

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>) is 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



EXITING 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, teaching your child 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. Help your child to 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. Talk to your child about reading messages over before sending them to see if they could be harmful or misinterpreted. Discuss issues with the person directly instead of online. 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. Encourage your child to be a positive voice online, to say “no” to bullying and harassment and 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.

Teach your child that personal information is valuable and shouldn’t be shared freely. Whatever is posted online — photos, texts, videos, a phone number, even what kind of cereal someone eats everyday — can be copied, can be around forever, and might be seen by people your child didn’t think would see it. Work with your child to consider if what they share in their profile, on a registration or contest form, or on any social media format could be used by someone else to hurt them 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.

Prompt your child to check out their digital footprint regularly. Everyone can use a search engine to see what information about you is easily available. Include social networks and online images where your child has been tagged to make sure what’s out there is what you and your family 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



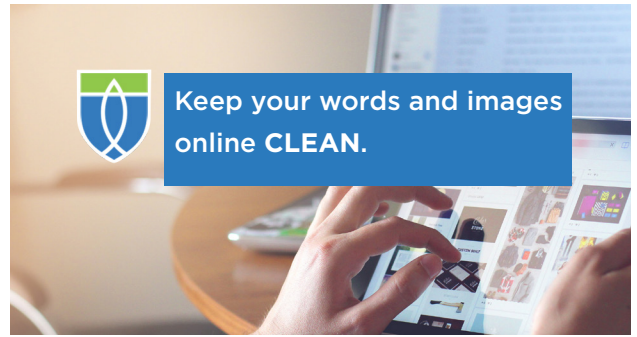
ASK FIRST - Do I have permission to share this?

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. Encourage your child to ask these important questions before sharing someone’s image or words >>>>

- > 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



No matter how great the pressure, we all need to say “no” to intimate or embarrassing images of ourselves or others. This includes word pictures in texts. This can be a difficult conversation but talking to your child about keeping words and images clean is important.

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”, show your child how to 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. Help your child get into the habit of keeping a record of all the sources they use while doing research to make sure they credit the right people. Copying and pasting without giving proper recognition to the source is not only illegal, it can cost your child a grade or, later in life, even have them 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 and it's important that our children understand this.

Canadian law refers to cyber-crime as “Mischief in relation to computer data” and is defined as willfully:

- Destroying or altering computer data.
- Rendering computer data meaningless, useless or ineffective.
- Obstructing, interrupting or interfering with the lawful use of computer data.
- Obstructing, interrupting or interfering with a person in the lawful use of computer data or denying access to computer data to a person who is entitled to access to it.

Proactive Parenting

Ongoing conversation with your child about People, Privacy and Property in an online environment is your primary prevention intervention. The following ideas on way to deal with difficult situations online have been taken from www.getcybersafe.gc.ca and can help you initiate these important conversations about being a citizen in the digital world.

HOW DO I

Teach my child what to do if harassed or cyberbullied?

Let your child know that if he or she feels bullied or harassed, they should:

Leave. If you decide to report it later, engaging with the bully can make it look like it was just an argument instead of bullying. Instead, get out of the situation and tell an adult you trust what happened.

Save the evidence. Save text or instant messages and get copies of other things by taking a screenshot (see www.take-a-screenshot.org for how to do this on different devices.)

Tell someone you trust, like your parents, the police (if you've been threatened or frightened), a teacher or principal (if you're being bullied by someone you know at school) or the game or social network administrators where it happened.

Protect my child's privacy online?

Let your child know that if he or she feels bullied or harassed, they should:

Use browser plugins like Adblock Plus or Privacy Badger.

Turn off the Global Positioning System (GPS) and Bluetooth on any portable devices.

Disable the microphone and camera on laptops (or just covering the camera with masking tape).

Help your child Create a secure password.

Learn to use the social network privacy settings.

Help my child access legitimate content online?

Kids are a lot less likely to download from illegal sources if they're able to get what they want easily and legitimately. Follow these links to find Canadian sources of music, TV and movies online:

- <http://musiccanada.com/digital-music/>
- <http://pro-music.org/legal-music-services-north-america.php>
- <http://www.wheretowatchincanada.ca/home/>
- <https://pixabay.com/>

Protect my family's digital devices?

Before anyone in your family uses a digital device, you should make sure that it has security software installed. Make sure to update the software regularly, since it only works against threats it knows about: one way to help you remember is to do this every year when you set the clocks forward in the spring and back in the fall. You should update your internet browsers regularly as well, and of course, make sure that every device is protected with a password or personal identification number (PIN).

