



Welcome to Digital Citizenship

Becoming a Savvy and Responsible
Digital Citizen



Overview

Digital Communication

Digital communication refers to the exchange of information through electronic devices. This includes social media, messaging, and netiquette.

Online Safety and Privacy

Online safety and privacy are important considerations when using digital devices. This includes cyberbullying, identity theft, and how to protect personal information online.

Responsible Online Behavior

Responsible online behavior includes understanding copyright and fair use, and how to maintain a positive online reputation.

The Bear Creek School Acceptable Use Policy

Acceptable use policy and expectations for computers and AI.





Digital Communication

Social Media

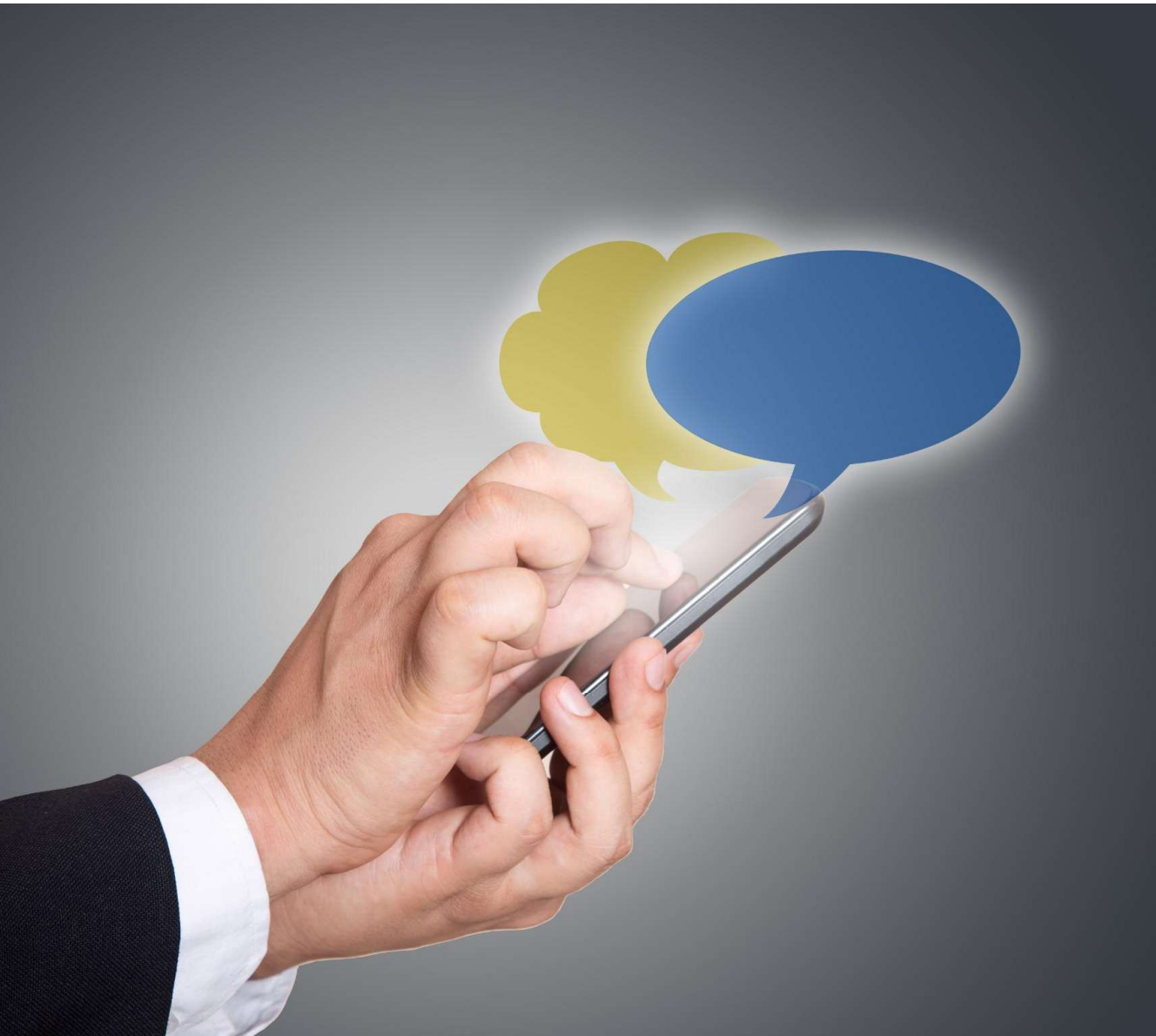
Social media is a popular way to communicate digitally. Platforms like YouTube, TikTok, Snapchat, and Instagram allow users to share information and connect with others online.

