confidence, security, friends, reputation, self-esteem.



Help them learn

- o how to block and report harassment behaviors;
- o to ignore unpleasant information, which is sometimes amplified by a written reply to the nerves;
- o to carefully select the friends with whom they interact online;
- o to cautiously share, or at least, personal (written, visual) information (eg passwords, addresses, contact details, etc.).

Also, if your child asks for your help when “bombarded” with content that makes him/her feel uncomfortable is extremely **important to:**

- listen carefully to your child
- stay calm
- block the aggressor / cyberbully
- not answer
- secure the evidence
- find out what’s wrong
- show your kid that the harasser has a problem, your child is not a victim
- create a safe atmosphere
- strengthen your child’s self-esteem
- report the problem



Tips on how parents can raise their children and enhance their self-image:

Help your children identify with their own feelings.

Teach your children how to think positively and take courage in difficult situations

Talk about the beautiful things that happened on the day.

Make sure there are stable relationships and positive experiences with the caregivers. This will make it easier for children to go to adults to ask for help when they need it.



Make sure your boy / girl is bonding with friends, and let him / her call your friends at home. Friendships will help your children be better prepared to deal with adversity.

Encourage independence and give your child tasks that he/she can handle.

Teach your child that adversity is something we can use to become stronger. Life is not easy and we do not always receive what we deserve.

You cannot prevent your child from going through difficult experiences, but you can influence how he / she copes.





Kids don't always tell their parents about cyberbullying in the circle of friends, or in the classroom. Parents should listen carefully when their children talk about their online experience and learn about the social networks that young people use (Facebook, Instagram, Snapchat)!!!

If the child tells about an episode of bullying, the parents' first reaction should be to confirm that the boy / girl has made the right choice:

-Thank you for telling me that!

If the online content is annoying or inappropriate, and the person(s) responsible are known, parents must ensure that they understand why the material is unacceptable or offensive and request its removal.

If the responsible person has not been identified, or refuses to delete the material, parents should contact the social networking site to report and request their removal.

In cases of abuse through the mobile phone, where the harassed person receives aggressive calls and messages, the account holder will have to contact the supplier directly. Before parents contact a service provider, it is important to be clear where the content is, for example by making a screenshot of the material, including the web address.

Parents should stay calm when the child tells them about an incident where they were harassed online. A calm and balanced response will help keep the lines of communication open with your child.

By providing positive feedback, parents can influence behavior without discouraging the child. Well-intentioned but negatively charged words from adults can be perceived differently.

Parents can develop the child's ability to recover from the negative consequences of bullying by developing a positive self-esteem. They can promote their child's confidence by developing, emphasizing and recognizing their strength.





How teachers and parents teach their students/ children to use the internet safely

- Make sure you use the privacy settings.
- Always repeat to others - pay attention to what you say in the online environment.
- Take care of the pictures or videos you upload. Once a photo is distributed online, it can only be taken back.
- Only add people you know and trust to your online friends / followers list. When talking to strangers, keep your personal information safe and your location hidden.
- Treat your password like a toothbrush - keep it for yourself and change it regularly.
- Block the person harassing you - learn how to block or report someone who is behaving inappropriately.
- Do not respond to emails, messages or online conversations that have an offensive effect.
- Save your samples. Always keep a copy of the e-mail, message, or take a screenshot of the online conversation to show to a parent, caregiver, or teacher.
- Make sure you announce an adult you trust, such as a parent, caregiver, teacher, anti-bullying coordinator, or call a helpline.
- Most social networks, as well as other sites have a button to report bullying. By doing this, you can prevent or help others in the future. Many services treat bullying seriously and will either alert the individual or eliminate their account.
- While using your mobile phone, pay attention to what is going on around you



How social media influence children's security?

We often read articles and police reports, warning the public on children safety on the internet. It is a fact that with the rapid growth of the internet and social media in specific, dangers for children constantly increase. On one hand, social media networks (Facebook, Twitter, Instagram) bring people closer, but on the other hand, expose users, more notably children, to multiple traps.

Dear teachers and parents, help children, teenagers understand what are the main social media threats for them!

- Privacy violation and data theft, like photographs, videos etc. As a result children may be blackmailed, which in turn, leads to anxiety, fear and depression.
- Exposure of children to potentially dangerous habits as gambling, self-injury and suicide.
- Exposure to deception through messages like spam advertisements.
- Chain message exchange, which often exposes the email addresses of other unsuspected people to malicious users.
- Seduction of underage children, when users take advantage of the anonymity that prevails on the internet to approach them.



- Theft of photos and videos which are then used in child pornography sites.
- Internet bullying, which includes repeated harassment to individuals or groups, like emotional and physical violence.
- Exploitation of the enormous data that children share on social media, like location and habits.

It is quite apparent that social media expose youth to multiple dangers, many of which are extremely serious. It is everyone's duty - parents, teachers, state – to provide protection and support. Most importantly it is vital



to inform children and make them aware of the dangers and how to better protect themselves.



Data Privacy Recommendations:

Specific rules for children

If your children want to use online services, such as social media, music downloading or games, they will often need approval from you as a parent or legal guardian because these services use the child's personal data.

Checks to verify parental consent must be effective, for example, using a verification message sent to a parent's email address.

Deleting your personal data (right to be forgotten)

If your personal data is no longer needed or used illegally, you can request that your data be deleted. This is known as the "right to be forgotten". These rules also apply to search engines such as Google, as they are also considered to be data controllers. You may request that links to web pages, including your name, be removed from search engine results if the information is inaccurate, inadequate, irrelevant or excessive.



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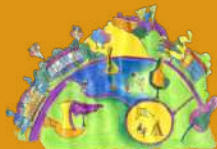
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