



# Digital Citizenship Guide for Educators



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# Introduction

## Purpose of the Guide

In a post-pandemic age, the role of educators and their work with digital has gone beyond the approaches we saw 10 years ago, particularly around traditional teaching methods. A significant part of pastoral work with young people involves navigating the many issues they encounter in the online world. Therefore, the educator role now has a larger moral imperative to include guiding students in becoming responsible and informed digital citizens.

This guide aims to equip educators with the knowledge and tools necessary to foster digital citizenship among students. It provides practical strategies for integrating digital citizenship into the curriculum and addressing the challenges associated with the digital world.

## Importance of Digital Citizenship

Digital citizenship is essential – both for us as educators and adults, and equally for young people. It involves understanding how to use technology responsibly, ethically, and safely. As students navigate digital platforms, social media, and the internet, they encounter opportunities and risks in equal measure. Educators are crucial in helping students develop the skills and behaviors needed to interact positively and effectively in a digital world. By promoting digital citizenship, educators can help students:

- protect their online identity and personal information
- engage in respectful and ethical online behavior
- critically evaluate digital content and sources
- maintain a healthy balance between online and offline activities.

## How to Use This Guide

This guide is structured to provide a comprehensive overview of digital citizenship, with each section addressing a key aspect of responsible digital behavior. Educators are encouraged to use it as a resource for planning lessons, curricula, developing policy, and engaging with your broader school community.



# Section 1: Responsible Digital Citizenship

Modeling responsible digital citizenship is a crucial aspect of modern education, as it helps empower students to navigate the digital world safely, ethically, and responsibly. This section provides insights and practical strategies for teaching students how to manage their online identities, practice safe and ethical online behavior, respect intellectual property, and ensure digital privacy and security.

## 1.1 Responsible Digital Citizenship: What Does This Mean for Me?

As educators, embodying responsible digital citizenship involves managing your online identity, practicing safe and ethical behavior, respecting intellectual property, and ensuring digital privacy and security. Here's how to model these principles:

- **Managing Online Identity:** Regularly audit your online profiles by searching your name to see what information is publicly available. Adjust privacy settings on social media platforms like Facebook, X, and LinkedIn to control who can see your posts. Use professional profile pictures and update your bios to reflect your educational role.
- **Safe and Ethical Behavior:** Engage in respectful online interactions by thinking before you post and avoiding contentious debates. Use secure passwords and a password manager like LastPass or 1Password. Learn about cybersecurity through resources like the Cybersecurity and Infrastructure Security Agency (CISA) and participate in online courses from platforms like Coursera or Udemy.
- **Respecting Intellectual Property:** Always credit sources accurately in your materials by using citation tools. Familiarize yourself with copyright laws through resources from Creative Commons or the Copyright Alliance. Use Creative Commons resources to find legally shareable content.
- **Digital Privacy and Security:** Regularly update your passwords and use two-factor authentication on your accounts. Avoid sharing sensitive data online and be cautious of phishing scams by learning to recognize them.

By practicing these behaviors, you not only protect yourself but also set a powerful example for your students.

## 1.2 Managing Online Identity and Reputation

**Overview:** Now more than ever, an individual's online identity and reputation are critical components of their personal and professional lives. Understanding how to manage one's digital footprint and curate a positive online presence is essential for students. Educators play a vital role in guiding students to make informed decisions about their online actions.

### Key Points:

- **Digital Footprint:** Every action online, from social media posts to comments and likes, contributes to an individual's digital footprint. Educators should emphasize the long-term impact of these actions.
- **Personal Branding:** Students should learn to create and maintain a positive online presence that reflects their values and aspirations.
- **Privacy Settings:** Understanding and utilizing privacy settings on social media and other platforms helps control who can access personal information.

**Potential Activities:**

- **Audit Your Digital Footprint:** Have students search their names online to see what information is publicly available. Discuss how they can manage and improve their digital footprints.
- **Create a Positive Profile:** Guide students in creating or updating social media profiles to reflect positively on their personal brand.

**Common Sense Media Resource:**

- [Digital Footprint and Reputation.](#)

**Relevant ISTE Standards:**

For Students	For Educators
1.2a 1.2b 1.2d	2.3a 2.3c

**1.3 Practicing Safe and Ethical Online Behavior**

**Overview:** Safe and ethical online behavior is one of the bedrocks of digital citizenship. Educators should model and teach students to engage respectfully and responsibly in the digital world, addressing issues such as cyberbullying, netiquette, and ethical dilemmas.

**Key Points:**

- **Netiquette:** The set of rules for appropriate and respectful behavior online. Emphasize the importance of tone and context in digital communication.
- **Cyberbullying:** Educate students on identifying, preventing, and responding to cyberbullying. Discuss the impact of cyberbullying on individuals and communities.
- **Ethical Dilemmas:** Students should be equipped to navigate complex situations where the right course of action may not be immediately clear.

