

Privacy Settings & Digital Safety

Unit: Digital Safety and Citizenship - Student Practice Worksheet

Overview: Anaya's Diwali poster took three whole lab periods. Rangoli, diyas, a glowing border. On Monday morning she opened it, and somebody had drawn a moustache on every single diya.

Practice Questions (30 Total)

Section A - Easy

Q1. In the Google Share box, which setting answers the question "who can see this?"

Share: who can see this?

- ☐ A. Version history
- ☐ B. General access
- ☐ C. The file name
- ☐ D. The font size

Q2. Which General access setting means only the people you have named can open a file?

- ☐ A. Restricted
- ☐ B. Anyone with the link
- ☐ C. Commenter
- ☐ D. Version history

Q3. Which of these is not one of the three roles in the Share box?

- ☐ A. Viewer
- ☐ B. Commenter
- ☐ C. Editor
- ☐ D. Owner for a day

Q4. A privacy setting answers two questions. They are:

who can open it

what they can do

- ☐ A. How big is it, and where is it saved?
- ☐ B. Who can see it, and what can they do?
- ☐ C. Who made it, and when did they make it?
- ☐ D. Is it finished, and has it been marked?

Q5. Which role lets somebody change the words in your file?

- ☐ A. Viewer
- ☐ B. Commenter
- ☐ C. Editor
- ☐ D. Restricted

Q6. How often does a privacy setting remind you that it is still switched on?

- ☐ A. Once a week
- ☐ B. Every time the file is opened
- ☐ C. Never — settings are silent
- ☐ D. Whenever somebody new opens it

Q7. "Anyone with the link" means the file can be opened by:

Anyone with the link

- ☐ A. only the people in your class
- ☐ B. only people who know your password
- ☐ C. only people at your own school
- ☐ D. anyone the link is ever forwarded to

Q8. What is the safe habit when you share something?

- ☐ A. The smallest audience and the smallest role that still works
- ☐ B. The largest audience, so nobody feels left out
- ☐ C. Editor for everyone, so nobody has to ask you
- ☐ D. Whichever option is at the top of the list

Q9. Where did Kabir find the older, moustache-free version of the poster?

- ☐ A. Version history, under the File menu
- ☐ B. The Share box
- ☐ C. The recycle bin
- ☐ D. The Insert menu

Q10. Which role lets somebody write feedback without changing your work?

- ☐ A. Viewer
- ☐ B. Editor
- ☐ C. Commenter
- ☐ D. Restricted

Section B - Medium

Q11. Ms. Rao must write feedback on your essay but must not rewrite it. Which role should she get?



- ☐ A. Viewer
- ☐ B. Commenter
- ☐ C. Editor
- ☐ D. Restricted

Q12. Anaya calls the moustache-drawer "a hacker". Why is that word wrong here?

- ☐ A. Because the poster was not important
- ☐ B. Because hackers only attack banks
- ☐ C. Because nobody broke in — her own setting allowed the edit
- ☐ D. Because the file was saved in Google Drive

Q13. Anaya wants only Kabir, Ms. Rao and her mother to read her poster. Which pair of settings is right?

- ☐ A. Anyone with the link, as Editor
- ☐ B. Anyone with the link, as Viewer
- ☐ C. Restricted, three named people, as Viewer

- ☐ **D.** Restricted, three named people, as Editor

Q14. A link set to "Anyone with the link — Viewer" is forwarded to a stranger. What can they do?



- ☐ **A.** Nothing at all, the link will not open
- ☐ **B.** Change the file, but only the pictures
- ☐ **C.** Ask you for permission before opening it
- ☐ **D.** Read it, copy it, screenshot it and forward it

Q15. Your group of four is writing a report together tonight. Which setting fits best?

- ☐ **A.** Restricted, the four of you, as Editors
- ☐ **B.** Anyone with the link, as Editor
- ☐ **C.** Restricted, the four of you, as Viewers
- ☐ **D.** Anyone with the link, as Commenter

Q16. You shared a file with a class monitor last term. The project is over. What should you do?

- ☐ **A.** Nothing — access ends when a project ends
- ☐ **B.** Open Share and remove the access you no longer need
- ☐ **C.** Rename the file so the old link stops working
- ☐ **D.** Delete your own copy and start again

Q17. Which of these actually made the moustaches possible?



- ☐ **A.** Anaya's cousin forwarding the link
- ☐ **B.** Forty-one people being in one group
- ☐ **C.** The poster taking three lab periods to draw
- ☐ **D.** The role beside the link being Editor

Q18. Version history got the poster back in nine seconds. What can it not undo?