Messaging Apps

Messaging apps like WhatsApp, WeChat, Discord, and Signal are also common ways to communicate digitally. At school, we use Teams Chat. These apps allow users to send text, voice, and video messages to each other instantly.

Netiquette

Netiquette refers to the rules of behavior online. It includes things like being respectful of others, avoiding offensive language and not sharing personal information.



Social Media and Messaging

Social media and messaging apps can be great tools for staying connected with friends and family. However, it's important to use them responsibly and think before you post or message someone. This includes messaging through Teams chats with teachers and friends.

Share with Care

Make social network pages private



Look in **Settings**, **Options**, or **Preferences** for ways to manage your privacy: who can see your profile or photos tagged with your name, how people can search for you, who can make comments, and how to block people.



Some sites let you create separate friend lists—for family, your sports team or school club, your closest friends, and so on—so you can manage what you share with each group.



From time to time, review your settings because these sites change what you can control (particularly in response to public pressure).



Share with Care

Keep personal info to yourself

No matter how private you make your pages, remember that whoever has access (your friends) can still forward what you post. You still need to use good judgment.

- Keep to yourself sensitive details that could be used to impersonate you, defraud you, or find you in person—your home address, phone and account numbers, age or birth date, even photos. This also means creating profile pages on socials sites or in games that don't show such details.
- Don't post anything you'd ordinarily say only to a close friend, including feelings. Whether you're happy, sad, angry, or have money worries, confiding broadly could increase your risk of being targeted for scams.
- If you use check-in service, pay attention to where and when you check in. Think about who will know where you are—a teacher, your parents? Will it harm your reputation?





Question



Netiquette

Netiquette is a set of rules for polite online behavior. It includes being respectful of others, avoiding offensive language and not sharing personal information.

Messaging Teachers and Adults

- Emailing or messaging teachers or other adults is different from communicating with friends, so keep your tone polite and professional.
- Open with a respectful greeting, such as "Good morning, Mr. Smith," and close by signing off with a thank you and your name.
- Use complete sentences with correct grammar, spelling, and punctuation instead of slang and abbreviations.



Keep It Positive!

- Positive digital communication involves using online tools to promote respect and kindness.
- Anyone can practice positive digital communication by complimenting a friend's post or sharing uplifting messages.
- By spreading positivity online, we can create a kinder and more supportive digital community.



Why Keep It Positive?

- Negative comments can hurt the recipient's feelings
- Cyberbullying can lead to depression and anxiety
- Posting inappropriate content can damage your reputation
- Spreading rumors can harm someone's reputation and emotional well-being





Question



Online Safety and Privacy

Cyberbullying

Cyberbullying is bullying that takes place online. Whether an exchange happens on a screen or in person, the way people deserve to be treated does not change. It is important to be aware of the signs of cyberbullying and to take steps to prevent and report it when it occurs.

Identity Theft

Identity theft is a crime that can have serious financial and personal consequences. It is important to be aware of the ways in which identity theft can occur and to take steps to protect your personal information online.

Cyberbullying



What is Cyberbullying?

Cyberbullying is bullying that involves the use of electronic devices or communication technologies such as social media, text messages, or forums to harass, intimidate, or embarrass someone.

How to Recognize Cyberbullying?

Cyberbullying can take many forms, including unwanted messages, threats, rumors, or embarrassing photos or videos. It is important to recognize the signs of cyberbullying and take action to stop it.

How to Prevent and Respond to Cyberbullying?

It's important to take steps to prevent cyberbullying by setting privacy settings, monitoring online activity, and teaching safe online behavior. If you or someone you know is being cyberbullied, it's important to speak up and report it to a trusted adult or authority.

