



DIGITAL CITIZENSHIP

MISSOURI STATE UNIVERSITY
COLLEGE OF EDUCATION

GUIDELINES & RESOURCES FOR CANDIDATES FOR MISSOURI
CERTIFICATION

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WHAT IS DIGITAL CITIZENSHIP?

Digital citizenship can be defined as engaging in appropriate and responsible behavior when using technology.

It encompasses digital literacy, ethics, etiquette, online safety, norms, rights, culture and more.

A digital citizen is one who knows what is right and wrong, exhibits intelligent technology behavior, and makes good choices when using technology.

(Virtual Library, 2020)

<https://www.virtuallibrary.info/digital-citizenship.html>



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WHY IS DIGITAL CITIZENSHIP IMPORTANT TO MY ROLE AS A CANDIDATE FOR MISSOURI CERTIFICATION?

- In your role, you are responsible (**in loco parentis**) for under-age students. The term ***in loco parentis***, Latin for "in the place of a parent" refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent. Originally derived from English common law.
- It allows institutions such as universities, colleges and B-12 schools to act in the best interests of the students as they see fit, although not allowing what would be considered violations of the students' civil liberties.

(Wikipedia, 2020)

(https://en.wikipedia.org/wiki/In_loco_parentis#Primary_and_secondary_education)

WHY IS DIGITAL CITIZENSHIP IMPORTANT TO MY ROLE AS A CANDIDATE FOR MISSOURI CERTIFICATION?

- As a candidate for Missouri certification, you are responsible for protecting the well-being of the students in your charge.
- Therefore, ensuring their safety and teaching them appropriate behavior, while in online environments, is essential.
- This begins with a understanding of Digital Citizenship.



THE NINE ELEMENTS OF DC

Read the following article and watch the Podcasts on Digital Citizenship:

- Nine Elements of Digital Citizenship
 - <https://www.digitalcitizenship.net/nine-elements.html>
- Podcasts on – Nine Elements of Digital Citizenship
 - <https://edtechendeavours.com/2020/02/12/the-podcast-playback-the-9-elements-of-digital-citizenship-edition/>



GENERAL GUIDELINES



- Familiarize yourself with the school district **Appropriate Use Guidelines** or **Computer Use Guidelines** for both students and teachers.
 - **THESE GUIDELINES APPLY TO YOU AS WELL.**
 - These guidelines are usually found in the Student Handbook and Faculty Handbook. Ask your cooperating teacher to assist in locating these guidelines.
- Never guess or assume it is ok. Just because you might do something in an online setting, does not mean it is OK to do the same with B-12 students.
 - Check with cooperating teacher and university supervisor.
 - Ask the school librarian questions. School librarians are wonderful information literacy sources.
 - Consult with MSU librarians.
 - If you are still in doubt, ask your faculty advisor.
- Online activity has good and bad elements. If we are diligent in our behavior and teach our students the pitfalls and safety measures, the good outweighs the bad.

GENERAL GUIDELINES

- All online activity with B-12 students should be directly linked to a lesson plan.
- Candidates must notify the cooperating teacher and university supervisor of online activity prior to the interaction.
- All online activity must fall within the framework outlined by school district policy.
- B-12 student identity must be protected at all times.
- Candidates are not to use personal social media accounts to interact with B-12 students. If social media platforms are used within a lesson, a separate “professional” account is to be used. It is important to keep personal and professional social media use separate.



GENERAL GUIDELINES

- The use of video conferencing tools with B-I2 students, should be set to use alternative images in leu of actual photos or live video feed of students.
- Monitor student activity and report any anomalies to the cooperating teacher, university supervisor, and course instructor.
- Notify parents of online activity prior to conducting lesson. This allows the parent to assist in monitoring online activity at home.
- Notification to parents should include the following: 1) the lesson objective, 2) materials needed to complete activity, 3) online tools and/or websites used, and 4) start and end date of activity.



BASIC RULES FOR ONLINE ACTIVITY

- When you and your students are on a website, try to remain as anonymous as possible. That means keeping **all** private information private. Private information that you should never allow the public to see includes:
 - your full name
 - any type of photograph (even of your pet!)
 - your current location (some phones have automatic GPS apps built in that may need to be turned off)
 - home or school address or the address of any of your family or friends
 - phone numbers
 - Social Security number
 - passwords
 - names of family members
 - credit card numbers

Online Safety

<https://kidshealth.org/en/teens/internet-safety.html>

THINGS TO CONSIDER



- Here are some things to consider to safeguard your students and your own online identity and reputation:
 1. **Remember that nothing is temporary online.**
 2. **Mark your profiles as private.**
 3. **Safeguard your passwords and change them often.**
 4. **Don't post inappropriate or sexually provocative pictures or comments.**

Teens Health

<https://kidshealth.org/en/teens/online-id.html?WT.ac=t-ra>

THINGS TO CONSIDER



- Here are some things to consider to safeguard your students and your own online identity and reputation:
 - 5. **Don't respond to inappropriate requests.**
 - 6. **Take a breather to avoid "flaming."**
 - 7. **Respect copyrights.**
 - 8. **Check yourself.** Check your "digital footprint" by typing in your screen name or email address in a search engine.
 - 9. **Take it offline.** Its ok to not be online. Your life is not the "Internet."