**Potential Activities:**

- **Role-Playing Scenarios:** Use role-playing to help students practice responding to various online situations ethically.
- **Cyberbullying Prevention Workshop:** Conduct interactive sessions to teach students how to recognize and address cyberbullying.

**Common Sense Media Resource:**

- [Cyberbullying and Digital Drama.](#)

**Relevant ISTE Standards:**

For Students	For Educators
1.2a 1.2b 1.2d	2.3a 2.3c 2.3d 2.4d



## 1.4 Understanding and Respecting Intellectual Property

**Overview:** Understanding and respecting intellectual property rights is essential to fostering a culture of creativity and innovation. Students should learn about copyright laws, fair use, and how to use Creative Commons-licensed materials appropriately.

### Key Points:

- **Copyright Laws:** Educate students on what is protected by copyright and the basics of copyright law.
- **Fair Use:** Teach students how to use others' work legally under fair use guidelines.
- **Creative Commons:** Guide students in using and attributing Creative Commons-licensed materials correctly.

### Potential Activities:

- **Copyright Quiz:** Create a quiz to test students' knowledge of copyright laws and fair use.
- **Creative Commons Search:** Have students search for and use Creative Commons-licensed content in a project.

### classroom.cloud Resources:

- Plagiarism and How to Avoid It
- What Rights Do You Have?

### Relevant ISTE Standards:

For Students	For Educators
1.2c	2.3a 2.3b 2.3c 2.3d

## 1.5 Ensuring Digital Privacy and Security

**Overview:** Protecting personal information online is critical. Educators should teach students how to create strong passwords, recognize scams such as phishing scams, and understand data protection practices to ensure their digital privacy and security.

### Key Points:

- **Strong Passwords:** Educate students on creating and managing strong, unique passwords.
- **Phishing Scams:** Teach students how to recognize and avoid phishing attempts.
- **Data Protection:** Discuss how personal data is collected, used, and protected online and the importance of consent.

### Potential Activities:

- **Password Strength Test:** Have students create passwords and test their strength using online tools such as '[How Secure Is My Password?](#)' tool.
- **Phishing Awareness Exercise:** Provide examples of phishing emails and have students identify the red flags.
- **Data Privacy Discussion:** Facilitate a discussion on data privacy laws and personal data protection practices.

**Common Sense Media Resource:**

- [Protecting Online Privacy](#).

**Relevant ISTE Standards:**

For Students	For Educators
1.2b 1.2d	2.3b

**In Summary**

Teaching responsible digital citizenship is fundamental to preparing students for the challenges and opportunities of adult life. By focusing on managing online identity and reputation, practicing safe and ethical online behavior, respecting intellectual property, and ensuring digital privacy and security, you can help students become thoughtful and responsible digital citizens.

**Section 2: Digital Literacy**

Informed digital citizenship involves the ability to effectively find, evaluate, and use information found online. This section provides educators with strategies and resources to help students conduct effective online research, evaluate the credibility of information, curate and organize digital content, and practice proper citation to avoid plagiarism.

**2.1 Digital Literacy: What does this mean for me?**

Being an informed digital citizen means critically evaluating information, using digital tools effectively, and teaching these skills to students. Here's how to model this:

- **Evaluating Information:** Always cross-check information from multiple sources before sharing. Use fact-checking websites like Snopes, FactCheck.org, and BBC Verify. Learn to evaluate sources through resources like the CRAAP Test (Currency, Relevance, Authority, Accuracy, Purpose) available from many educational institutions.
- **Using Digital Tools:** Stay updated on the latest digital research tools by following technology blogs like EdTech Magazine and subscribing to newsletters from organizations like the International Society for Technology in Education (ISTE). Use tools like Google Scholar, JSTOR, and academic databases provided by your institution's library.
- **Proper Citation:** Practice proper citation and encourage students to avoid plagiarism with tutorials and guides.
- **Staying Informed:** Subscribe to educational technology newsletters like the EdSurge Newsletter, THE Journal, and Tech & Learning. Participate in professional learning communities on platforms like X (#edtech, #edchat) and LinkedIn groups to help you keep abreast of the latest digital trends.

By embodying these practices, you foster a culture of critical thinking and responsible information use.

## 2.2 Conducting Effective Online Research

**Overview:** Conducting effective online research is a critical skill in the digital age. Students need to learn how to use search engines effectively, utilize advanced search techniques, and access reputable sources. They should also be aware of how to engage with and use AI tools responsibly and how to craft prompts that give desired outputs and how to reference them appropriately.