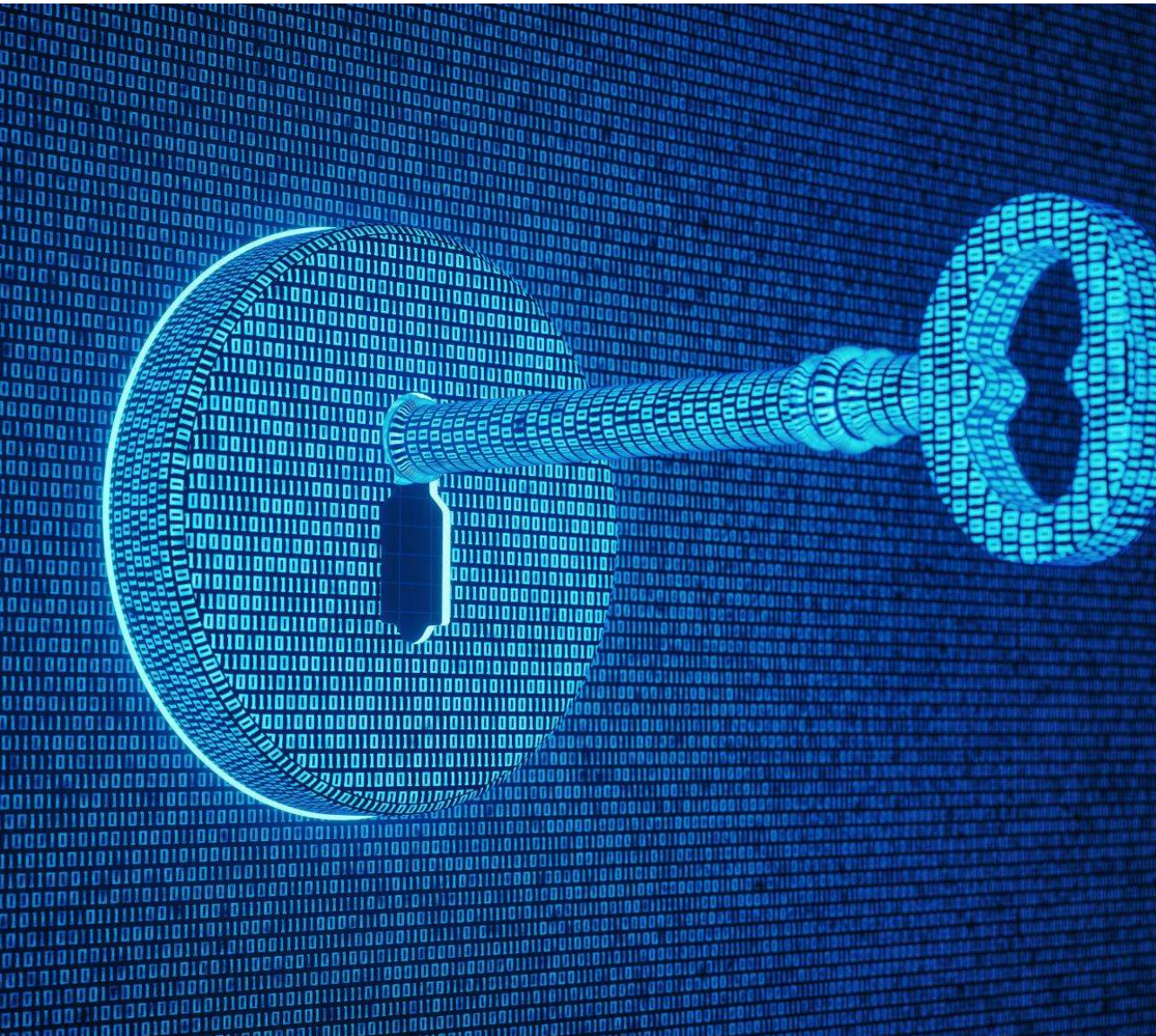
Be a Good Friend...

Don't share online personal details of others without their permission. You should ask permission before posting photos or videos.





Question



Identity Theft

Identity theft occurs when someone steals your personal information and uses it to commit fraud or other illegal activities. To protect yourself, be careful who you share your personal information with online and use secure websites to make online transactions.

Preventing Identity Theft

- Create strong passwords.
- Change your password if you think you clicked on anything suspicious, or if something compromising has happened to your account.
- Use a password manager
- Avoid phishing scams by not clicking on suspicious links
- Don't click on any link in an email you weren't expecting to receive



