

SEOUL FOREIGN SCHOOL'S DIGITAL CITIZENSHIP PRINCIPLES & PRACTICES

DIGITAL CITIZENSHIP is defined as:

An understanding of human, cultural, and societal issues related to technology that leads to a practice of legal and ethical behavior. (ISTE)

Seoul Foreign School is a community of learners who together share the responsibility of developing as digital citizens who **RESPECT, EDUCATE** and **PROTECT** themselves and one another in an ever-changing digital world by:

- Advocating and practicing safe, legal, and responsible use of information and technology.
- Exhibiting a positive attitude toward using technology that supports collaboration, learning, and productivity.
- Demonstrating personal responsibility for lifelong learning.
- Exhibiting leadership for digital citizenship.

9 ELEMENTS/ PRINCIPLES OF DIGITAL CITIZENSHIP (Respect Educate Protect)

Responsible digital citizens:

- **RESPECT** themselves and others by:
 - **Accessing** appropriate technologies and information that promote learning
 - Following appropriate **Etiquette** protocols
 - Abiding by the **law**.
- **EDUCATE** themselves and others by:
 - **Communicating** responsibly
 - Becoming **literate** i.e. knowing how to access and use information to show what they have learnt
 - Making safe and responsible **online** transactions
- **PROTECT** themselves and others by:
 - Practicing digital **rights & responsibility**
 - Applying knowledge and skills to keep **safe & secure**
 - Maintaining **health & wellness** in a technological age.

PRACTICES THAT PROMOTE DIGITAL CITIZENSHIP (REP)

Correlation to Elements of Digital Citizenship:

Digital Citizenship Elements &	Responsible Use Agreement Principles	Sample Practices
Respect themselves and others by:	1. Accessing appropriate technologies and information that promote learning 2. Following appropriate etiquette protocols 3. Abiding by the law .	Access: <ul style="list-style-type: none"> ● I will use my devices only at the times and places allowed or instructed. ● I will acknowledge that my parents and teachers have the right to monitor and control my use of technology, including making changes to the software installed. ● I will effectively manage my digital content including organizing and backing up my files using the school-provided data storage.

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Educate themselves and others by:

1. **Communicating** responsibly
2. Becoming **literate** i.e. knowing how to access and use information to show what they have learnt
3. Making effective **online** transactions

Etiquette:

- If I find a lost device, I will give it to a teacher or the office.
- I will show a positive online presence by using respectful language and practices.
- I will only access devices using my own login credentials.
- I will be conscious about resources I use and how they impact our environment.
- I will respect the school's internet filter and if necessary, request for a site to be unblocked rather than try to bypass the filter by means of proxies, hacking, etc.

Law:

- I will not download, display, transmit, or store any illegal or inappropriate material.
- I will adhere to copyright laws.
- I will adhere to applicable laws regarding service agreements (e.g. age for sign up).

Communication:

- I will be aware of the various forms of digital communication and the correct context in which to use them.
- I will use and model digital communication appropriately in learning and social environments. (THINK - Is it True, Helpful, Inspiring, Necessary, Kind?)

Literacy:

- I will learn how to effectively use the school's digital tools, databases, and virtual learning environments.
- I will respect the intellectual property of others by citing sources of information and images created by others.
- I will evaluate online/digital resources to determine the accuracy, viewpoint, and trustworthiness of content.

Commerce:

- I will be aware of the various ways to spend money digitally.
- I will buy or sell responsibly in digital environments.

Protect

1. Practicing **rights & responsibility**
2. Applying knowledge and skills to keep **safe & secure**
3. Maintaining **health & wellness** in a technological age.

Rights & Responsibilities

- I will keep my personal information and that of others private.
- I will use devices responsibly for personal purposes (such as gaming and social networking) as long as it remains appropriate to the school's expectations.
- I will treat all devices with care and respect.

Safety & Security

- I will protect my information from outside forces that might cause harm e.g. Facebook.
- I will safeguard my digital footprint realizing that it can be accessed by others.
- I will maintain my device including approved software updates.

Health & Wellness

- I will not participate in, or enable cyber-bullying and will report any cases I am aware of immediately.
- I will use proper ergonomics to avoid physical injuries.
- I will be aware of the dangers related to the use of digital technology.
- I will create balance between my real world and my digital world.

(n.d.). Retrieved February 10, 2015, from <https://www.iste.org/explore/articleDetail?articleid=101&category=ISTE-Connects-blog&article=Essential-elements-of-digital-citizenship>

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