### Key Points:

- **Search Strategies:** Teach students how to use keywords, Boolean operators, and filters to refine their search results.
- **Evaluating Sources:** Help students understand the difference between primary and secondary sources and identify reliable sources.
- **Using Databases:** Introduce students to academic databases and digital libraries as valuable research tools.
- **Use of AI:** Share strategies on how to use AI to support learning responsibly being mindful of ethics, bias, and hallucinations.
- **Importance of citation:** Share strategies from Section 2 on citation on how to share sources correctly.

### Potential Activities:

- **Keyword Exercise:** Have students practice creating effective search queries using keywords and Boolean operators.
- **Source Evaluation Activity:** Provide students with a list of sources to evaluate for credibility and reliability.

### Common Sense Media Resource:

- [Strategic Searching.](#)

### Relevant ISTE Standards:

For Students	For Educators
1.3a	2.3b



## 2.3 Evaluating the Credibility of Information

**Overview:** In a world where our social media is being fed with fake news and AI-generated content, it's difficult to discern what is fact and what is fiction. Evaluating the credibility of information has never been more essential for everyone, not just young people. It is therefore imperative that students learn how to critically assess the reliability, validity, and bias of information sources.

### Key Points:

- **Source Reliability:** Teach students to look for author credentials, publication date, and the domain of the website (e.g., .edu, .gov).
- **Bias and Perspective:** Help students identify potential biases and understand the importance of considering multiple perspectives.
- **Fact-Checking:** Encourage students to cross-check information with multiple sources to verify accuracy.
- **Fake News:** For students to be mindful of fake news, how to spot it, why it occurs and how to avoid it.

### Potential Activities:

- **Fact-Checking Exercise:** Provide students with a set of statements to verify using reliable sources.
- **Bias Analysis:** Have students analyze articles for bias and discuss how bias can influence information.

### Common Sense Media Resource:

- [Evaluating News and News Sources](#).

### Relevant ISTE Standards:

For Students	For Educators
1.3b	2.3b

## 2.4 Curating and Organizing Digital Content

**Overview:** Curating and organizing digital content involve collecting, categorizing, and managing digital resources effectively. Students should learn to use digital tools to organize information in a way that enhances learning and productivity.

### Key Points:

- **Digital Curation:** Teach students how to gather and organize digital content using tools such as bookmarks, digital notebooks, and content management systems.
- **Information Management:** Help students develop systems for managing digital files, notes, and resources.
- **Collaborative Curation:** Encourage students to use collaborative tools for sharing and organizing content with peers.



**Potential Activities:**

- **Digital Notebook Setup:** Guide students in setting up a digital notebook using tools such as OneNote.
- **Bookmarking Activity:** Have students create and organize bookmarks for a research project.

**Common Sense Media Resource:**

- [Digital Curation.](#)

**Relevant ISTE Standards:**

For Students	For Educators
1.3c	2.2b 2.6a 2.6c

## 2.5 Proper Citation and Avoiding Plagiarism

**Overview:** Proper citation and avoiding plagiarism are fundamental to academic integrity. Students must learn to give proper credit for others' work and understand the consequences of plagiarism.

**Key Points:**

- **Citation Formats:** Teach students how to use different citation styles (e.g., APA, MLA) correctly.
- **Avoiding Plagiarism:** Help students understand what constitutes plagiarism and how to avoid it by paraphrasing and quoting correctly.
- **Using Citation Tools:** Introduce students to digital tools that assist with citation management and formatting.

**Potential Activities:**

- **Citation Practice:** Provide exercises for students to practice formatting citations in various styles.
- **Plagiarism Quiz:** Create a quiz to test students' understanding of plagiarism and how to avoid it.

**classroom.cloud Resource:**

- Intellectual Property for Educators (presentation)
- Plagiarism and How to Avoid It.

**Common Sense Media Resource:**

- [The Four Factors of Fair Use.](#)

**Relevant ISTE Standards:**

For Students	For Educators
1.2c	2.3c

## In Summary

Informed digital citizenship is essential for students to navigate the digital world effectively and responsibly. By teaching students how to conduct effective online research, evaluate the credibility of information, curate and organize digital content, and practice proper citation to avoid plagiarism, educators can empower students to become critical thinkers and responsible digital citizens.

## Section 3: Digital Etiquette

Digital etiquette – or netiquette – refers to the standards of behavior expected by individuals when interacting online. Teaching students to communicate respectfully, manage their digital footprints, practice positive social media behaviors, and handle negative interactions is crucial for fostering a safe and respectful online environment.

