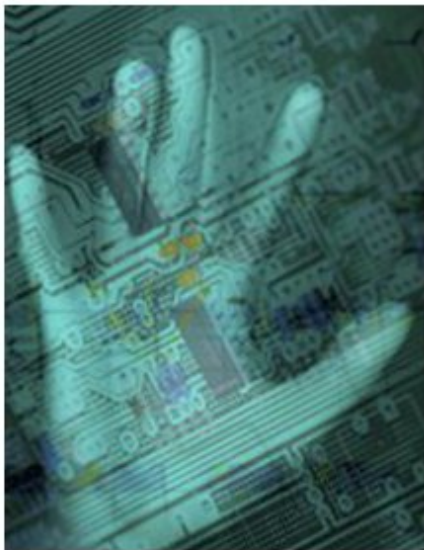


# Horizon School Division

## CITIZENSHIP IN A DIGITAL AGE ADMINISTRATIVE GUIDELINES



## **CITIZENSHIP IN A DIGITAL AGE**

Citizenship in a digital age encompasses a vast and ever changing topic that attempts to deal with and address respect protection of self, others, intellectual property and other property. The following administrative guidelines attempt to address the following topics:

### **Respect and Protect Yourself: Digital Well-being**

1. Digital Security: Electronic precautions for self-protection
  - a. Students and staff demonstrate a sound understanding of technology concepts, systems, and operations (see standard operating procedures).
    - (1) Understand, select, and use technology systems and applications purposefully, appropriately, effectively, and productively
    - (2) Transfer current knowledge to learning of new technologies
  - a. Protection of Personal Information Guidelines and Procedures
    - (1) Appropriate access
    - (2) Risk vs. educational and business goals
    - (3) Appropriate communication
    - (4) Plagiarism, ownership, and responsibility (referencing authorship)
    - (5) Copyright and ownership
    - (6) Right to access data (who, when, why)
    - (7) Data integrity
      - a. Protection of networks, servers, appliances, desktops, laptops, hand held devices and any other electronic device)
      - b. Protection of hardware and software
      - c. System reliability (viruses, system redundancy, disaster protection)
      - b. Inventory and hardware, software, content ownership
    - (8) Piracy – see Acceptable Use guidelines
    - (9) Hacking – see Acceptable Use guidelines
    - (10) Informing and preparing staff and students (compliance with the law)
    - (11) Student Safety/Bullying
    - (12) FOIP
    - (13) Password guidelines and procedures
    - (14) Protection of people (identity, reputation) and data (theft, loss, storage and transportation of information)
    - (15) Protection of system (reputation) people (identity, reputation) and data (theft, loss, storage and transportation of information)
    - (16) What can be in the cloud? On servers? On local computers?
    - (17) Cloud computing – know terms of agreement/service, age of consent and age 13 implications, teacher preparedness, account management (right to access – jurisdiction vs. teacher creation)
    - (18) Privacy rights, responsibilities, and expectations
2. Digital Rights and Responsibilities: Freedoms extended to those in a digital world
  - a. Digital Rights and Responsibilities: Acceptable and Responsible Use guidelines  
Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

- (1) Advocate, practice, and teach safe, legal, and responsible use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources
- (2) Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity
- (3) Demonstrate personal responsibility for lifelong learning
- (4) Exhibit leadership for citizenship in a digital age
- (5) Sliding scale – Norms of use, consequences if violate norms, communicate and support)
- (6) Promote and model digital etiquette and responsible social interactions related to the use of technology and information
- (7) Develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital age communication and collaboration tools
- (8) Illicit materials management,
- (9) Rights and responsibilities with regard to access to and confiscation
- (10) Standards of Conduct – personal nature of online communication)
- (11) Accessing communication (e.g. email, cellphone, cloud resources)
- (12) Right to access (who can access staff, student communications?)

3. Digital Health and Wellness: Physical and Psychological well-being in a digital world
  - a. Ergonomics
  - b. Technology Addiction
  - c. Balance

### **Respect and Protect Others: Digital Interactions**

1. Digital Communications: Electronic exchange of information
  - a. Social Media and Web Based Guidelines and Procedures
    - (1) Nature of Privacy and Public Sharing (publicly viewable online content - persistence, searchability, replicability, invisible audiences/strangers)
    - (2) Student Safety/Bullying
  - b. Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
    - (1) Interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media
    - (2) Communicate information and ideas effectively to multiple audiences using a variety of media and formats
    - (3) Develop cultural understanding and global awareness by engaging with learners of other cultures
    - (4) Contribute to project teams to produce original works or solve problems
  - c. Research and Information Fluency  
Students apply digital tools to gather, evaluate, and use information.
    - (1) Plan strategies to guide inquiry
    - (2) Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media

