Volume

1

group e junior high school

Digital Citizenship Manual

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GROUP E JUNIOR HIGH SCHOOL

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DIGITAL CITIZENSHIP MANUAL PROJECT

UNIVERSITY OF WEST ALABAMA

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Digital Citizenship

Students spend a substantial amount of time online each and every day, whether for personal or academic purposes. Students should understand the importance of using technological devices ethically and with responsibility.

Digital Citizenship is an idea that assists teachers, technology leaders and parents to understand what students/children/technology users should understand to be able to use technology in an appropriate manner. Digital citizenship can be defined as the norms of behavior with regard to technology use.

There are nine identified areas of behavior that make up digital citizenship:

1. *Etiquette:* electronic standards of conduct or procedure

2. *Communication:* electronic ex- change of information

3. *Education:* the process of teaching and learning about technology and the use of technology

4. *Access:* full electronic participation in society

5. *Commerce:* electronic buying and selling of goods

6. *Responsibility:* electronic responsi- bility for actions and deeds

7. *Rights:* those freedoms extended to everyone in a digital world

8. *Safety:* physical well-being in a digital technology world

9. *Security* (self-protection): electronic precautions to guarantee safety

The main question to ask is “How should we act when we are online?”

Video:

<https://www.youtube.com/watch?v=9yGkXY7a_1U>

<https://www.youtube.com/watch?v=h8YFAeCi8IA>

Resources:

<http://www.digitalcitizenship.net/uploads/KidPledge1.pdf>

<http://www.digitalcitizenship.net/uploads/ParentContract.pdf>

<http://www.digitalcitizenship.net/uploads/FoundAct2.pdf>

<http://www.digitalcitizenship.net/uploads/GuideAct2.pdf>



Image retrieved from <http://www.axxys.com/tag/acceptable-technology-use-policy/> January 15, 2015.

Cell Phones in the Classroom

* Rule #1: Cell phone ringers must always be kept on silent mode.
* Rule #2: Cell phones must be put away, away from all students, when they are not being used for class purposes.
* Rules #3: All media and messages must be course related and used for academic/learning purposes.
* Rule #4: All media published about others, or including the image of others, must first be approved by the student(s) involved and the teacher.
* Rule #5: All students must respect others’ personal property- do not take or use another student’s phone without student and teacher permission.
* Rule #6: Always remember… no message/media is private – your digital footprint is permanent! Follow safe and appropriate usage guidelines.
* Rule #7: Know your data plan! Please discuss your data plan with your parents/guardians to make sure that you don’t incur additional charges for using your cell phone in the classroom (school/district is not responsible for additional charges incurred for use during school).
* Rule #8: Be responsible for your own property- label your phone for identification purposes (school/district is not responsible for lost or damaged property).

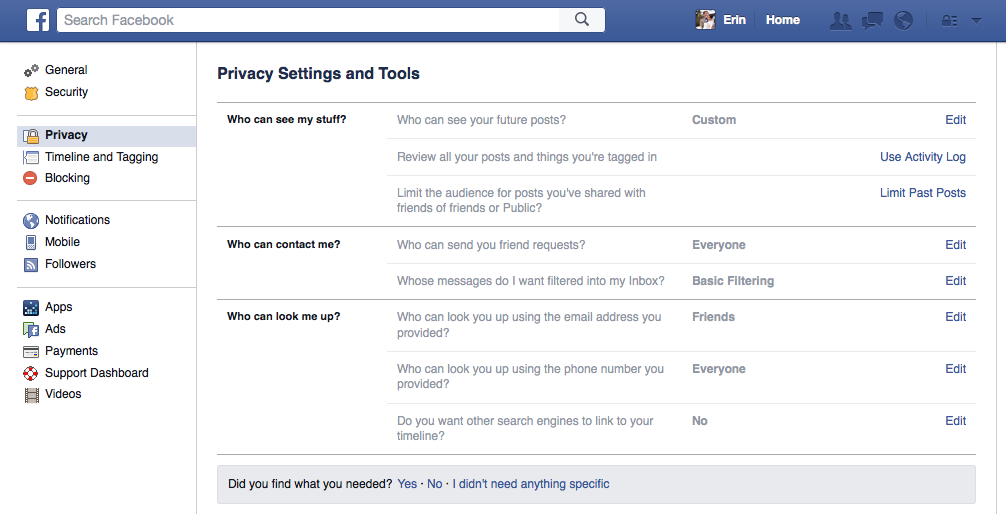
Rule #9: Any occurrence (or suggestion of occurrence) of bullying, harassment, cheating or any form of inappropriate use of cell phone and social media will not be tolerated. Student will immediately lose usage privileges and be subject to school, district and legal consequences if found guilty of any offense. *\*Please note that these rules were adapted from Liz Kolb's book:* From Toys to Tools, 2008, ISTE Publications.

