

# DIGITAL CITIZENSHIP

Grades 9-12



## DIGITAL CITIZENSHIP

### RESOURCES

Common Sense Media Grades 9-12

PBS Technological Literacy Grades 9-12

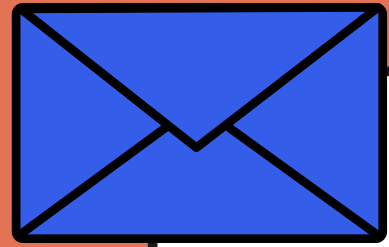
# WHAT IS DIGITAL CITIZENSHIP?

## DIGITAL CITIZENSHIP

The process of engaging in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.

## 9 ELEMENTS

- Digital Etiquette
- Digital Access
- Digital Law
- Digital Literacy
- Digital Communication
- Digital Commerce
- Digital Rights & Responsibilities
- Digital Security
- Digital Health & Wellness



# DIGITAL ETIQUETTE



This is also called "netiquette," which mandates that you do your best to act within the laws of society and cyberspace.

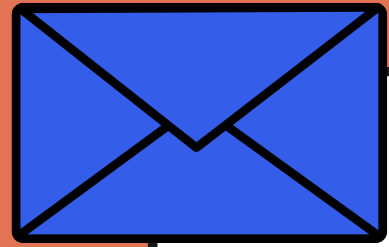
## ONLINE RESOURCES

Netsmartz Workshop  
Email Etiquette Tips & Workshops  
We Are Civil Communicators

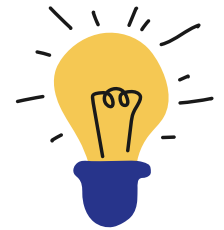


## NETIQUETTE RULES

1. Remember the human - treat others as you would want to be treated yourself
  - Would you say that to someone's face?
2. Adhere to the same standards of behavior online as you would in real life.
3. Know where you are in cyberspace.
  - Keep secrets to yourself.
  - Be sure that what you post is general knowledge.
  - Consider who your audience is!
4. Respect other people's time.
5. Make yourself look good online.
  - Know what you are talking about and make sense.
  - Proofread your texts, posts, comments, and e-mails for content, grammar, and spelling.
6. Share expert knowledge.
7. Help keep flame wars (series of angry letters) under control.
  - Refrain from leaving rude or inappropriate comments.
8. Respect other people's privacy.
9. Don't abuse your power.
10. Be forgiving of other people's mistakes.



# DIGITAL ACCESS



This identifies who has access to technology and who does not. Having access to technology gives access to educational resources, as well as fast-paced communication.



Not everyone has access to technology, and for some, digital access can be life-changing. Digital access allows us to connect with the rest of the world, supplying us with potentially transformative information about science, health, and job opportunities.

## ONLINE RESOURCES

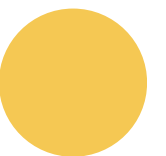
What Is Digital Access and Why Is It Important?

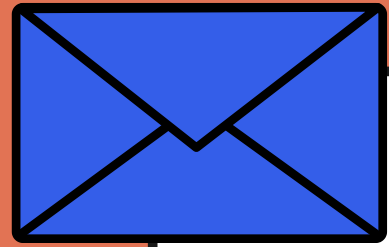


## KEY TAKEAWAYS

Not everyone has equitable access to technology

So much of the world is now online (directions, businesses, universities), so making the digital world more accessible is highly necessary





# DIGITAL LAW



While the internet is full of possibilities, there are still rules and regulations to follow. Digital law defines the electronic responsibility for actions and deeds.

## ONLINE RESOURCES

What is Digital Law?

The Consequences of Online Hate Speech

## KEY TAKEAWAYS

1. Conviction of illegal or unethical online behaviors can result in:
  - a. criminal and/or civil punishments
  - b. monetary damages to be paid to copyright owner
2. If it's not yours, ask permission before you use it.

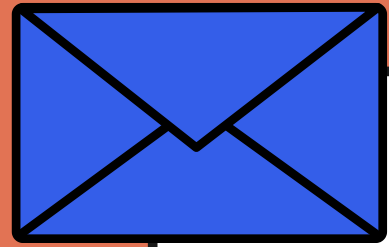
## HOW TO FOLLOW DIGITAL LAW

1. Respect Property and Ownership - respect for all information received and to give credit where credit is due.
2. Copyright / Fair Use - understand the difference between the two
3. Respecting Identity - of yourself and others
4. Identity theft: intentional use of someone else's online identity.  
Widespread problem across the globe

## COPYRIGHT AND FAIR USE

1. Copyright - protects author of original piece of work
  - a. When in doubt, ask permission
2. Fair Use - limited basis to copy a portion of work without getting permission.