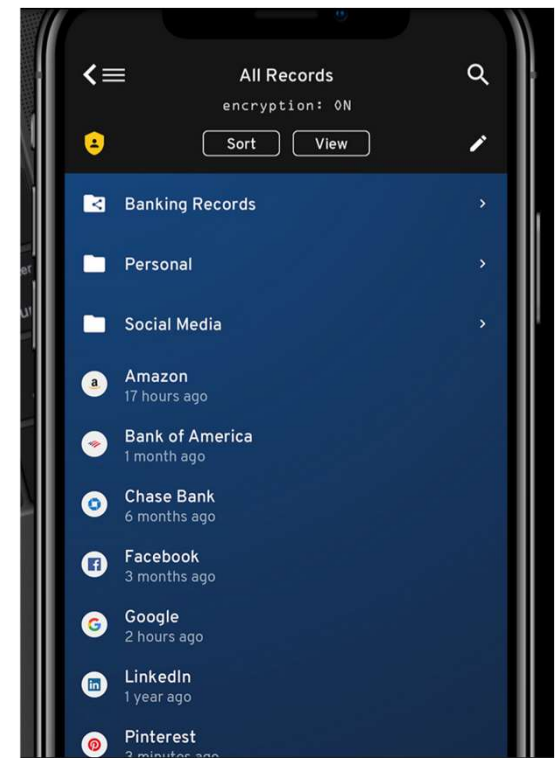
Use Strong Passwords and Keep Them Secret

- According to our IT department, strong passwords are at least 8 characters long with at least 3 of the 4 following features: use a combination of upper-case letters, lower-case letters, numbers, or special characters
- Long, but easy for you to remember and hard for others to guess: **Use a PASS PHRASE!**
 - This example works great because it begins with upper case, has lower case letters, and the spaces count as special characters: **Milo likes to play football**
- Use different passwords for different accounts
- Use a password manager
- Turn on two-step verification when available
- NEVER share your password with ANYONE, not even a best friend
- NEVER email, text, or put a password in a chat



How Do I Remember All My Passwords?

- Use a password manager. Alternatively, use your notes app and make sure to lock the app.
- Ask your parents if they use a password manager and could help you set one up for yourself.
- Bear Creek does not recommend any one solution, however, here are some examples:
 - LastPass: <https://lastpass.com/>
 - Keeper: <https://keepersecurity.com/>
 - Dashlane: <https://dashlane.com/>
 - Bitwarden: <https://bitwarden.com/>



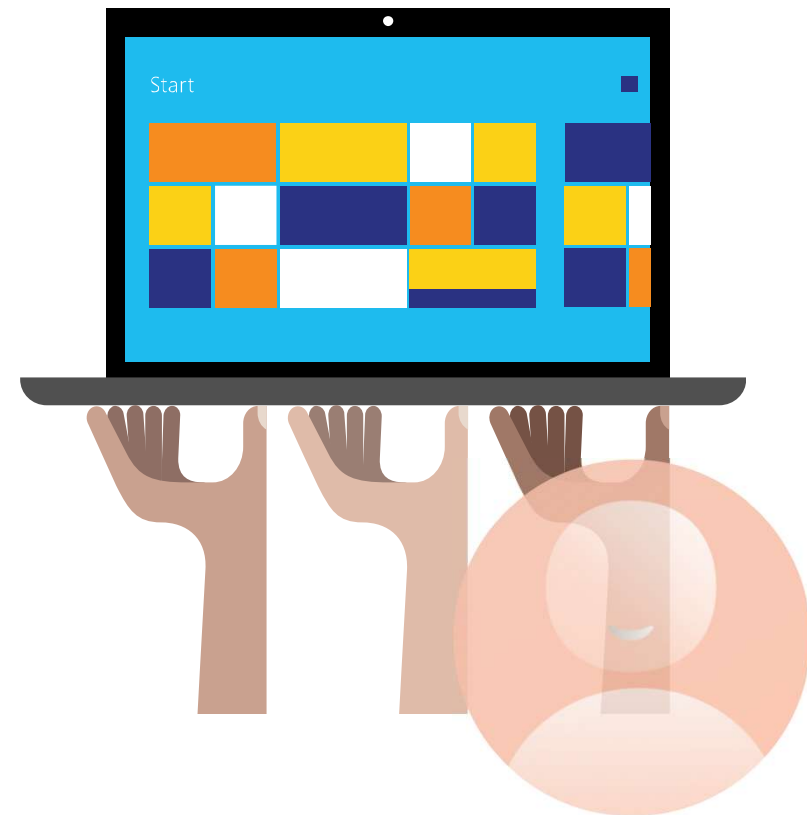


Question

Treat Your Online Safety Like Any Other Valuable

Your computer has valuables, too!