### 3.1 Digital Etiquette: What does this mean for me?

Digital etiquette involves respectful online communication and thoughtful management of your digital footprint. Here's how to model this:

- **Respectful Communication:** Communicate with kindness and professionalism online. Use tools like Grammarly to ensure your tone is appropriate. Address conflicts calmly and constructively by following guidelines from resources like Common Sense Education.
- **Managing Digital Footprint:** Regularly review your social media profiles using tools like [BrandYourself](#) to scan for unwanted content. Remove or privatize posts that do not align with your professional image. Be conscious of what you share and its potential impact.
- **Positive Engagement:** Share positive content, support others online, and engage in meaningful discussions. Participate in initiatives like [Digital Citizenship Week](#) to promote positive behaviors. Avoid participating in or spreading negative or harmful content.
- **Handling Negativity:** Respond calmly to negative interactions or disengage if necessary. Report harassment or bullying to the relevant platforms using their reporting tools and learn best practices from organizations like [StopBullying.gov](#).

By practicing these behaviors, you create a respectful and supportive online environment that students can emulate.

### 3.2 Communicating Respectfully Online

**Overview:** Effective and respectful communication online is essential for maintaining positive interactions and relationships. Educators should guide students in understanding the nuances of digital communication, including tone, context, and the potential impact of their words.

#### Key Points:

- **Netiquette:** The importance of following proper online etiquette to maintain respectful and constructive conversations.
- **Tone and Context:** How to convey tone accurately and understand the context in digital communications.
- **Conflict Resolution:** Strategies for resolving conflicts and disagreements respectfully online.

**Potential Activities:**

- **Role-Playing Scenarios:** Students role-play different online communication scenarios to practice respectful interactions.
- **Discussion Forums:** Set up a class discussion forum and guide students in practicing respectful communication.

**Common Sense Media Resource:**

- [Communicating Safely Online.](#)

**Relevant ISTE Standards:**

For Students	For Educators
1.2b	2.3a 2.4d

### 3.3 Managing Digital Footprints

**Overview:** Managing digital footprints is about understanding the long-term impact of one's online actions and maintaining a positive online presence. Educators should teach students how to be mindful of what they share online and the potential consequences.

**Key Points:**

- **Digital Footprint Awareness:** Understanding that every online action leaves a trace that can impact future opportunities.
- **Privacy Settings:** How to use privacy settings to control the visibility of online information.
- **Digital Cleanup:** Regularly reviewing and cleaning up online profiles and content.

**Potential Activities:**

- **Digital Footprint Audit:** Have students review their online presence and discuss ways to manage their digital footprints.
- **Privacy Settings Workshop:** Guide students through setting up privacy controls on social media platforms.

**Common Sense Media Resource:**

- [Digital Footprint and Identity](#)

**Alternative Resource:**

- [ICT Evangelist's 'THINK' resource](#)

**Relevant ISTE Standards:**

For Students	For Educators
1.2a 122d	2.3d



### 3.4 Positive Social Media Practice

**Overview:** Positive social media practices involve using social platforms in a way that enhances personal and professional relationships and contributes to a positive online community. There are many ways in which educators can help students understand the benefits and risks of social media and how to use it responsibly.

#### Key Points:

- **Building Positive Relationships:** Using social media to build and maintain positive relationships.
- **Content Sharing:** Sharing content that is respectful, appropriate, and contributes positively to the community.
- **Handling Online Negativity:** Strategies for dealing with negative interactions and maintaining a positive presence.

#### Potential Activities:

- **Social Media Project:** Undertake a project with students to create a social media campaign that promotes positive online behavior.
- **Content Review:** Students review their social media posts and discuss ways to improve their online presence.

#### Common Sense Media Resource:

- [Social Media Resources](#).

#### Relevant ISTE Standards:

For Students	For Educators
1.2b	2.3a 2.4d

### 3.5 Handling Negative Online Interactions

**Overview:** Handling negative online interactions involves developing strategies to respond to cyberbullying, trolling, and other forms of online harassment. Educators should equip students with the skills to protect themselves and others from negative online experiences.

#### Key Points:

- **Recognizing Cyberbullying:** Identifying different forms of cyberbullying and understanding its impact.
- **Response Strategies:** Effective ways to respond to and report negative interactions such as using a 'Report abuse' button on social media platforms.
- **Support Systems:** Accessing support networks and resources for dealing with online harassment.

#### Potential Activities:

- **Scenario Analysis:** Analyze different scenarios of online harassment and discuss appropriate responses.
- **Support Resources Workshop:** Provide information on resources available for reporting and dealing with cyberbullying (such as those from [Natterhub](#)) and to be mindful of phenomena such as online disinhibition.

## Common Sense Media Resource:

- [Cyberbullying Resources](#).

## Relevant ISTE Standards:

For Students	For Educators
1.2d	2.3a 2.4d

## In Summary

Teaching digital etiquette is essential for fostering a respectful and safe online environment. By focusing on respectful communication, managing digital footprints, practicing positive social media behaviors, and handling negative online interactions, educators can help students navigate the digital world responsibly and ethically.