Social Networking Policy

Social networking can be a valuable tool for teachers, students and parents when used appropriately. The use of social networking to share information and connect with others is encouraged. However, there are rules that should be kept in mind when understanding the difference between what is personal and what can be public information. Students and teachers, alike, should follow the rules listed below.

* There should never be anything disrespectful or distasteful posted on social media. Remember that you are representing the school.
* Use your best judgment and don’t post anything you wouldn’t want someone to see, regardless of your privacy settings.
* Do not share any personal information online, such as last names, location, and other private information. Click [here](https://www.youtube.com/watch?v=sop5MN7Ilfw) to watch a video from RaffertyWeiss Media on the Dangers of Social Media for Teens and how quickly information can be found.
* Be sure your privacy settings are set appropriately. Follow the directions below to change your privacy settings on Facebook.

FACEBOOK PRIVACY SETTINGS

Log into Facebook and click on the padlock image to choose the option, “see more settings.” You should see the following page.

Choose the privacy tab on the left side of your screen and then choose the blue ‘edit’ button under the heading “Who can see my stuff?” This will allow you to limit the people who can view your page, information and pictures that you post.

**More information on Social Network Safety:**

[Social Networking Tips](http://staysafeonline.org/stay-safe-online/protect-your-personal-information/social-networks)

[Social Networking Safety from the NCPC](http://www.ncpc.org/topics/internet-safety/social-networking-safety)

Cyberbullying

According to stopbullying.gov, “Cyber bullying is bullying that takes place using electronic technology.” This can be using any sort of electronic device, such as a computer or tablet, or using any social media website or other communication tool. You can view a short, powerful video about cyber bullying [here.](https://www.youtube.com/watch?v=Jz-HwnyvUwY)

Cyber bullying can occur in a variety of different forms including, but not limited to, picture or video postings, cruel messages or emails, or the spread of rumors. Cyber bullying will not be tolerated. Should the act of cyber bullying occur with use of technology owned by the school, the school administrators will be involved to take disciplinary action. School administration may become involved with cyber bullying offenses that affect students, even if it occurs outside of school.

Students should be proactive and help put a stop to cyber bullying. If a student suspects a problem, it should be reported.



Retrieved from: <http://hhpd.com/main/cyberbullying/>

**Educational Resources for Cyberbullying:**

[The Ophelia Project](http://www.opheliaproject.org/cyber.html)

[Cyberbullying Scenarios](http://www.cyberbullying.us/Cyberbullying_Scenarios.pdf)

[StopBullying.gov](http://www.stopbullying.gov)

[Stand Up To Cyberbullying Video](https://www.youtube.com/watch?v=lN2fuKPDzHA)

Email and Internet Safety

**For Teachers and Parents:**

**The following tips can guide teachers and parents as they encourage students to become responsible digital citizens.**

* **Computers should be kept in a public area.**
* **Screen time should be limited.**
* **Blocking software should be utilized.**
* **The computer’s browsing history should be monitored periodically.**
* **Preview the website before allowing the student to use it.**
* **Always monitor students’ Internet time.**

**For the Student:**

**Students should follow these guidelines when using Email and the Internet.**

* **Only use approved websites and search engines.**
* **Never open files from unknown senders.**
* **No personal information should be given over the internet.**
* **Do not plan to meet with someone that you met online.**
* **Always be kind and respectful. No cyber bullying.**
* **Do not share login information or passwords.**
* **There should be no online communication without permission from your teacher.**
* **If you think that something isn’t right, tell an adult! Don’t wait until it’s too late.**

Please use the following resources for further information on Internet Safety:

[Internet Safety Prezi](https://prezi.com/gydxqczwmt-q/internet-safety-middle-school/)

[Internet Safety Tips](http://childrescuenetwork.org/wp-content/uploads/2014/02/Internet-Safety-Tips-Download1.pdf)

# Copyright

Copyright is “the legal right granted to an author, a composer, a playwright, a publisher, or a distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.”