- (3) Evaluate and select information sources and digital tools based on the appropriateness to specific tasks
    - (4) Process data and report results
  - d. Integrity of Identity (digital identity formation/development)
    - (1) Support students living one life or two
  - e. Student and Staff communication (e.g. cell phones, asynchronous and synchronous mediums)
  - f. Personal vs employee/student representation (inappropriate and appropriate public expression)
  - g. Content Management (Actively sought and passively received information)
  - h. Filtering (sliding scale)
  - i. Outside world communication (sliding scale) – see Acceptable Use guidelines
  - j. Bring Your Own Device vs. educational value (learning focused environments)
- 2. Digital Etiquette: Standards of conduct or procedures online
  - a. Promote and Model Citizenship in a digital age and Responsibility  
Teachers understand local and global societal issues and responsibilities in an evolving digital culture and exhibit legal and ethical behavior in their professional practices.
  - b. Digital Rights and Responsibilities: Acceptable and Responsible Use guidelines  
Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
    - (1) Advocate, practice, and teach safe, legal, and responsible use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources
    - (2) Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity
    - (3) Demonstrate personal responsibility for lifelong learning
    - (4) Exhibit leadership for citizenship in a digital age
    - (5) Sliding scale – Norms of use, consequences if violate norms, communicate and support)
    - (6) Promote and model digital etiquette and responsible social interactions related to the use of technology and information
    - (7) Develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital age communication and collaboration tools
    - (8) Illicit materials management,
    - (9) Rights and responsibilities with regard to access to and confiscation
    - (10) Standards of Conduct – private nature of online communication)
    - (11) Accessing communication (e.g. email, cellphone, cloud resources)
    - (12) Right to access (who can access staff, student communications?)

3. Digital Access: Full electronic participation in society
  - a. Connectivity: wireless and bring your own device guideline and procedures
    - (1) Equity of access
    - (2) Filtering
    - (3) Wireless
    - (4) Bring Your Own Device
  - b. Social Media and Web Based Communication guidelines and procedures

**Respect and Protect Intellectual Property and other Property: Digital Preparedness**

1. Digital Law: Responsibility for actions and deeds using electronics
  - b. Protection of Personal Information Guidelines and Procedures
    - (1) Appropriate access
    - (2) Risk vs educational and business goals
    - (3) Appropriate communication
    - (4) Plagiarism, ownership, and responsibility (referencing authorship)
    - (5) Copyright and ownership
    - (6) Right to access data (who, when, why)
    - (7) Data integrity
      - a. Protection of networks, servers, appliances, desktops, laptops, hand held devices and any other electronic device)
      - b. Protection of hardware and software
      - c. System reliability (viruses, system redundancy, disaster protection)
      - c. Inventory and hardware, software, content ownership
    - (8) Piracy – see Acceptable Use guidelines
    - (9) Hacking – see Acceptable Use guidelines
    - (10) Informing and preparing staff and students (compliance with the law)
    - (11) Student Safety/Bullying
    - (12) FOIP
    - (13) Password guidelines and procedures
    - (14) Protection of people (identity, reputation) and data (theft, loss, storage and transportation of information)
    - (15) Protection of system (reputation) people (identity, reputation) and data (theft, loss, storage and transportation of information)
    - (16) What can be in the cloud? On servers? On local computers?
    - (17) Cloud computing – know terms of agreement/service, age of consent and age 13 implications, teacher preparedness, account management (right to access – jurisdiction vs. teacher creation)
    - (18) Privacy rights, responsibilities, and expectations
2. Digital Literacy: Process of teaching and learning about technology and the use of technology
  - a. Expectations for students and staff to develop digital literacy. Infusion of technology and modeling of digital age work and learning. Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.
  - b. Digital Rights and Responsibilities: Acceptable and Responsible Use guidelines

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

- (1) Advocate, practice, and teach safe, legal, and responsible use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources
  - (2) Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity
  - (3) Demonstrate personal responsibility for lifelong learning
  - (4) Exhibit leadership for citizenship in a digital age
  - (5) Sliding scale – Norms of use, consequences if violate norms, communicate and support)
  - (6) Promote and model digital etiquette and responsible social interactions related to the use of technology and information
  - (7) Develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital age communication and collaboration tools
  - (8) Illicit materials management,
  - (9) Rights and responsibilities with regard to access to and confiscation
  - (10) Standards of Conduct – private nature of online communication)
  - (11) Accessing communication (e.g. email, cellphone, cloud resources)
  - (12) Right to access (who can access staff, student communications?)
- c. Standard operating procedures
- (1) Demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations
  - (2) Collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation
  - (3) Communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital age media and formats
  - (4) Model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate, and use information resources to support research and learning

### 3. Digital Commerce: Online buying and selling of goods

- a. Preparation for online transactions