Teens Health

<https://kidshealth.org/en/teens/online-id.html?WT.ac=t-ra>

TEACHING DIGITAL CITIZENSHIP

- As part of your role as a candidate for certification, you may work in an online setting from time to time. It is your responsibility to protect your students and to teach them how to be good digital citizens.
- Below are some great resources. These sites provide free lesson plans for educators. The lesson plans range from kindergarten to seniors. There are also wonderful age-appropriate videos.
- Age-Based Guidelines for Internet Safety
 - <https://internetsafety101.org/agebasedguidelines>
- Kid-Friendly Search Engines and Portals
 - <https://internetsafety101.org/kidfriendlysearchengines>
- Common Sense Education
 - <https://www.commonsense.org/education/video>

VIDEO CONFERENCING: TIPS FOR BOMBING

- How do I prevent bombers when using a video conferencing tool (collaborate, Zoom, etc)?
 - Review the privacy settings for the video conferencing tool being used.
 - Adjust the settings to block uninvited guests.
 - Don't use your Personal Meeting ID for the meeting.
 - Enable the "Waiting Room" feature so that you can see who is attempting to join the meeting before allowing them access.
 - Disable other options, including the ability for others to **Join Before Host**.
 - Once the meeting begins and everyone is in, lock the meeting to outsiders (see our tips below) and assign at least two meeting co-hosts.
- What should I do if I am using a video conferencing tool and a stranger enters the room?
 - Lock them out.
 - Shut them up.
- More Information

Zoombombing and how to prevent it.

<https://www.msn.com/en-us/news/technology/zoombombing-what-it-is-and-how-to-prevent-it-in-zoom-video-chat/ar-BBI24QyX?srcref=rss>

REFERENCES & RESOURCES

- A Guide to Internet Safety: How to Keep Kids and Teens Safe Online

- <https://proprivacy.com/guides/internet-safety>

- Age-Based Guidelines for Internet Safety

- <https://internetsafety101.org/agebasedguidlines>

- Common Sense Education

- <https://www.commonsense.org/education/video>

- Cyberbullying

- <https://kidshealth.org/en/teens/cyberbullying.html?WT.ac=t-ra>

- Internet Safety 101

- <https://internetsafety101.org/>

- Kid-Friendly Search Engines and Portals

- <https://internetsafety101.org/kidfriendlysearchengines>

- Nine Elements of Digital Citizenship

- <https://www.digitalcitizenship.net/nine-elements.html>

REFERENCES & RESOURCES

- Parent and Educator Guide to Media Literacy and Fake News
 - <https://www.connectsafely.org/fakenews/>
- Parent Guide to Educational Technology
 - <https://www.connectsafely.org/the-parents-guide-to-educational-technology/>
- Parents Guide to Tik Tok
 - <https://www.connectsafely.org/tiktok/>
- Podcasts on – Nine Elements of Digital Citizenship
 - <https://edtechendeavours.com/2020/02/12/the-podcast-playback-the-9-elements-of-digital-citizenship-edition/>
- Predators 101: An Introduction
 - <https://internetsafety101.org/internetpredators>
- Protecting your Online Identity
 - <https://kidshealth.org/en/teens/online-id.html?WT.ac=t-ra>

REFERENCES & RESOURCES

- Online Safety
 - <https://kidshealth.org/en/teens/internet-safety.html>
- Online safety tips for parents of teenagers 14+ Year Olds
 - <https://www.internetmatters.org/wp-content/uploads/2019/04/Internet-matters-Parent-Age-Guides-14.pdf>
- Tips for Safe Social Networking
 - <https://www.connectsafely.org/social-web-tips-for-teens/>
- Virtual Library, 2020
 - <https://www.virtuallibrary.info/digital-citizenship.html>
- Zoom Bombing
 - <https://www.msn.com/en-us/news/technology/use-zoom-these-5-safety-tips-can-keep-the-zoombombing-hackers-away/ar-BB1262jl>
- Zoom Bombing and How to Prevent It.
 - <https://www.msn.com/en-us/news/technology/zoombombing-what-it-is-and-how-to-prevent-it-in-zoom-video-chat/ar-BB124QyX?srcref=rss>