# DIGITAL LITERACY



An individual's ability to find, evaluate, and communicate information by utilizing typing or digital media platforms. In an increasingly digital world, it is important to use technology effectively and safely.

## ONLINE RESOURCES

Digital Literacy  
Hoaxes and Fakes



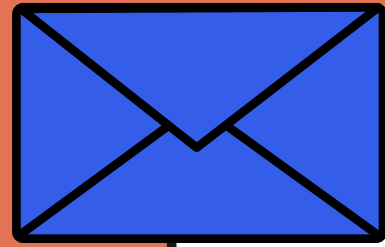
## ESSENTIAL DIGITAL SKILLS

1. Social Media Safety - never reveal personal details, and avoid posting public photos with identifiable landmarks or other information
2. Performing In-Depth Research - In an era where misinformation is presented as credible, teens need to know how to find and critique credible sources.
3. Managing Finances - Most expenses are handled online, and many businesses have online stores. Knowing how to maintain a budget, spend wisely online, and track bills online are important for teens and new college students.
4. Career Planning - The majority of job postings are online, and many jobs look for employees who are well-versed in digital literacy.

## ESSENTIAL SKILLS FOR STUDENTS

- |                             |                           |
|-----------------------------|---------------------------|
| 1. Coding                   | 5. Screencasting          |
| 2. Collaboration            | 6. Personal Archiving     |
| 3. Cloud Software           | 7. Information Evaluation |
| 4. Word Processing Software | 8. Social Media Skills    |





# DIGITAL COMMUNICATION



This is the electronic exchange of ideas and collaborative creation of information. This includes all social media sites and online chat tools. While this provides increased access to communication, it also presents unique challenges.

## ONLINE RESOURCES

Chatting and Red Flags  
Rewarding Relationships

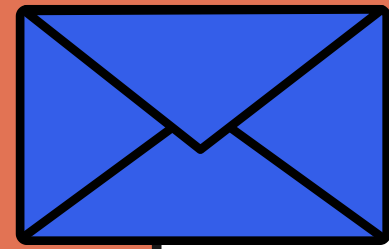
Connecting with Digital Audiences  
Online Disinhibition and Cyberbullying  
What You Send in "That Moment When..."

**!TAKE NOTE!**

Be mindful of what you post. Once it is online, it **stays** in the cyberworld.

## CYBERBULLYING

- This is bullying that takes place online through social media, chat rooms, messaging platforms, and gaming systems. This includes:
  - spreading lies about or posting embarrassing photos or videos of someone on social media
  - sending hurtful, abusive or threatening messages, images or videos via messaging platforms
  - impersonating someone and sending mean messages to others on their behalf or through fake accounts.
- Digital communication provides users with anonymity, which often leads people to be less thoughtful about how their actions hurt others.
- Children who are bullied have an increased risk of developing loss of motivation, depression, anxiety disorders, physical health problems, and behavior/emotional problems when they become older.



# DIGITAL COMMERCE



Electronic buying and selling of goods and services (including digital goods and services). Focuses on the tools and safeguards in place to assist those buying, selling, banking, or using money in any way in the digital space.

## KEY TAKEAWAYS

Watch out for scams

&

Be careful when putting  
personal information  
anywhere online!



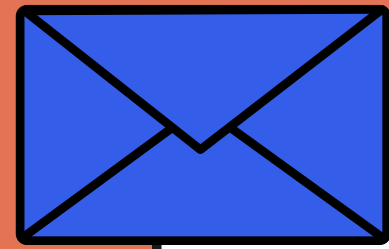
## WHEN BUYING OR SELLING ONLINE, YOU SHOULD KNOW/UNDERSTAND:

1. Website Reliability
2. Fraud and Identity Theft
3. Secure Sites
4. Use of public computers and Wi-Fi
5. Money management skills
6. Consumer Skills
7. Leveraging social media

## PIRACY & PHISHING

1. Piracy - Music theft
  - a. downloading unauthorized versions of copyrighted music from a file-sharing service
  - b. illegally copying music using stream-ripping software or mobile apps
2. Phishing - emails and/or text messages where scammers attempt to trick you into giving them your personal information.
  - a. may look like they're from a company you know or trust.
  - b. often tell a story or trick you into clicking on a link or opening an attachment.





