

A stylized illustration of a teal laptop. The screen is white and displays the text 'DIGITAL CITIZENSHIP' in large, bold, black capital letters. Below the screen, the keyboard and trackpad are visible in a lighter teal color. The background is a light yellow gradient with teal abstract shapes on the left and right sides.

DIGITAL CITIZENSHIP

GRADES 6-8

WHAT IS DIGITAL CITIZENSHIP?

The responsible use of technology by anyone who uses computers, the Internet, and digital devices to engage with society on any level.

MORE INFORMATION ON DIGITAL CITIZENSHIP

- [Common Sense Media for Grades 6-8](#)
- [Technological Literacy by PBS](#)

9 P'S OF DIGITAL CITIZENSHIP

- Passwords
- Private Information
- Personal Information
- Photographs
- Property
- Permissions
- Protection
- Professionalism
- Permanence



PASSWORDS

To protect yourself and your information, make sure to use a password that is long, strong, and very difficult to guess.



QUICK TIPS

Never share your password with anyone- not even your friends



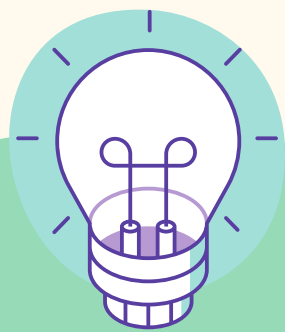
TIPS FOR CREATING A STRONG PASSWORD

- Never use personal information, like a name or birthday (this info is publicly available and thus easy to find)
- Password should be AT LEAST 6 characters and longer for extra security
- Don't use the same password for every account
- Include numbers, symbols, and both uppercase and lowercase letters
- Random passwords are strongest
 - Random password generator

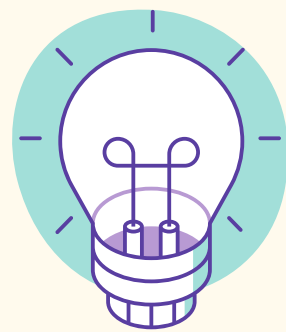


PRIVACY

Private information is personal information that you shouldn't post online for strangers to see. This includes an address, phone number, or email.



TERMS TO KNOW



Cookies: small text files stored on a computer that keep track of what a person does on a website

Phishing: when someone poses as an institution, like a bank or school, and sends you a personalized message asking you to provide private information



HOW TO PROTECT YOUR PRIVACY

- Watch out for internet scams- this is an attempt to steal money or private information
- Pay attention to a website's privacy policy and terms of service. This tells you what user information they collect and make public, and the rules users have to follow while using the website
- Adjust the privacy settings on your computer or individual apps/website
 - Users can opt out of certain choices that would cause data to be collected
- Make sure you only answer emails and click links from people and websites you recognize and trust



PERSONAL INFORMATION

Personal information is any information that can be linked back to your identity. This includes physical traits, your full name, or a picture of you.



Don't "friend" or follow strangers- this ensures that only people you know and trust have access to your personal information



QUICK TIPS

Before putting any information online, ask yourself- who am I sharing it with?

Don't post personal information on public sites (Reddit, Instagram, Twitter) and make sure you only discuss personal things online with people you know and trust (a friend from school, not a "friend" on Discord).

It's best to keep information about yourself, your family, school and more off of the internet.



PHOTOGRAPHY

Posting photos of yourself, your family, vacations, and more can be a fun way to share your life with people online. But, it's important to make sure the photos are shared with trusted individuals, and are appropriate to post.



Remember! Photos only capture one moment and can be edited. The images you see online may not tell the whole story or show what someone actually looks like.



TIPS WHEN POSTING PHOTOS

- **Turn off geotagging features-** geotagging attaches geographic coordinates to media (photos, videos, etc.) based on the location of a mobile device.
 - Internet-savvy individuals can track your location using photos posted on Instagram, Facebook, or Twitter.
- **ONLY** post photos that are appropriate- photos posted online are on the internet forever.



PROPERTY

Most media online (photos, videos, digital art, etc.) was created by someone, and belongs to someone. It's important to respect the property rights of others.



ONLINE RESOURCES

- [What Are Online Properties?](#)
- [The Four Factors of Fair Use](#)
- [Six Copyright Concepts Students Should Know](#)



TERMS TO KNOW

- **Copyright:** legal protection that creators have over the things they create
- **Fair use:** the ability to use copyrighted work without permission, but only in certain ways and in specific situations
- **Public domain:** creative work that's not copyrighted and free to use without permission
- **Sampling:** reworking a portion of a song or sound recording into a new composition



PERMISSIONS

When using online works, there are proper ways to get permission. Also, make sure to cite the works that you use.



Permission includes understanding copyright law regarding digital content. Internet users can also set "permissions" about who can view their work.



ONLINE PERMISSION

- Copyright Laws
- The Basics of Getting Permission
- User Permissions and Permission Levels

HOW TO CITE

- Purdue University Online Writing Lab
- Overview of Citation Styles
- Which Citation Style to Use
- How to Cite a Website



PROTECTION

When using your computer or phone, protect your devices from malware, viruses, and identity theft.

WAYS TO PROTECT YOUR COMPUTER



- [8 Ways to Protect Your Computer from Viruses](#)
- [Protect my PC](#)
- [Protect Your Computer from Viruses](#)



TERMS TO KNOW

- **Virus:** a piece of code that has a detrimental effect, such as corrupting a system or destroying data
- **Malware:** software that is specifically designed to disrupt, damage, or gain unauthorized access to a computer system
- **Identity theft:** when a criminal uses someone else's personal information to assume their identity or access their online accounts



PROFESSIONALISM

While the digital world may seem disconnected from day-to-day life, we should still use manners when posting online.



Make sure to use proper **netiquette** online. **Netiquette** refers to the correct or acceptable way of communicating on the internet. Treat people how you want to be treated, especially on the internet.



WHAT IS CYBERBULLYING?

- **Cyberbullying** is bullying that takes place over digital devices like cellphones, tablets, and computers
 - Includes sending, posting, or sharing negative, harmful, false, or mean content about someone else
 - This can occur on social media (Instagram, Twitter, TikTok) or through messaging apps/websites

HOW TO DEAL WITH CYBERBULLYING

- [Responding to Cyberbullying: 10 Tips for Teens](#)
- [Dealing with Online Drama](#)
- [Taking Action Against Cyberbullying](#)
- [Responding to Online Hate Speech](#)

KINDNESS



PERMANENCE

What you post online stays online forever in the form of your "digital footprint." Think about who you want to be, and how you want to be perceived online.



A **digital footprint** all of the information online about a person, either posted by that person or others, intentionally or unintentionally. It is essentially a trail of data you leave behind when using the internet.



TIPS FOR POSTING ONLINE

- Refrain from oversharing- sometimes talking about personal experiences, feelings or information can make you feel regretful afterwards.
- While you can make an anonymous or fake account, these kind of accounts can also be traced back to you.
 - Before making a second account, consider what you would use it for. Are you using it to be hurtful? Would you say the things you're posting to someone in person?
- Who Are You Online?
- The Power of Digital Footprints
- Social Media and Digital Footprints: Our Responsibilities