## Digital Etiquette Case Study

Shared by Denbigh High School, this case study highlights some of the activities, foci, and impact of their 'Digital Character' program.

Technology and the internet play an integral part in teaching and learning at Denbigh. We pride ourselves on taking a proactive approach to teaching our students about e-safety, and using technology responsibly. We integrate Digital Etiquette (or as we call it, Digital Character) into our curriculum through a collaborative approach. Led by a number of key staff, on both the leadership team and the teaching body, we involve staff and students in crafting the rules, ensuring they are relevant and meaningful.

Our focus is on helping students understand their digital footprint and the importance of maintaining a positive online presence. We teach them about safe, courteous online interactions directly linked to our Denbigh Values and equip them with strategies to handle negative situations like cyberbullying. In each year group, the Digital Leaders act as peer mentors, and take an active role in the education of others. This is not just in terms of staying safe online, but understanding how technologies and the internet can be utilised effectively to maximise learning potential.

Our students are actively involved in this process and they've even presented at the BETT Show on their sustainable technology projects and the responsible use of AI, linked to the UN Sustainable Development Goals (SDGs). This relevant experience helps students to see their actions from a global perspective and supports their understanding of digital etiquette and responsible digital behaviour.

Our Denbigh Values are respect, honesty, resilience, tolerance, independence and confidence. We know that by engaging our students in practicing these principles, we prepare them to navigate the digital world responsibly whatever that landscape might be like in the future.



## Section 4: Digital Rights and Responsibilities

Understanding digital rights and responsibilities is crucial for students as they navigate the digital world. This section focuses on helping students understand their digital rights, use digital resources ethically, respect intellectual property, report and respond to online abuse, and navigate legal aspects of digital use.

### 4.1 Digital Rights and Responsibilities: What Does This Mean for Me?

Understanding and practicing digital rights and responsibilities is crucial for educators. Here's how to model these principles:

- **Knowing Your Rights:** Familiarize yourself with your digital rights, including privacy, freedom of expression, and access to information. Use resources like the [Electronic Frontier Foundation \(EFF\)](#) for up-to-date information. Educate students about their rights and responsibilities online using lesson plans from sources like [Common Sense Education](#).
- **Ethical Use of Resources:** Always use digital resources ethically, citing them correctly and avoiding plagiarism. Teach students to respect intellectual property using resources from the [Creative Commons](#) and instructional guides from [Purdue OWL](#).
- **Legal Awareness:** Stay informed about digital laws, including copyright and data protection, by reading updates from the [U.S. Copyright Office](#) or the [General Data Protection Regulation \(GDPR\)](#) website for international contexts. Regularly review terms of service for the platforms and tools you use.
- **Reporting Abuse:** If you encounter or witness online abuse, report it to the appropriate authorities using the tools provided by social media platforms. Support affected individuals by referring them to resources like those held within **classroom.cloud** or other sources such as the [Cyberbullying Research Center](#).

By demonstrating these behaviors and sharing these resources, you will help students to cultivate responsible and ethical digital behaviors.

### 4.2 Understanding Digital Rights

**Overview:** Digital rights encompass the privileges and freedoms granted to individuals in the digital world, including the right to privacy, freedom of expression, and access to information. Educators should guide students in understanding these rights and their implications.

#### Key Points:

- **Right to Privacy:** Students should understand their right to control their personal information, the importance of consent and how these are used.
- **Freedom of Expression:** Teach students about their right to express themselves online within the bounds of the law and respectful communication.
- **Access to Information:** Highlight the importance of accessing and using information responsibly.

#### Potential Activities:

- **Digital Rights Discussion:** Facilitate a discussion on various digital rights and their importance.
- **Case Study Analysis:** Analyze case studies where digital rights were challenged or upheld such as those from the [Digital Freedom Fund](#).

**Common Sense Media Resource:**

- [Digital Rights and Privacy Resources.](#)

**Relevant ISTE Standards:**

For Students	For Educators
1.2d	2.3b 2.3d

**4.3 Ethical Use of Digital Resources**

**Overview:** Ethical use of digital resources involves using technology and digital content in a manner that is fair, legal, and respectful of others' rights. Educators should teach students to understand and follow ethical guidelines in the digital world.

**Key Points:**

- **Fair Use and Copyright:** Understanding the legal use of digital content and respecting copyright laws.
- **Plagiarism:** Recognizing and avoiding plagiarism by giving proper credit to original sources.
- **Digital Etiquette:** Maintaining respectful and ethical behavior online.

