

# Dungog High School Digital Citizenship Document



## **Dungog High School Digital Citizenship Document**

The internet and other technology tools are essential contemporary learning aides that are integral to successfully achieving the learning outcomes and enriching educational and leisure experiences. We have a number of modes by which we can access technology tools and the internet at Dungog High School, and these aides are a privilege to use. Our discussions and practices around digital citizenship is applicable to all areas of our education, and by signing this contract, you are agreeing to follow all the rules that apply to technology at Dungog High School.

## Responsible use

- Be aware of your digital footprint. Everywhere you go online can be traced.
- Piracy is illegal. Make sure you understand Fair Use and use Creative Commons.
- Save your work in the cloud where possible. Otherwise, save your work and log off at the end of lessons, but do NOT shut down the computer.
- Only use school devices and your own device to search for and / or download sites and materials that are appropriate.
- Devices are to be used when your teacher asks you to.
- The department's Wi-Fi is to be used for learning.
- Never attach a school device to your personal mobile device.
- Any damage that occurs to a school device or piece of equipment caused by you will result in your parents / caregivers being charged for a replacement cost.



## Respect

- Work quietly and follow class rules. You are working in a shared learning environment.
- Plug laptops into chargers when you have finished using them.
- Do not alter, destroy or criticize anyone else's work online.
- Leave all areas clean and tidy.
- Report any issue immediately to your teacher or the library staff so it can be resolved promptly.



## Privacy

- Keep your personal details private.
- Do not share your password with anyone else.
- When creating a password, make it complex. Include capital letters, numerals and other symbols.
- Do not ever let anyone else use your account.



## Cyberbullying

- Report cyberbullying to an adult immediately. Remember: A bully should not judge. They are not perfect either.
- Think before being critical. If you have nothing positive to contribute, do not say anything. You cannot imagine the impact your words may have on others.
- If you know someone is being cyberbullied, support them by reporting it. Over half of adolescent mental health issues are linked to some form of cyberbullying. Be kind.



## Permissions, Intellectual Property and Copyright

- Plagiarism is not right. Make sure all work is your own work.
- If you wish to include someone else's work to strengthen your own work, you must credit their work.
- Get permission before digitally publishing the work of others (including text, images, animations) and state the name of the creator or author of the resource.
- Anything you would like to have published on the internet or intranet requires approval from your school principal and appropriate copyright clearance needs to be obtained.



## Fair Use and Creative Commons

- You may use other people’s work if it is for ‘research and study’ purposes, ‘criticism and review’, ‘satire and parody’ and ‘reporting the news’ (ACC). However, you can only copy amounts of others’ work that is considered “fair” (10 % of the number of pages or one chapter). Your teacher librarian is one of the best people to help you judge what is considered “fair”. Always attribute the author where possible.
- Request permission from the copyright owners if you would like to use their work. You can only use it once a license (permission) has been given.
- Check to see if the copyright owner has given permission for their work to be used for free. Sometimes the creator has licensed the work under a Creative Commons license. This means it is fine to use their material.
- Try to use Creative Commons material where possible so you can modify, remix, adapt and redistribute the work without limitation.



## Caring for Equipment

- Do not move any equipment, including cables.
- Plug laptops back into chargers when you have finished using them.
- If you notice any damage, tell you teacher or the library staff immediately.



## Software Usage

- Only install programs your teacher tells you to.
- Only use software under your teacher's direction.
- Never disable anti-virus settings that protect our software.
- Games on USBs cannot be brought to school. They will not be allowed during class time or in breaks.



## Digital Reputation

- There is no digital delete button. Once you have shared, it's out there. Forever. Think before you share.
- Beware of digital over share. There is such a thing as too much information.
- You have a digital reputation to consider. How do you want others to think of you online?
- Do a resiliency check. Everything you say and do online is judged by others. Can you handle this?
- **T.H.I.N.K** before you post. Is it **T**True? Is it **H**Helpful? Is it **I**Inclusive? Is it **N**Necessary? Is it **K**Kind?
- Stand up for yourself. Report unacceptable behaviours to an adult immediately.



Remember, you are accountable for all your actions while using the internet and online learning tools. You are responsible for any breaches of this contract and breaking any of the above rules will result in consequences.





## Images

<https://techdialogue.wordpress.com/2012/10/17/parents-educators-must-teach-digital-citizenship/>

<https://www.kissclipart.com/media-and-information-literacy-clipart-social-medi-5fo2vc/>

[https://www.123rf.com/photo\\_113468292\\_conceptual-hand-writing-showing-treat-everyone-with-respect-business-photo-text-be-respectful-to-oth.html](https://www.123rf.com/photo_113468292_conceptual-hand-writing-showing-treat-everyone-with-respect-business-photo-text-be-respectful-to-oth.html)

<https://www.rug.nl/rechten/onderzoek/expertisecentra/step-research-group/?lang=en>

<https://www.rappler.com/life-and-style/technology/136-viral/40387-cyber-bullying-normal-social-media>

<https://designlab.net.au/copyright-a-logo/>

<https://digiwonk.gadgethacks.com/how-to/your-guide-finding-free-creative-commons-images-and-other-media-online-0138907/>

<https://mankatotechs.com/2017/06/23/mcr-premier-computer-care-2/>

<https://itscurrie.com/understanding-philosophy-behind-software/>

<http://thegrandmalogbook.blogspot.com/2016/10/digital-reputation-limits-in-internet.html>

<https://kingjed508.weebly.com/digital-citizenship.html>



## **Dungog High School Digital Citizenship and Technology Contract**

As a student of Dungog High School, I \_\_\_\_\_  
of class \_\_\_\_\_ understand and agree to follow the rules set out in  
the Dungog High School Digital Citizenship Policy. I realise my access to  
the internet and other technology tools is a privilege granted to me upon  
abiding by the school's expectations when using these learning aides.

I am aware that mobile phones and other electronic devices must not be  
used in the classroom.

Signed: \_\_\_\_\_  
\_\_\_\_\_

Date: