

DIGITAL CITIZENSHIP is having the knowledge, skills and attitudes needed to demonstrate responsible, respectful and safe behaviour when using technology or participating in digital environments.

DIGITAL ETIQUETTE is the electronic standards of conduct and procedure, or the proper rules of behaviour, as set out by our school for those using technology devices.

DIGITAL RIGHTS AND RESPONSIBILITIES are those requirements and freedoms extended to everyone in a digital world. When a person becomes a member of a group, they are expected to follow rules and regulations to participate within that group.

DIGITAL FOOTPRINT is a trail of data a person creates while using the Internet. It includes the websites a person visits, emails they send, and information they submit to online services; a “passive digital footprint” is a data trail someone unintentionally leaves online. Unlike the trail that a person’s footsteps leave in the sand, digital footprints cannot be erased. They can have far-reaching consequences, even affecting future education and employment.

DIGITAL SECURITY is the electronic precautions people use to protect their identity. As more and more personal information is being stored electronically, a strategy to protect personal information is imperative. Staff, parents and learners need to understand how to protect themselves as they continue to use technology.

The Three P's of Digital Citizenship

Navigating the digital world at any age is challenging. Respecting the three P's -- **PEOPLE** -- **PRIVACY** and **PROPERTY** -- provides all of us with landmarks that help guide us online. [Get Cyber Safe](https://www.getcybersafe.gc.ca/index-en.aspx) (<https://www.getcybersafe.gc.ca/index-en.aspx>) one resource that RCOA is using in order to create a safe and inclusive digital community.

People

Avoid digital drama.

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.” (NIV) Philippians 2:3, 4



Learn to **EXIT** a conversation in order to avoid fighting online.

Digital drama describes fighting or bickering with people online; sometimes, it can turn into cyberbullying. Part of the attraction of social media is the in-the-moment communication. However, learning to exit a conversation in order to avoid fighting or bickering online is crucial.

Treat others how you want to be treated.

“Do to others as you would have them to do to you.” (NIV) Luke 6:31



Discuss issues with the person **DIRECTLY** instead of online.

Cyberbullies use computers, cellphones or other devices to embarrass, humiliate, torment, threaten or harass. Messages, posts and photos can be distributed quickly to a very wide audience, including strangers, and can be extremely difficult to delete once sent or posted. Discuss sensitive or potentially volatile issues with the person directly rather than posting something online or sending a hurtful e-mail.

Engage in healthy online relationships.

“The words of the reckless pierce like swords, but the tongue of the wise brings healing.” (NIV) Proverbs 12:18



Read over posts, comments and e-mails **BEFORE** hitting send.

Healthy relationships include respect; someone who respects you won't pressure you to do something you don't want to do, or say things to -or about -you that are harmful. In order to create and maintain good relationships online, slow down and think about posts, comments and e-mails before hitting send. Read messages over before sending them to see if they could be harmful or misinterpreted as negative or sarcastic. Sometimes a message that is meant to be funny isn't read that way.

Be a positive influence online.

“Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.” (NIV) Colossians 4:6



Be a positive voice. Say “NO” to bullying.

One of the great things about the internet is that kids’ voices can be just as loud as anyone else’s. Be a positive voice. Say “no” to bullying and harassment. Avoid posting rumours or gossip.

Privacy

Protect your personal information.

“Be alert and of sober mind. Your enemy the devil prowls around like a roaring lion looking for someone to devour.” (NIV) 1 Peter 5:8



WHATEVER YOU POST online can be copied, around forever, and seen by people you didn’t think would see it.

Information about you is valuable so don’t share it freely. Whatever you post online —photos, texts, videos, your phone number, even what kind of cereal you eat everyday — can be copied, can be around forever, and might be seen by people you didn’t think would see it. Consider if what you share in your profile, on a registration or contest form, or on any social media format could be used by someone else to hurt you in any way.

Pay attention to your digital footprint.

“Above all else, guard your heart, for everything you do flows from it.” (NIV) Proverbs 4:23



Make sure what’s out there about you online is what **YOU** want to be there.

Check out your digital footprint regularly. Use a search engine to see what information about you is easily available. Include social networks and online images where you’ve been tagged to make sure what’s out there is what you want to be there.

Protect your friends, family and school community online.

“Always strive to do what is good for each other and for everyone else.” (NIV) 1 Thessalonians 5:15b



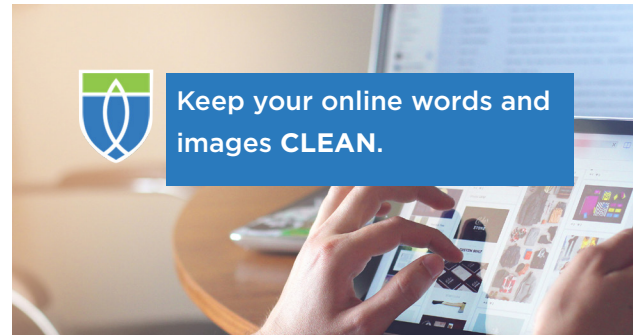
ASK FIRST - Do I have permission to share this?