**Potential Activities:**

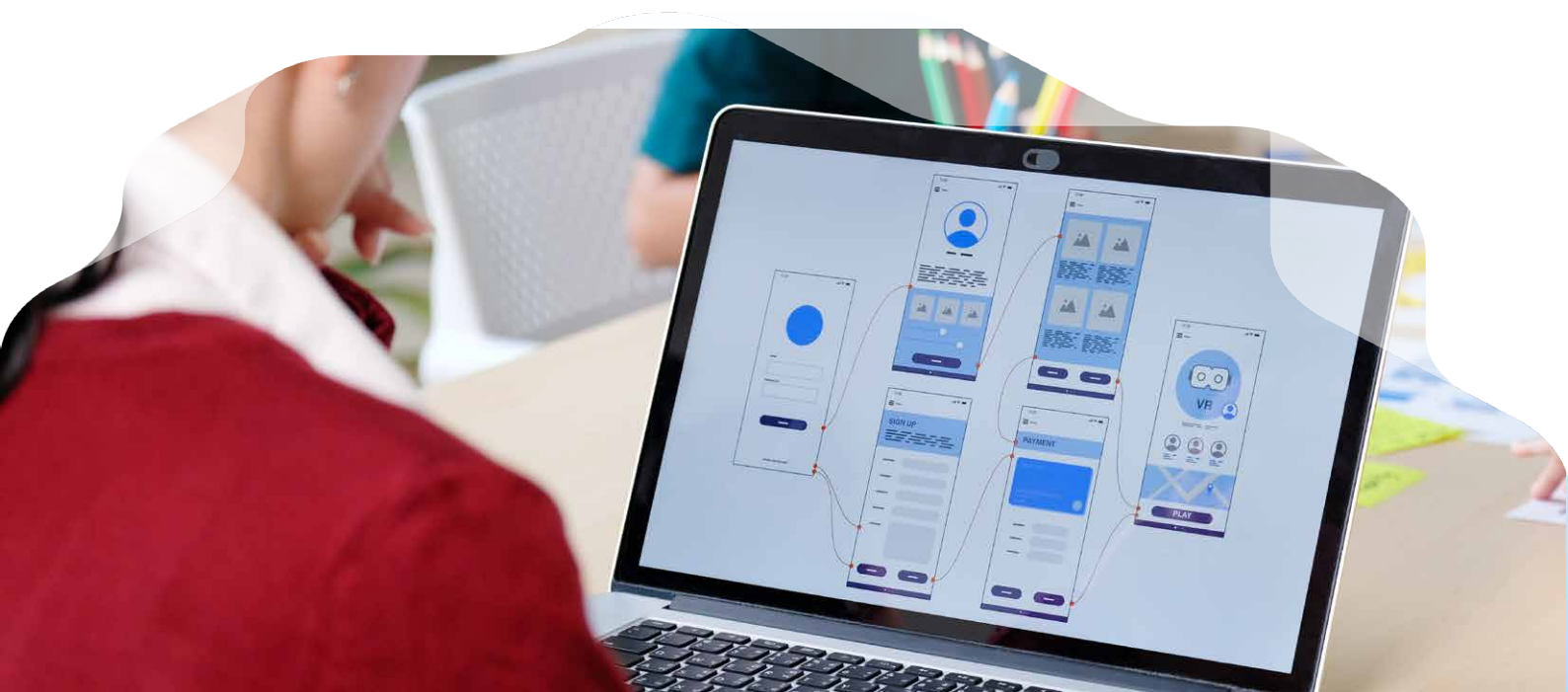
- **Copyright and Fair Use Workshop:** Conduct a workshop on understanding and applying fair use and copyright laws.
- **Plagiarism Detection Exercise:** Use plagiarism detection tools to check and correct examples of plagiarized content.

**Common Sense Media Resource:**

- [The Four Factors of Fair Use.](#)

**Relevant ISTE Standards:**

For Students	For Educators
1.2c	2.3c



## 4.4 Intellectual Property and Copyright

**Overview:** Respecting intellectual property and understanding copyright laws are essential for fostering a culture of creativity and innovation. Students must learn about copyright, fair use, and Creative Commons licenses.

### Key Points:

- **Copyright Laws:** Educate students on what is protected by copyright and the basics of copyright law.
- **Fair Use:** Teach students how to use others' work legally under fair use guidelines.
- **Creative Commons:** Guide students in using and attributing Creative Commons-licensed materials correctly.

### Potential Activities:

- **Copyright Quiz:** Create a quiz to test students' knowledge of copyright laws and fair use.
- **Creative Commons Search:** Have students search for and use Creative Commons-licensed content in a project.

### classroom.cloud resources

- [What Rights Do You Have?](#)

### Relevant ISTE Standards:

For Students	For Educators
1.2c	2.3a 2.3c

## 4.5 Reporting and Responding to Online Abuse

**Overview:** Reporting and responding to online abuse are critical for maintaining a safe digital environment. Students should be equipped with the knowledge and tools to identify, report, and respond to online abuse, such as cyberbullying and harassment.