- Your parents' financial information
- Your personal information
 - Your age
 - Your address
 - Your pictures
- Your reputation
 - What people think of you



Phishing: Don't Be Tricked

Sometimes emails that look genuine aren't

Treat all requests for personal information with caution

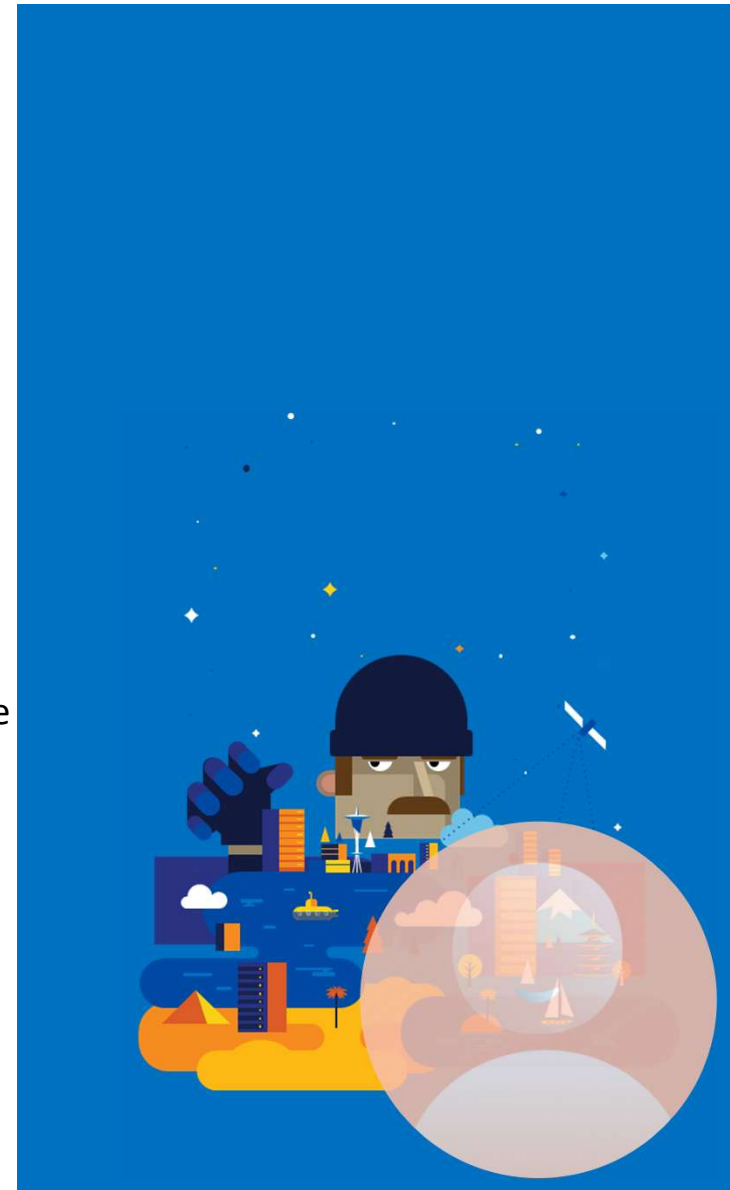
Friends' emails can be hacked

Criminals can build fake websites

Email messages that arrive unexpectedly or whose purpose is unclear can be ignored

Never open an unexpected download or email attachment; almost any file can be harmful once run