Copyright laws are based on the belief that anyone who creates an original, tangible work deserves to be compensated for that work, that compensation encourages more creative works, and that society as a whole benefits from the creative efforts of its members. Copyright laws are designed to protect a creator’s right to be compensated and to control how his or her work is used.

A good rule of thumb for using copyrighted material, is when in doubt, ask permission. The fair use doctrine was created to allow the use of copyrighted works for classroom instruction. Many educators interpret this as freedom to use any copyrighted material as long as it for instructional purposes only. This is not completely true. There are four factors to consider if the material is of fair use:

1. The purpose and character of the use.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used.
4. The effect of the use upon the potential market for the copyrighted work.

Guidelines for educators of what can be used fairly:

1. A single chapter from a book.
2. An excerpt from a work that combines language and illustrations, such as a children’s book, not exceeding two pages or 10 percent of the work, whichever is less.
3. A poem of 250 words or less or up to 250 words of a longer poem.
4. An article, short story, or essay of 2,500 words or less, or excerpts of up to 1,000 words or 10 percent of a longer work, whichever is less.
5. A single chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

**Web Resources:** [www.educationworld.com](http://www.educationworld.com/)

[www.copyright.columbia.edu](http://www.copyright.columbia.edu/)

[www.copyright.com/education/](http://www.copyright.com/education/)

# Plagiarism

Plagiarism is “reproducing any portion of a copyrighted work without permission”.

Teachers need to understand the causes of plagiarism and clearly discuss how to avoid making these mistakes. Educators should have several lessons on plagiarism before assigning any assignments that a student might plagiarize on. Here are some reasons a student may commit plagiarism:

1. Students may fear failure.
2. Students may have poor time management skills.
3. Students may view the course, or the assignment as unimportant.
4. Teachers may present students with assignments so generic that they may believe they are justified in looking for canned responses.
5. Instructors may fail to report cheating when it does occur.

Best practices for preventing plagiarism are:

1. Explain plagiarism and develop clear policies.
2. Improve the design and sequence of assignments.
3. Attend to sources and the use of reading.
4. Work on plagiarism responsibly.
5. Take appropriate disciplinary actions.

Web Resources: [www.ascd.org](http://www.ascd.org/)

[www.plosmedicine.org](http://www.plosmedicine.org/)

[www.plagiarism.org](http://www.plagiarism.org/)

# Digital Access

Digital access refers to “full electronic participation in society” (Ribble, 2011). Information technology provides a platform that connects learners with a worldwide library of information and, importantly, with other learners, educators, and people who can contribute significantly to their education and development.

Although schools have been purchasing technologies for many years, ready access to Internet- connected technologies is not necessarily available to students at the time of learning need. School will need to decide their role in preparing students for a digital future. They will need to determine student access for using personal and classroom devices within the educational context.

Access to the digital world for some students is limited due to the nature of available interfaces. Decisions on digital access should include consideration of access to personally owned devices, to the Internet, to content, to specialized interfaces, and to school authority digital networking infrastructure.

Three important policies involving digital access:

1. Have a philosophic statement recognizing the fundamental role of pervasive connectedness and its influence on students and student learning.
2. Enable meaningful access by supporting equitable levels of student access, including students with specialized needs and students from low socio-economic groups.
3. Have policy parameters for guiding the use of personally owned devices.

Teachers should emphasize the rules and guidelines for accessing technology in the classroom to promote civic competence among their fellow students and connect the rules to respect, responsibility, and students’ rights in the classroom.