Today’s world is saturated with photos, texts and videos that can be posted, copied forwarded, downloaded and altered in matter of minutes. Always receive consent from those in a photo, video or text BEFORE posting or sharing it.

- > Do I have permission?
- > How widely did the person who sent this to me intend it to be shared?
- > Should I share this with others?

Use digital media appropriately.

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth” (NIV) 2 Timothy 2:15



Keep your words and images clean. No matter how great the pressure, say “no” to intimate or embarrassing images of yourself or others. This includes word pictures in texts.

Property

Pay your way.

“The worker deserves his wages” (NIV) 1 Timothy 5:18



Downloading illegally is **STEALING** someone else’s creative work.

So much stuff that’s online is free; it’s easy for all of us to think that everything is free. However, downloading illegally is stealing someone else’s creative work. Artists own the work they create and have a right to earn money from their labour. We all have a responsibility to pay for what we use including music, videos, books, programs, games, photos or other artwork. If something is available for “free”, check that the distributor has permission from the creator or use work from the Creative Commons instead.

Cite your sources.

“Do not steal. Do not lie. Do not deceive one another” (NIV) Leviticus 19:11



Plagiarism can **COST YOU** a grade or even have you suspended from college or university.

Plagiarism is taking credit for someone else’s words or ideas. Keep a record of all the sources you use while doing research to make sure you credit the right people. Copying and pasting without giving proper recognition to the source is not only illegal, it can cost you a grade or, later in life, even have you suspended from college or university.



Do no harm.

“Food gained by fraud tastes sweet, but one ends up with a mouth full of gravel” (NIV) Proverbs 20:17



Hacking someone else's computer system is a **CRIME.**

Not all hacking is illegal. According to the Merriam-Webster dictionary, there are two definitions of a hacker: an expert at programming and solving problems with a computer; and a person who illegally gains access to and sometimes tampers with information in a computer system. The second definition describes a **crime**.

Digital Citizenship: Stop or Go?

“If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you.” (NIV) James 1:5

✘ STOP

✔ GO

- | | |
|---|---|
| Use cell phones to text in class on topics that are not class related. | Ask when and what information can be shared from electronic devices. |
| Use a social networking site without knowing the rules or responsibilities. | Learn the rules of a chat group before participating. |
| Use other's material without properly citing the source. | Cite sources when using information. |
| Download and share videos and sound tracks off YouTube without permission. | Get permission to use or pay for videos. |
| Break school rules because they are unfair. | Learn your rights and responsibilities. |
| Forget to update software that protects computers from viruses and exploitation. | Update virus protection and firewalls to protect personal information. |
| Share too much personal information when using email, social networking, or text messaging. | Learn the dangers of providing personal information over the internet. |

RCOA – Digital Citizenship Code of Conduct

This code explains RCOA’s policies and standards regarding the use of digital resources by staff, learners, parents and volunteers within our community. Just like BC’s Human Rights Code, it reminds us that we all have a responsibility to provide a safe and respectful digital society within our school. Following the code allows our community to connect through technology without abuse and misuse.

As a member of the RCOA community, I agree to:



Act Responsibly

- I will demonstrate ethical behaviour in the digital world just as I would in the real world.
- I will use technology in an appropriate manner.
- I will make appropriate digital decisions by committing myself to a high standard of conduct and procedure.
- I will abide by the laws and established rules dealing with the use of technology.
- I will take responsibility for my actions online.



Act Respectfully

- I will respect myself and others through my actions.
- I will demonstrate respectful digital etiquette.
- I will not use technology in a harmful, degrading, or inappropriate manner.
- I will demonstrate consideration of, and respect for, school and peer technological resources and use them appropriately.
- I will model good digital behaviour.



Act Safely

- I will act safely in the digital world to prevent disruption or harm to myself and others.
- I will work to have a balanced, healthy relationship with technology.
- I will protect myself and others by reporting digital abuse of people and property.
- I will ensure the privacy of my own information online while respecting the privacy of others.

There are lots of great online sources that can give you more information about digital literacy; here are just a few you can check out:



..... <http://www.mediasmarts.ca/digital-media-literacy/digital-issues>

..... http://guides.vpl.ca/digital_awareness

..... <http://www.mediasmarts.ca/digital-media-literacy/educational-games>

All images on this document were sourced from the online image site, Pixabay (pixabay.com).

“Pixabay is a vibrant community of creatives, sharing copyright free images and videos. All contents are released under Creative Commons CC0, which makes them safe to use without asking for permission or giving credit to the artist - even for commercial purposes.”

Content for this document was sourced from the Government of Canada Department of Public Safety and Emergency Preparedness (www.getcybersafe.gc.ca).