# DIGITAL RIGHTS & RESPONSIBILITIES ●●●



These are the freedoms and requirements applied to everyone in the digital space.

Being able to access the internet is a great opportunity. Make sure you're using the internet responsibly.

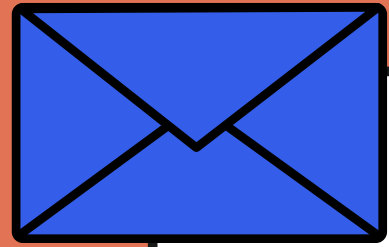
## DIGITAL RIGHTS

- Right to access and use computers and/or other electronic devices
- Right to access and use digital content
- Right to create and share digital media
- Right to privacy in digital communities
- Right to express your ideas and opinions freely
- Right to report anyone or anything that seems inappropriate

## DIGITAL RESPONSIBILITIES

- Use appropriate language and behavior when interacting with others (i.e. no cyberbullying)
- Respect the opinions and ideas of others
- Obey all intellectual property laws
- Do not use or share others' work without permission
- Follow rules and/or codes of conduct for every Internet site
- Responsibility to report cyberbullying, threats, and inappropriate use of digital resources





# DIGITAL SECURITY



These are electronic precautions to guarantee safety. This involves using strong passwords for websites with important information, not sharing your passwords with others, and not sharing personal information online.

## ONLINE RESOURCES

Protecting Your Information

Debating the Privacy Line

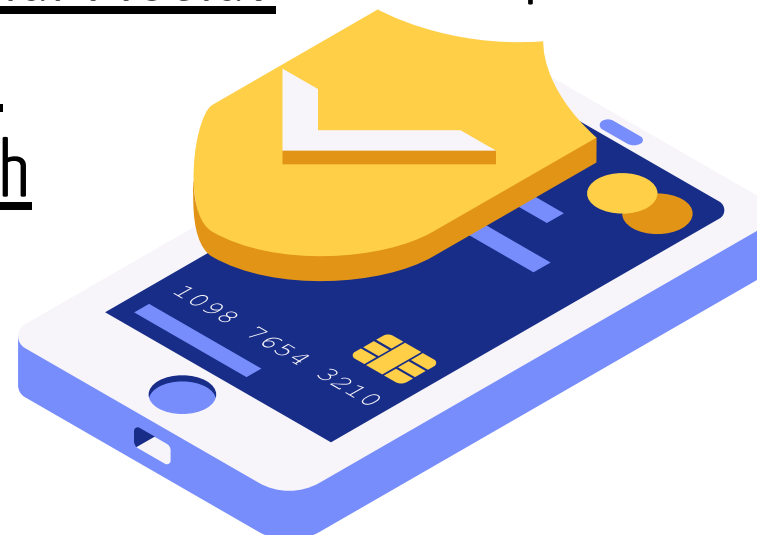
How Young is Too Young for Social Media?

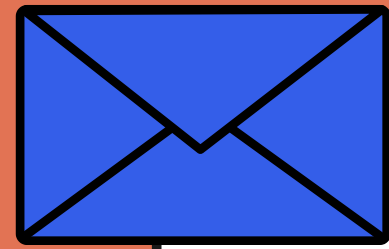
The Big Data Dilemma

Risk Check for New Tech

## !TIPS!

- Ensure your passwords are strong (include letters, numbers, symbols) and do not use the same password for every account.
- Install antivirus software on your computer
- Always review privacy policies to see who is actually getting your information. Some websites collect your information and share it with others.
- Don't talk to strangers on the internet, and don't reveal personal information to anyone online.





# DIGITAL HEALTH & WELLNESS



This refers to your physical and psychological well-being in a digital world. In order to live with technology in a positive way, a balance must be found between the real and the online world.

## ONLINE RESOURCES

Social Media and How You Feel  
Can Media be Addictive?  
The Health Effects of Screen Time  
My Digital Life is Like...



## !NOTE!

You can become addicted to social media and the internet. If you begin neglecting in-person relationships and ignoring responsibilities, you could be addicted to social media.

## !TIPS!

1. Take frequent breaks from your phone or computer
2. Balance time online and offline
3. Proper computer placement, correct typing and sitting positions, and well designed furniture will help prevent injuries related to computer use.

## TECHNOLOGY OVERUSE CAN CAUSE

1. Eye strain
2. Stress on joints, tendons, and muscles in your hands, elbows, wrists and neck
3. Psychological health issues, such as depression, anxiety, mood swings, headaches, etc.
4. Procrastination