Classroom Technology Access Rules:

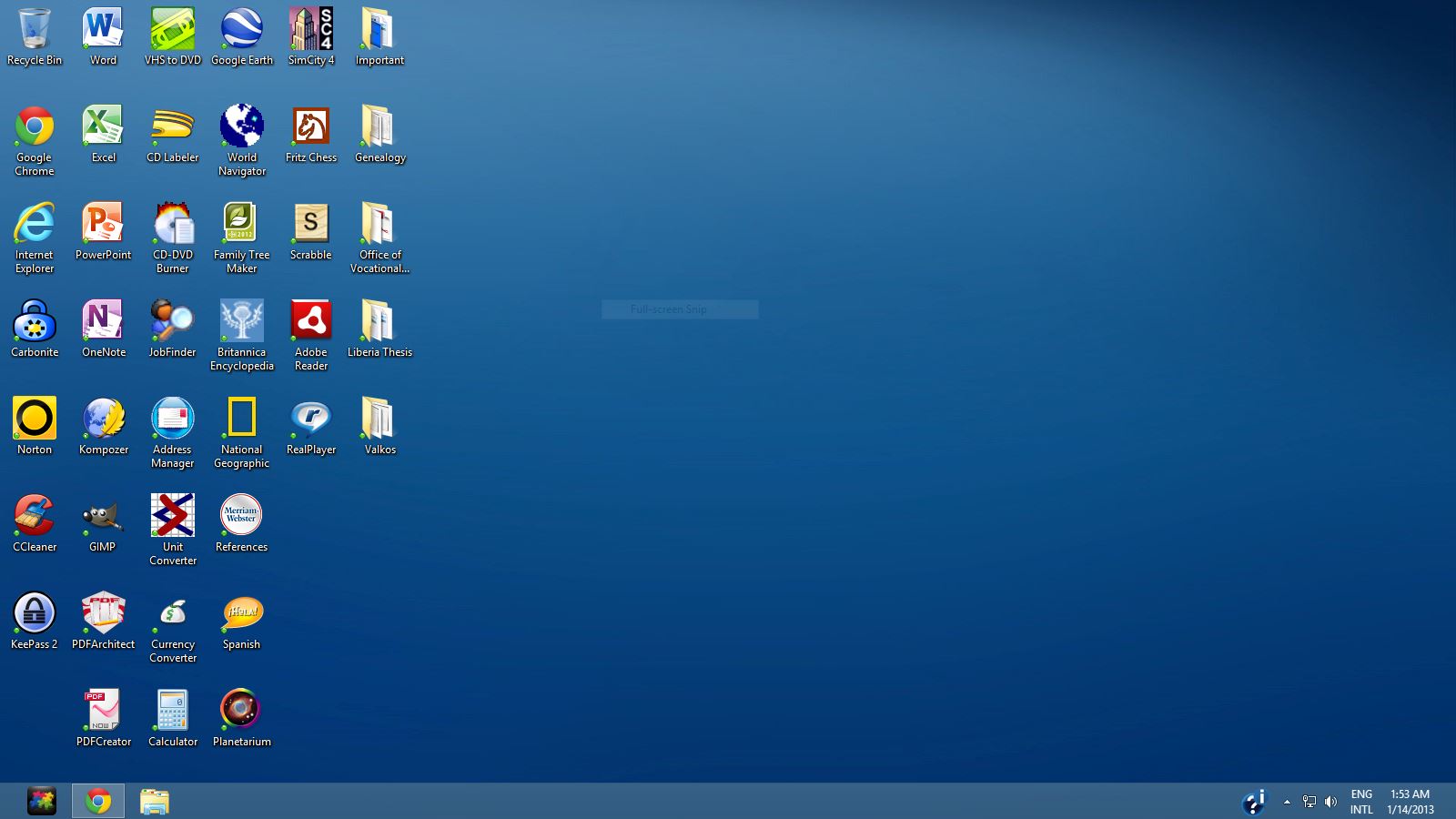
1. Students should not access other students’ work or use programs to obtain others’ work.
2. Students should have unique passwords to protect their privacy rights.
3. Students should always use citations to credit others for their contributions.
4. Students should not open emails from unknown sources.
5. Students should only access technology with permission from the teacher or at the proper predetermined time.
6. If students have any questions regarding the access of technology they should ask the teacher.

Web Resources: [www.edutopia.org](http://www.edutopia.org/)

[www.edweek.org](http://www.edweek.org/)

[www.digitalcitizenship.net](http://www.digitalcitizenship.net/)

# Computer Rules

* Always wash and dry your hands before using computers.
* No food or drink allowed anywhere near computers.
* Remember to work quietly so you do not disturb others around you.
* Treat all technology and equipment with respect and care.
* Do not change any settings, including desktop image, on any computer.
* You are not allowed to download anything to school computers.
* Only access websites and programs that have a shortcut installed on the desktop. (These are the school approved websites)
* Remember to never share personal information on any website. Raise your hand if personal information is being requested on your computer.
* Always close out all windows and programs before leaving the computer. Be sure the desktop image is showing and then turn off the monitor. Your screen should look like the image below before powering off.