### Key Points:

- **Identifying Abuse:** Recognizing different forms of online abuse, including cyberbullying, harassment, and stalking.
- **Reporting Mechanisms:** Understanding how to report abuse on various platforms and to relevant authorities.
- **Support Systems:** Accessing support networks and resources for dealing with online abuse.

### Potential Activities:

- **Abuse Identification Exercise:** Provide scenarios for students to identify different types of online abuse.
- **Reporting Simulation:** Simulate the process of reporting online abuse on different platforms.

### Common Sense Media Resource:

- [Cyberbullying Resources.](#)

**Relevant ISTE Standards:**

For Students	For Educators
1.2c	2.3a 2.3c

## 4.6 Navigating Legal Aspects of Digital Use

**Overview:** Navigating the legal aspects of digital use involves understanding the laws and regulations that govern online behavior. Students should be aware of their legal rights and responsibilities in the digital world. It is important to note that this will vary depending upon where you are in the world.

**Key Points:**

- **Internet Law:** Basic understanding of laws related to internet use, including privacy laws, anti-bullying laws, and intellectual property laws.
- **Terms of Service:** Importance of reading and understanding the terms of service of digital platforms.
- **Legal Consequences:** Potential legal consequences of violating digital laws and terms of service.

**Potential Activities:**

- **Legal Case Studies:** Analyze legal cases involving digital rights and responsibilities.
- **Terms of Service Review:** Have students use an appropriate AI tool to review and summarize the terms of service of a popular digital platform.

**classroom.cloud Resource:**

- Intellectual Property for Educators (presentation).

**Relevant ISTE Standards:**

For Students	For Educators
1.2c	2.3c

## In Summary

Understanding digital rights and responsibilities is essential for fostering a safe, respectful, and legal digital environment. By teaching students about their digital rights, ethical use of digital resources, respect for intellectual property, and how to report and respond to online abuse, educators can help students become responsible and informed digital citizens.



## Section 5: Digital Well-being Advocate

Digital well-being is about maintaining a healthy balance between online and offline activities, managing online stress and anxiety, fostering positive online interactions, and using tools to enhance overall well-being. This section provides strategies and resources for educators to help students develop habits and practices that promote digital well-being.

### 5.1 Digital Well-being Advocate: What Does This Mean for Me?

Digital well-being is important for all, both educators and students alike. As a digital well-being advocate, a key element of being successful is the ability to balance screen time and offline activities, manage online stress and anxiety, while promoting positive online interactions. Here's how to model this:

- **Balancing Screen Time and Offline Life:** Use apps like Screen Time on iOS and Digital Wellbeing on Android to monitor and limit screen time. Set specific times for offline activities such as reading, walking, or spending time with family. Encourage students to do the same through discussions and activities.
- **Managing Online Stress and Anxiety:** Recognize digital stress and learn stress management techniques from resources like Headspace or Calm. Promote healthy online habits by taking regular breaks and practicing mindfulness. Share these techniques with students and incorporate them into your classroom routine.
- **Encouraging Positive Online Interactions:** Foster a positive online environment by participating in and promoting initiatives like Digital Citizenship Week. Encourage kindness and empathy in digital interactions through projects and classroom discussions. Use resources from organizations like the [Family Online Safety Institute](#) to guide these efforts.
- **Tools for Enhancing Digital Well-being:** Introduce well-being apps and tools to students, such as [YouHQ](#) or [GoNoodle](#). These can be very helpful to support well-being in a variety of ways, from activities for brain breaks in class to mindfulness tracking and opportunities for support with oversight and tracking for school leaders. Other tools such as [Habitica](#) help improve a wide range of positive habits, both digital and in real life.

By prioritizing digital well-being, you not only improve your own health and productivity but also guide your students towards a balanced and positive relationship with technology.



## 5.2 Balancing Screen Time and Offline Life

**Overview:** Balancing screen time and offline life is crucial for maintaining mental and physical health. Educators should guide students in developing habits that ensure a healthy balance between their digital and offline activities.

### Key Points:

- **Screen Time Awareness:** Understanding the impact of excessive screen time on health and well-being.
- **Setting Boundaries:** Establishing limits for screen time to promote a healthy lifestyle.
- **Offline Activities:** Encouraging participation in offline activities, such as sports, hobbies, and face-to-face interactions.

### Potential Activities:

- **Screen Time Diary:** Have students track their screen time for a week and reflect on their usage.
- **Balanced Schedule:** Create a balanced daily schedule that includes time for offline activities.