- ☐ A. The fact that people already saw the spoiled version
- ☐ B. A change made yesterday afternoon
- ☐ C. A change made by somebody else
- ☐ D. A picture that was deleted from a slide

Q19. You want feedback from the whole class but nobody must change your slides. Choose the setting.

- ☐ A. Anyone in your school with the link, as Commenter
- ☐ B. Anyone with the link, as Editor
- ☐ C. Restricted, with nobody named yet
- ☐ D. Anyone with the link, as Viewer

Q20. "I'll set it to Anyone with the link, it's faster." What is really being traded away?

- ☐ A. The quality of the work itself
- ☐ B. Control over who your audience is
- ☐ C. The ability to use version history
- ☐ D. The right to submit it for marking

Section C - Challenge

Q21. Kabir says "Anyone with the link — Viewer" is completely safe because nobody can change anything. What has he missed?

Anyone with the link — Viewer

- ☐ A. Nothing — read-only really is completely safe
- ☐ B. Viewers can still change the title of the file
- ☐ C. The link stops working after it is forwarded twice
- ☐ D. The link keeps travelling, and you never learn who has it

Q22. "Version history undoes mistakes in nine seconds, so settings hardly matter." What is the flaw?

- ☐ A. Version history is difficult to find in the File menu
- ☐ B. Version history only keeps the last seven days
- ☐ C. It restores a file, but cannot undo someone having seen it

- ☐ **D.** It only works for documents, never for slides

Q23. Thirty families must add Diwali photos to one slideshow by Friday. Which plan is safest and still finishes?

- ☐ **A.** Anyone with the link as Editor, then switch to Viewer on Friday
- ☐ **B.** Restricted, with four named monitors as Editors, who paste photos in
- ☐ **C.** Anyone with the link as Commenter, so families post photos as comments
- ☐ **D.** Restricted, with all thirty families added as Editors

Q24. Which pair of settings does the most damage while looking the most harmless?

Anyone with the link

Editor

- ☐ **A.** Anyone with the link, as Editor
- ☐ **B.** Restricted, as Editor
- ☐ **C.** Restricted, as Viewer
- ☐ **D.** Anyone in your school, as Viewer

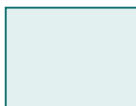
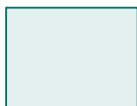
Q25. Which rule best captures the lesson of the whole story?

- ☐ **A.** Give the fewest people the least power that still does the job
- ☐ **B.** Never share a file with anybody outside your family
- ☐ **C.** Always share as Editor, and rely on version history
- ☐ **D.** Share widely, then tidy the settings up afterwards

Q26. Which mistake would be hardest to recover from?

- ☐ **A.** Someone deletes a slide from your presentation
- ☐ **B.** A private family photo goes out on an open link
- ☐ **C.** Someone rewrites your opening paragraph
- ☐ **D.** Someone changes the theme colours of your slides

Q27. Two classes share one folder as "Anyone with the link — Editor" for a whole year. What is the biggest problem?



two classes, Editor, one year

- ☐ A. The folder will slowly run out of space
- ☐ B. Nobody will remember what is inside it
- ☐ C. Files will open slowly for everyone
- ☐ D. The audience grows all year and nobody is watching it

Q28. Anaya blames her cousin for forwarding the link. Is that fair?

- ☐ A. Yes — forwarding a link is always wrong
- ☐ B. Yes — the cousin should have checked the setting first
- ☐ C. Not really — the setting handed out the power, not the cousin
- ☐ D. No — the moustache-drawer alone is responsible

Q29. What did Anaya's plan cost her in the answer above, and why is that a fair trade?

- ☐ A. Speed and convenience, traded for knowing who holds the file
- ☐ B. Nothing at all — the safe plan is easier in every way
- ☐ C. The quality of the slideshow, traded for a faster finish
- ☐ D. The chance to use version history, traded for privacy

Q30. Ms. Rao says "settings always do what you told them — the trouble is they keep doing it". What habit does that argue for?

- ☐ A. Never using sharing settings at all
- ☐ B. Checking sharing before you share, and again when work ends
- ☐ C. Asking a teacher to set every file up for you
- ☐ D. Turning sharing on only during school hours

Answer Key

Q1: (B) (b) General access is the line that answers "who?", while the role beside it answers "what may they do?". Version history (a) only shows how the file looked earlier.

Q2: (A) (a) Restricted keeps out everyone whose account you have not added by name. Option (c) is a role, not an audience — it answers "what may they do", not "who are they".