Never share your password in response to an email or phone request





Question

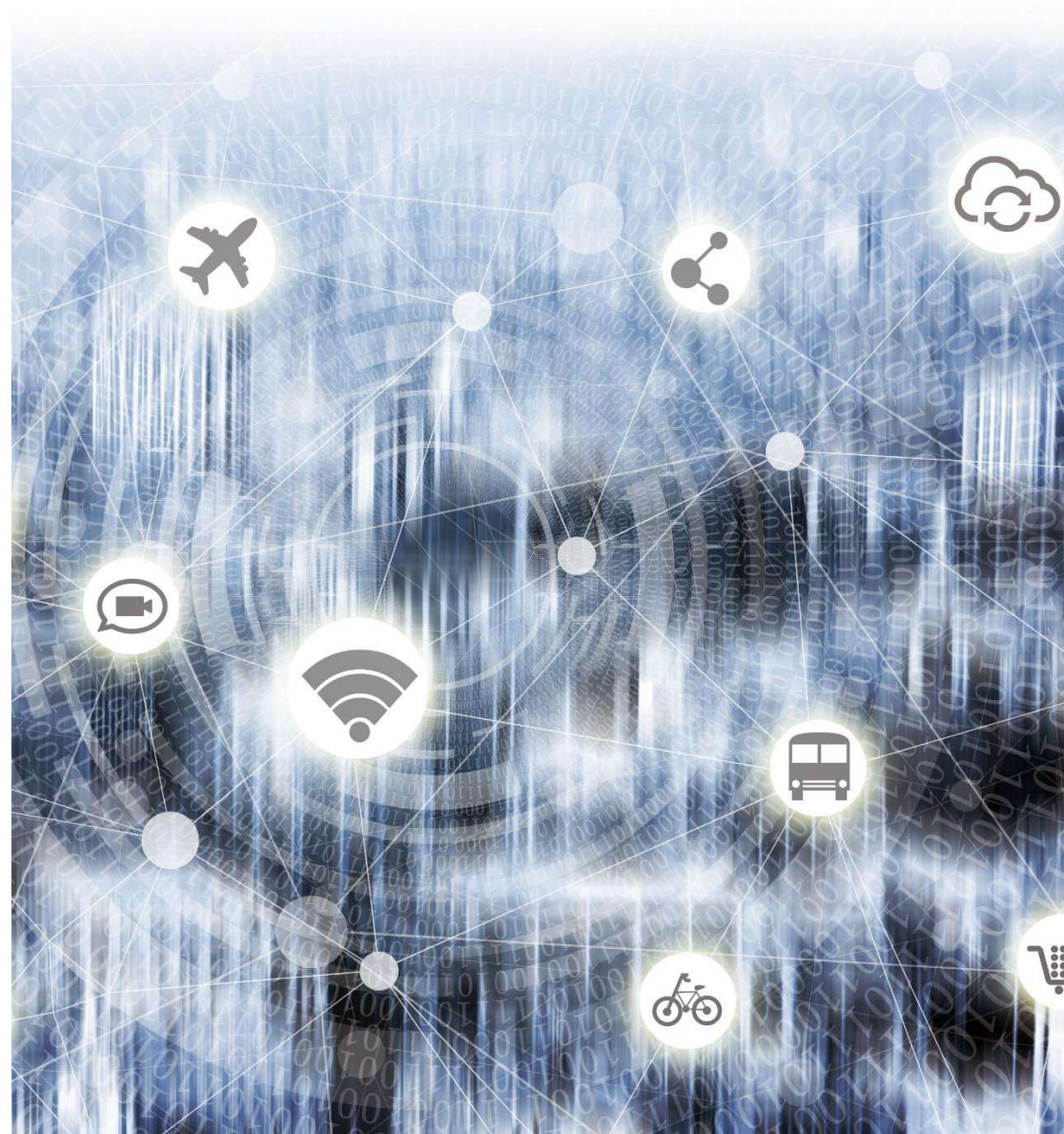
Responsible Online Behavior

Copyright and Fair Use

Copyright and fair use are important concepts in responsible online behavior. It is crucial to respect the intellectual property of others and to know when and how to use copyrighted materials appropriately.

Online Reputation

Online reputation is essential in today's digital age. One must be aware of the impact of their online presence on their personal and professional life. It is crucial to maintain a positive online image by being mindful of what you share and how you interact online.





Copyright and Fair Use

Copyright Law

Copyright law protects original works of authorship, including literary, musical, and artistic works. It's important to understand the basics of copyright law when using other people's work online.

Fair Use

Fair use is a legal concept that allows the limited use of copyrighted material without the permission of the owner. It's important to understand the guidelines for fair use to avoid copyright infringement.



Question



Your Online Reputation and Digital Footprint

Your online reputation is the image people have of you based on your online activity. Everything you post contributes to shaping that image, and it's important to be mindful of what you share online.

Your digital footprint is **EVERYTHING** you share online.

What Is Your Digital Footprint?

Examples:

Comments on a blog

Pictures shared on Instagram or Snapchat

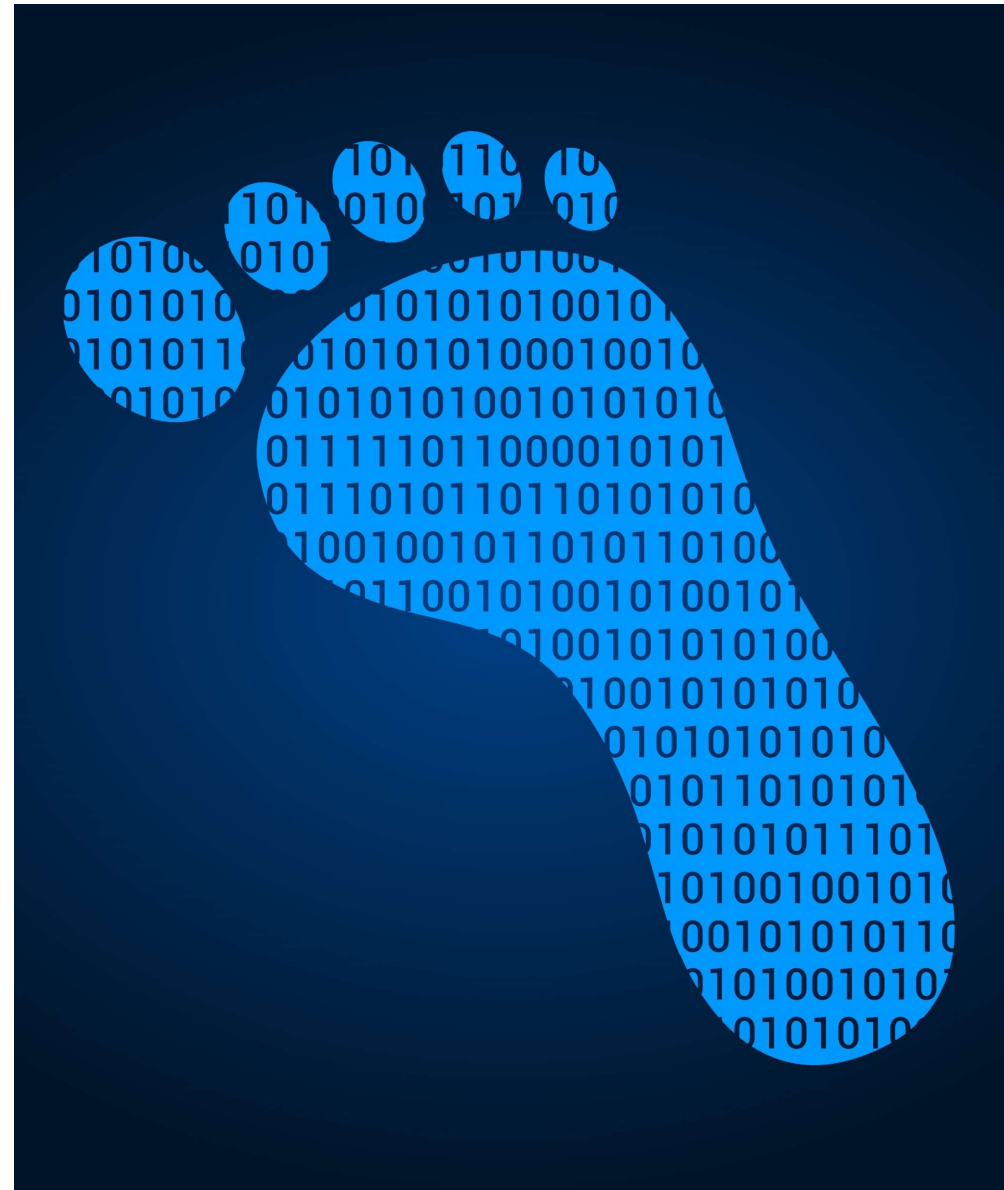
TikTok videos

Teams Chat at school

Email

YouTube videos you make and upload

Any information that can be seen by other people (some who you don't know) or tracked in a database.



What Builds a Positive Online Reputation?

Building a positive online reputation involves several key factors:

- **Valuable Content:** Share information that is useful, informative, and adds value to your audience.
- **Respectful Engagement:** Interact with others in a courteous and constructive manner.
- **Professionalism:** Maintain a professional demeanor in all online interactions.
- **Honesty and Transparency:** Be truthful and open in your communications.
- Additionally, protecting your privacy while respecting others', responding constructively to feedback, and establishing a strong personal or brand identity are also important. These practices contribute to a trustworthy and respected presence online.



Why Protect Your Online Reputation?

- 40% of college admissions officers visit applicants' social media pages
- 52% of employers view a future employee's social media presence
- Since so many people may come across your online presence, is your digital footprint worth reviewing?





Question

Staying in Control of Your Time and Attention



It's important to be in control of your time and attention when using digital devices.



You can achieve this by setting limits on your device usage.



Another way to stay in control is to prioritize your tasks and use productivity apps.