(Screenshot retrieved from <http://galleryhip.com/desk-top.html> January 15, 2016)

Helpful Websites:

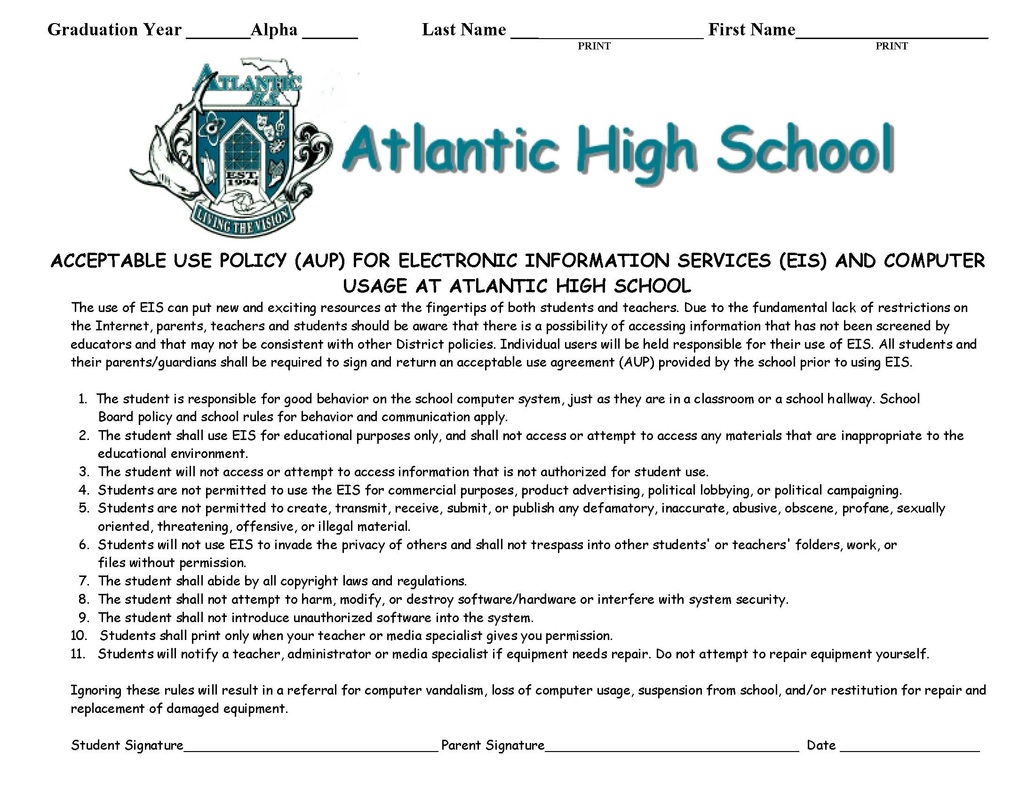
* <http://sfpl.org/index.php?pg=2000511301>
* <http://www.ncdoj.gov/Protect-Yourself/Protect-Children/Protecting-Kids-on-the-Internet/Setting-Family-Computer-Use-Rules.aspx>
* <http://www.educationworld.com/a_tech/tech/tech044.shtml>



(Image retrieved from <http://www.nfschools.net/Page/3768> January 15, 2015)

The technology and devices at Group E Junior High School is intended to be used for educational, instructional, and administrative purposes only. The use of technological devices or internet service belonging to the school is a privilege. As a participant in technology on campus, you have access to a variety of information, some of which is confidential. This manual has outlines specific rules and requirements for using such technology. It is important to remember these rules and behave in a responsible and ethical manner when utilizing school services. (Brown University) Click [here](http://www.brown.edu/information-technology/computing-policies/acceptable-use-policy#31) to see an Acceptable Use Policy from Brown University in Providence, Rhode Island.

Below is another example of an Acceptable Use Policy from Atlantic High School. It resembles a contract that is signed by the student and parent each year and kept on file at the school.



(Screenshot retrieved from <http://www.atlanticsharks.com/acceptable-use-policy-form.html> January 15, 2015)

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