Q3: (D) (d) "Owner for a day" is not a real role. The three roles are Viewer, Commenter and Editor.

Q4: (B) (b) Audience and power, in that order — the two halves of the Share box. Option (c) is answered by version history instead.

Q5: (C) (c) Editor is the one with the power to change your work. Option (b) is the near miss — a Commenter can write beside your words but cannot alter them.

Q6: (C) (c) Settings keep doing exactly what you told them, long after you have forgotten telling them. Option (d) is what people expect to happen, and expecting it is how a shared link stays open for months.

Q7: (D) (d) The link is the key, and keys can be passed on — Anaya's went to forty-one people and then further. Option (a) is what most people picture, which is exactly why the setting catches them out.

Q8: (A) (a) Choose the fewest people and the least power that still gets the job done. Option (d) is what Anaya actually did on Friday — the fastest option is not chosen for your safety.

Q9: (A) (a) Version history keeps a record of how a file looked earlier, so you can go back to it. The Share box (b) controls who may open it, not what it used to say.

Q10: (C) (c) A Commenter can add notes beside your words but cannot rewrite them. Option (a) is safer still, and too safe — a Viewer cannot leave feedback at all.

Q11: (B) (b) Commenter lets her write feedback without changing your words. Viewer (a) would stop her commenting at all, and Editor (c) would let her rewrite your essay. Restricted (d) is not a role — it is an audience setting.

Q12: (C) (c) A hacker breaks past a lock. Nobody broke anything: the Share box was set to let anyone with the link edit, so the moustache-drawer was doing exactly what Anaya's own setting permitted.

Q13: (C) (c) Restricted keeps out everyone she did not name, and Viewer means those three can read but not change it. Option (d) names the right people but hands all three the power to edit.

Q14: (D) (d) Read-only stops edits, not eyes — and not forwarding. Option (a) is the comfortable belief that makes people paste links into big groups.

Q15: (A) (a) Everyone who must type needs Editor, and nobody outside the four needs anything at all. Option (c) is the over-careful answer — Viewers cannot write the report.

Q16: (B) (b) Settings are silent, so old access stays alive until somebody removes it. Option (c) sounds clever but renaming changes nothing — the link points at the file, not the name.

Q17: (D) (d) The forwarding only spread a power that had already been granted. Option (a) is the step everybody blames, but a forwarded Viewer link cannot draw a moustache on anything.

Q18: (A) (a) It restores the file, not other people's memories or screenshots. The other three are all things version history handles perfectly well.

Q19: (A) (a) Commenter is the smallest power that still allows feedback, and the school audience is the smallest that still reaches the class. Option (d) is close, but Viewers cannot leave the feedback you asked for.

Q20: (B) (b) Speed is bought with audience: you no longer know, or get to decide, who has it. Option (c) is untrue — history keeps working, which is why people think an open link is harmless.

Q21: (D) (d) Read-only protects the file, not the audience: it can be copied, screenshotted and forwarded for ever, and you cannot take it back. Option (a) is the belief being tested — safe from *edits* is not the same as safe.

Q22: (C) (c) Undoing a change and undoing an audience are different problems, and only one of them has a button. Option (b) is a detail that would not matter even if it were true.

Q23: (B) (b) Editing power stays with a small named group, and the work still gets done — the cost is that the monitors do more. Option (a) is the common plan and the weakest: the link has already travelled by Friday.

Q24: (A) (a) It is the fastest button in the box and it hands unlimited power to an unlimited audience — Anaya's exact mistake. Option (b) also grants full power, but only to people who were named on purpose.

Q25: (A) (a) One sentence covering both halves of the Share box, and it still lets real work happen. Option (b) is safer and unusable — group projects exist.

Q26: (B) (b) The other three are edits to your file, and version history reverses every one of them. A photo that has spread cannot be called back, which is why the setting matters most before you share, not after.

Q27: (D) (d) Every link ever forwarded still works, so the audience only ever grows — silently. Option (b) is a real nuisance, but a forgotten folder harms nobody by itself.

Q28: (C) (c) A forwarded Viewer link would have done nothing at all; it was Editor that made drawing possible. Option (d) is tempting because someone did behave badly, but the question is what made it possible.

Q29: (A) (a) Safer plans usually cost effort, and saying so honestly is the point. Option (b) is the answer that sounds best and teaches least — if a safe plan really cost nothing, nobody would ever pick the risky one.

Q30: (B) (b) Settings do not expire on their own, so somebody has to end them deliberately. Option (c) moves the job to an adult without ever teaching you where the switch is.

You've got this! Keep learning and shining! - Ruchi Math Coaching