Tips for staying focused include turning off notifications and taking regular breaks.



Being in control allows you to use technology in a positive and productive way.





Question



Devices and School Policy

Caring for your laptop

Using the internet at school

Using AI Responsibly



School Issued Laptops

- The laptop we issue you is the device we expect you to use for all of your classwork.
- Our IT staff support and troubleshoot school-issued devices, so bring yours to the IT department if something goes wrong.
- If you choose to work on a personal device instead, we cannot guarantee that we can fix problems you run into.
- Every school-issued device is covered by a four-year warranty.

Caring for Your Laptop

- You are responsible for keeping your laptop in good condition.
- Carry it closed using two hands and never dangle it by the screen or stack heavy items on top.
- When not in use, keep your laptop in a padded sleeve. Charge it nightly and report damage right away.
- Your laptop is not indestructible, so never toss, drop, or slam it shut.



From the Bear Creek Family Handbook

Internet Access and Computer Use Policy

Students are expected to use digital devices for educational purposes that serve the mission of The Bear Creek School, using good judgment when working in areas not covered explicitly in the Family Handbook. All members of the Bear Creek community are expected to contribute positively to our digital environment and to uphold the mission and values of The Bear Creek School.

- Users may use the Internet to visit educationally relevant material
- All users are expected to uphold our code of conduct through all forms of communication, networking sites, discussion boards, texting, email communications, and Internet searching activities. Users may not visit, or attempt to visit, any site associated with pornographic materials.
- Students may only connect to the TBCS Guest Wireless Network.

This policy is included with Back-to-School Registration.



From the Bear Creek Family Handbook

Digital Citizenship and Care for School-Issued Devices

Upper School students will be issued Office 365 accounts and laptop devices.

These accounts are used for educational purposes that serve the mission of The Bear Creek School. All members of the Bear Creek community are expected to contribute positively to our digital environment and to uphold the mission and values of The Bear Creek School. Student safety is a primary concern for all of us.



From the Bear Creek Family Handbook

Digital Citizenship and Care for School-Issued Devices (continued)

The following behaviors apply to our codes of conduct articulated in this handbook whether students are working at home or school:

- Students agree to use these accounts only for school-related purposes.
- Students agree not to record images or video of Bear Creek teachers or class materials or share such items with those outside our school community.
- Using any accounts or digital device to engage in harassment, bullying, stealing intellectual work, storing inappropriate materials, distracting yourself or others in class, or breaking any other such rule will result in disciplinary action. This includes recording and/or taking screenshots of teachers or other students without their consent.
- Using these accounts or any digital device for non-academic purposes during class is not permitted unless your current instructor specifically permits it for a class-related activity.



From the Bear Creek Family Handbook

Digital Citizenship and Care for School-Issued Devices (continued)

Students should pay careful attention to the following:

- Keep your passwords secure.
- Do not use your device to access other people's accounts, computers, or folders, nor borrow computers or computer accessories without the express permission from the owner.
- Bring your fully charged device and pen to school daily.
- Protect your device with an attached protective cover.
- Label your charger and your pen so you can identify it as your own.
- Respect copyright law by only using licensed software, audio, and visual materials.
- Check your Bear Creek student email account daily.
- Respect the power of distraction that your digital devices hold and make a conscious effort to limit distractions.
- Respect the installed technology in each classroom, only mirroring your device to a screen when permitted and displaying the appropriate content for the activity at hand.
- Lock up your device when it is not in your possession.
- Keep track of your pen and other accessories.



Student Use of Generative AI: Principles

Here is what we expect when you use AI tools:

- AI should help you grow in humility, patience, wisdom, and teamwork, and not just help you finish your work faster.
- Your teachers will show you how to use AI responsibly and how to spot bias and unreliable information.
- Do not use AI to skip the hard parts of learning.
- Using AI to cheat or to spread bias breaks the Bear Creek School Code of Conduct.
- Always tell your teacher when you have used an AI tool.
- Ask before using AI on writing assignments; repeated misuse will result in escalating consequences.



I Agree...

to the Bear Creek School's policies regarding internet access, computer use, digital citizenship, artificial intelligence, and care for school issued devices.





THE
BEAR CREEK
SCHOOL

Congratulations!

You have completed the digital citizenship training and learned that digital citizenship is the responsible use of technology and the internet. It includes being respectful of others, protecting your personal information, and thinking before you post online. You have also agreed to abide by the Responsible Use Policies at Bear Creek.