### Common Sense Media Resource:

- [The Health Effects of Screen Time](#)

### Relevant ISTE Standards:

For Students	For Educators
1.2a 1.2b	2.3a 2.3d

## 5.3 Managing Online Stress and Anxiety

**Overview:** The digital world can be a source of stress and anxiety for students. By focusing on this element as part of a digital citizenship curriculum, educators should be able to help students recognize the signs of digital stress and develop strategies to manage and reduce it.

### Key Points:

- **Recognizing Digital Stress:** Identifying the signs and symptoms of stress related to digital activities.
- **Stress Management Techniques:** Teaching techniques such as mindfulness, deep breathing, and taking breaks from digital devices.
- **Healthy Online Habits:** Encouraging healthy online habits to reduce stress, such as setting boundaries and practicing self-care.

### Potential Activities:

- **Mindfulness Exercises:** Incorporate mindfulness exercises into the classroom to help students manage stress.
- **Stress Management Plan:** Have students create a personal plan to manage and reduce digital stress.

### Common Sense Media Resource:

- [Digital Well-Being Lessons for Grades K-12.](#)

**Relevant ISTE Standards:**

<u>For Students</u>	<u>For Educators</u>
1.2a 1.2b	2.3a 2.3d

## 5.4 Encouraging Positive Online Interactions

**Overview:** Positive online interactions contribute to a supportive and respectful digital environment. Promoting positive behaviors that foster kindness, respect, and empathy online will help students in many other aspects of their digital lives.

**Key Points:**

- **Digital Kindness:** The importance of kindness and empathy in online interactions.
- **Building Positive Relationships:** Encouraging positive and supportive communication online.
- **Responding to Negativity:** Strategies for handling negative interactions constructively.

**Potential Activities:**

- **Kindness Campaign:** Have students create a digital campaign to promote kindness and positive interactions online.
- **Empathy Exercise:** Role-play scenarios to practice empathetic responses to online situations.

**Common Sense Media Resource:**

- [Digital Well-Being Lessons for Grades K-12.](#)

**Relevant ISTE Standards:**

<u>For Students</u>	<u>For Educators</u>
1.2b	2.3a

## 5.5 Tools for Enhancing Digital Well-being

**Overview:** There are various tools and apps designed to help individuals monitor and improve their digital well-being. Educators should introduce students to these tools and teach them how to use them effectively.

**Key Points:**

- **Well-being Apps:** Introducing apps that track screen time, promote mindfulness, and encourage healthy digital habits.
- **Usage Analytics:** Using tools to monitor digital device usage and identify areas for improvement.
- **Personalization:** Customizing tools to meet individual well-being needs and goals.

**Potential Activities:**

- **App Exploration:** Have students explore different well-being apps and share their experiences with the class.
- **Digital Well-being Plan:** Guide students in creating a personalized digital well-being plan using the tools and apps introduced.

## Common Sense Media Resource:

- [Digital Well-Being Lessons for Grades K-12.](#)

## Relevant ISTE Standards:

For Students	For Educators
1.2a 1.2b	2.3a 2.3c

## In Summary

Promoting digital well-being is essential for helping students maintain a healthy and balanced relationship with technology. By teaching students to balance screen time with offline activities, manage online stress and anxiety, engage in positive online interactions, and use tools to enhance their well-being, educators can support students in developing healthy digital habits that will benefit them throughout their lives.

## Conclusion

Empowering both students and educators to become responsible digital citizens is one of the most important tasks in education today, particularly with the upsurge of AI in education and in every walk of life. By integrating digital citizenship principles into everyday practices, we can harness the power of technology while upholding the values of respect, responsibility, and ethical behavior.

We recognize that the guide does not give educators all the resources you need to develop a digital citizenship curriculum; however, with the resources and the breadth of coverage shared, there is enough here to help you hit the ground running.

Addressing key areas of managing online identity, practicing safe and ethical behavior, respecting intellectual property, ensuring digital privacy, understanding digital rights, and promoting well-being, educators and students can navigate the digital landscape effectively together.

Understanding the importance of managing digital footprints, conducting effective online research, and evaluating the credibility of information are key skills for young people today. Proper citation practices are also essential for avoiding plagiarism, as is respecting intellectual property – and adults play a critical role in modeling this. Respectful online communication and positive social media practices are just as important for adults as they are for young people.

By understanding digital rights, privacy, and the ethical use of resources, we promote a culture where everyone learns to act responsibly online. Promoting digital well-being involves balancing screen time with offline activities – and managing digital stress is important for everyone. Encouraging positive interactions and using well-being tools benefits us all and should be strongly encouraged.

The journey towards responsible digital citizenship is a shared responsibility. We take that role seriously at NetSupport in our work with education and that is why we created this guide. We hope you find it useful.





# Digital Citizenship Guide

## for Educators

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