I think my child is involved in an unhealthy online relationship?

Some signs of an unhealthy relationship are **jealousy, possessiveness and constantly wanting to keep tabs on someone**. If you think your child is the victim of an unhealthy relationship, be clear why you think the relationship is unhealthy. Try not to push them into ending it. Instead, encourage your child to spend more in person time with family and friends. You can also talk to your child's friends to see if they have similar concerns.

If your child is reluctant to talk to you about their relationship, make sure they know about anonymous counselling and information services like Kids Help Phone (1-800-668-6868; website www.kidshelpphone.ca/) that they can turn to for support.

My child has made a bad choice about someone else's privacy?

Everyone makes mistakes and the most important thing once we understand we've done something wrong is to make it right. The first step is to limit the harm by **deleting whatever it was** that was shared and to have your child **ask other friends to delete it too**. You should also encourage your child to **apologize to the person** they hurt.

If this doesn't work, ask the service or platform where it was shared to take it down. If it was an inappropriate photo that was shared, to make sure the picture hasn't spread, do a reverse image search with a service like TinEye (www.tineye.com) or Google (<https://support.google.com/websearch/answer/1325808?hl=en>).

If it has spread, find out where else it's been posted and ask them to take it down.

If the picture that was shared was intimate (even if it didn't involve nudity) you may want to talk to a lawyer, contact the police or report it to CyberTip (www.cybertip.ca/app/en/report). "To share intimate images without the consent of the person in the image," is a criminal offense which can result in criminal charges; the police have the power to force the removal and spreading of the image.

We get a copyright infringement notice?

Under Canadian copyright law, your internet Service Provider has to let you know if a copyright owner believes you — or someone in your home — illegally downloaded content belonging to them. If that happens, you'll get an email from your ISP which includes an email from the copyright holder, or someone working for them. Industry Canada has said that "receiving a notice does not necessarily mean that you have in fact infringed copyright or that you will be sued for copyright infringement" and "there is no obligation for Canadians to pay these settlements" when you receive the notice. You may want to consult a lawyer to consider your legal options.

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My child's teacher says an assignment was plagiarized?

It can be a shock to find out your child has plagiarized an assignment, but there are ways to make it into a "teachable moment": Make sure that your child understands what they did wrong, and work with their teacher to write an academic honesty plan. Learners are most likely to plagiarize when they don't feel like an assignment is fair, when they don't have enough time to do it, or if their teachers or parents send the message that grades are more important than hard work. When your kids start doing more difficult assignments for school, make sure that they understand what their task is and feel confident they can do it.

What is inappropriate or appropriate digital conduct?

✘ INAPPROPRIATE

Learners use cell phones to text in class on topics that are not class related.

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Learners communicate on a social networking site without knowing the rules or responsibilities.

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Learners use material from the Internet without properly citing the source, OR Learners use a plugin to download and share videos and associated sound tracks off YouTube without permission.

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Learners violate their school's rules because they view them as unfair.

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Staff and/or learners fail to maintain current software updates or patches that protect their computers from viruses and exploitation.

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Learners fail to protect their personal information when using email, social networking, or text messaging.

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✔ APPROPRIATE

Learners work with their teachers to understand what information can be shared from their cell phones or netbooks and when it is appropriate to do so.

When communicating in a chat room, users learn the rules of the group before becoming involved in the conversation.

Learners cite websites or other digital media sources when using information for class projects.

Educators inform learners of their rights when using digital technologies, but also instruct them on their responsibilities.

Users take the time to make sure their virus protections and firewalls are properly updated and configured to protect personal information.

Teachers and parents talk to learners about 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

We encourage parents to look further into ideas that might assist their family's specific relationship with technology, or resources on digital citizenship such as:



..... <https://www.getcybersafe.gc.ca/cnt/rsrscs/cmpgns/cmpgn-06/gd-prnts-en.aspx>

..... <http://mediasmarts.ca/parents>

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

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

..... <http://www.rcmp-grc.gc.ca/cycc-cpcj/is-si/isres-ressi-eng.htm#hand>

..... <https://www.whoishostingthis.com/resources/e-safety/>

..... <http://www.screensmart.ca/>

..... <http://www.cyberwise.org/>

..... <https://www.priv.gc.ca/en/about-the-opc/what-we-do/awareness-campaigns-and-events/privacy-education-for-kids/>

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