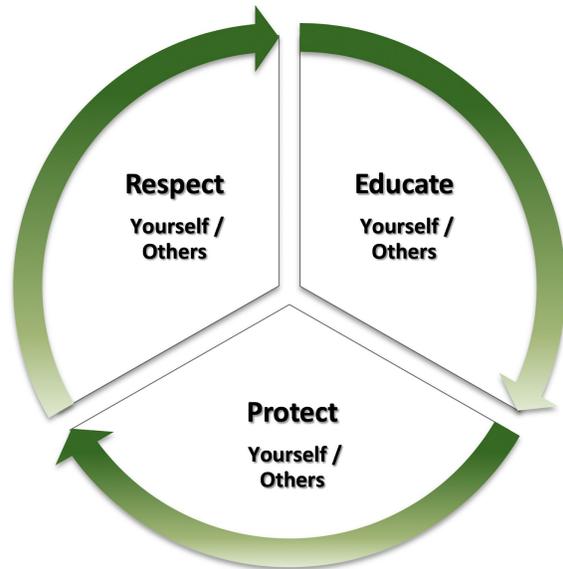




# Responsible Digital Citizenship Policy

## Elementary



Digital citizenship aims for respectful, informed and responsible use of technology systems. The vision of International College is to empower learners of today to be global citizen leaders of tomorrow. The College views digital citizenship as a shared responsibility between students, parents, and the College.

### **As a student, I agree that:**

- I will never give out private information, such as my last name, my address, my password, my telephone number, or my parents' work addresses or telephone numbers on the Internet.
- I will never give out the address or telephone number of my school on the Internet without first asking an IC staff member's permission.
- I understand which sites I can visit and which ones are off-limits.
- I will tell an IC staff member or any of my parents/guardian right away if something comes up on the screen that makes me feel uncomfortable or that I know is wrong.
- I will never agree to meet in person with anyone I meet online.
- I will never email a person or post any pictures of myself or my classmates without the permission of the IC staff member or any of my parents/guardian
- I will immediately tell an IC staff member or one of my parents/guardians if I get an inappropriate electronic (Facebook/WhatsApp/etc...) message from anyone.

- I will remember that going online on the Internet is like going out in public, so all the safety rules I already know apply here as well.
- I will never download from unknown or unauthorized sources or websites I don't trust (ie pictures, freeware, shareware, or tests).
- I know that plagiarism is considered cheating and pirating music, movies, and games is stealing. I will site all my sources.
- I will never open email attachments from an unknown person or company; nor respond to spam or junk mail.
- I will not lie about my age to join any website. I understand that the rules are designed to help keep me safe.
- I will be a responsible citizen and will not do anything that hurts others (swearing, insulting, making fun of someone).
- I will never support others in online bullying, and I will immediately tell an IC staff member or any of my parents/guardian of such wrong behavior.
- I know the Internet is a useful tool, and I will always use it responsibly.

I will follow these same rules when I am at home, in school, at the library, or at a friend's house. I know there are consequences for not following these rules (i.e. loss of technology privileges).

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*Student signs here*

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*Parent/Guardian signs here*

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*Teacher/Advisor signs here*

Date: \_\_\_\_\_

**References:**

- Calgary Board of Education *Digital Citizenship*
- International College Acceptable Use Policy
- Mike Ribble's Nine Elements of Digital Citizenship

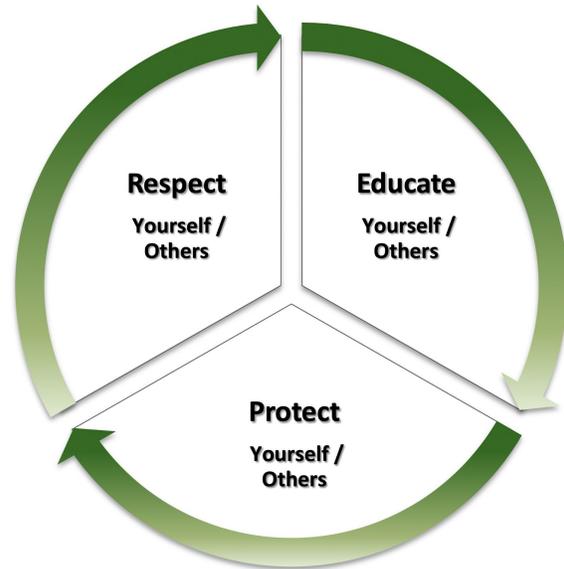
Last updated: February 2020





# Responsible Digital Citizenship Policy

## Middle & Secondary



Digital citizenship aims for respectful, informed and responsible use of technology systems. The vision of International College is to empower learners of today to be global citizen leaders of tomorrow. The College views digital citizenship as a shared responsibility between students, parents and the College.

### As a student, I agree that:

- I will always use strong passwords and change them regularly. Strong passwords contain numbers, capital and small letters and/or symbols. I will not share passwords with anyone – even best friends – other than parent(s).
- I will log in using only my own username and password, and I will never interfere with network security, the data of another user or try to log into the network with a username or password of another student.
- I will immediately show parents or a responsible adult any text messages or other contacts from strangers.
- I will treat digital harassment as unacceptable at any time, and I will consult a trusted adult to work out a solution together or get help when someone is mean, insulting, or obscene online or who makes me or others feel uncomfortable.
- I will be a good online citizen and not do anything that hurts others, defames the school or any member of the school community, or is against the law.
- I will not fight, swear, or gossip in email, instant messages, or social media, and I will report online behavior that is wrong (dangerous), inappropriate or criminal in nature, and I will not respond to inflammatory, obscene or insulting messages. In case of accidental access of inappropriate material, I will:
  - Not show others

- o Shut down, close or minimize the window
- o Report the incident immediately to the IC staff member or any of my parents/guardian.
- I will not give out personal identifying information such as name, address, date of birth, school name, and/or phone number on a website or to people I meet online.
- I will never download pictures, freeware, shareware, tests, or files from unknown or unauthorized sources or websites.
- I consider plagiarism cheating.
- I consider downloading illegal music, movies, and games stealing.
- I will never open email attachments from an unknown person or company; nor respond to spam, junk mail, or emails asking for my password. I will not follow unknown links to websites through email or click on pop-ups.
- I will never send my password or credit card number in email messages, instant messaging, or social media platforms.

**Agreement:** In light of the above policy, I commit to developing a plan with my parents(s) around technology use at home (time, location, turning off my phone or leaving it in the kitchen at bedtime, online purchasing, etc.). This digital citizenship plan is for my well-being and safety.

**Consequences:** I acknowledge that there are serious consequences for not following these rules. Those consequences may include losing the privilege to use my phone, other mobile platforms or computers at home and at school, suspension or expulsion from school and the risk of legal consequences.

I have read and understood the above policy on the use of digital technologies, computers, mobile devices, personal phone, etc. – whether at home or at school. I will abide by these agreements to be a safe, responsible and ethical user at all times.

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*Student signs here*

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*Parent/Guardian signs here*

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*Teacher/Advisor signs here*

**References:**

- Calgary Board of Education *Digital Citizenship*
- International College Acceptable Use Policy
- Mike Ribble's Nine Elements of Digital Citizenship

Date: \_\_\_\_\_

Last updated: February 2020