On-Line Safety and Appropriate Use of Technology

**All students must abide by the District Wide Network and Internet Use Expectations. Accessing the district network is a privilege which will be revoked if students do not abide by the Code of Conduct.**

***1. Do Create a Positive Digital Footprint***

Employers are now looking up a person’s profile on-line before hiring. Make this to your benefit in helping an employer see that you would be a good addition to their organization.

Everything you post is archived and mined.

Your digital footprint is a reflection of your character. Use thoughtful and considerate language; remember that feelings and tone can sometimes be misconstrued,

Tools

Online: Facebook, Twitter, Linkedin, Google Search yourself, <http://www.teachthought.com/technology/a-simple-acronym-for-encouraging-digital-citizenship/>

iOS: Facebook, Twitter, Linkedin

Android: Facebook, Twitter, Linkedin

***2. Do Build Positive Working Relationships***

You can benefit from the support and expertise of peers, teachers, and experts in the field. Build a positive and constructive network that will enable you to succeed and learn.

Consider on-line interactions that build trust, respect, suspend judgement, and do not harm.

Tools

Online: Skype, Linkedin, Teacher Blog’s (ex/ [http://theconnectedclassroom.wikispaces.com](http://theconnectedclassroom.wikispaces.com/))

iOS: Skype, Linkedin

Android: Skype, Linkedin

***3. Do Ask Before You Post or Record***

Consider the privacy of others. Before taking a photo or video, ask permission. Before posting anything on someone else, including their work, seek permission. Everyone has a right to feel safe.

Tools

Online: Facebook

iOS: Instagram, Facebook, Blog Sites

iOS: Instagram, Facebook, Blog Sites

***4. Do Limit what you say about yourself***

Many sites, such as Google, mine data. In other words, every time something is posted with your name, that information is taken to create a profile on you. Be aware that there are individuals who also do this to gain access to your banking, home, or your personal privacy. Use passwords that are difficult to trace and keep them private. Be wary of sharing your real name, address, phone number, financial information, school name, passwords, or other private information.

Tools

Online: Facebook, Twitter, Linkedin, Blog sites

iOS: Facebook, Twitter, Linkedin

Android: Facebook, Twitter, Linkedin

***5. Do use your technology to create and share work***

The technology gives you access to tools that you may not have otherwise had before. Create, publish, share ideas, and get feedback.

Tools

Online: Google Docs, Slideshare, Twitter, Skype, Wikis

iOS: Find the app version of the above online software

Android: Find the app version of the above online software

***6. Do report inappropriate use of technology***

Anyone trying to intimidate, harass, or bully others on-line may be charged through the Criminal Code (Section 264). Furthermore, it is also illegal to Distribute Obscene Matter (Section 163), post images of anyone under 18 years engaging in sexual acts or depicting sexual organs (Section 163.1), injuring the reputation of others by exposing them to ridicule, hatred, or contempt (Section 298), or sending false messages intended to injure or alarm someone (Section 372). Report these types of situations to the police or school staff immediately.

To report to the School Administration:

email: [132-administration@sd43.bc.ca](mailto:132-administration@sd43.bc.ca)

***7. Do cite your sources***

While there is an abundance of information shared on the internet, you must write down where you found your information so that the author gets recognized for their work. This is respectful as it acknowledges the intellectual property of an author or publisher. Plagiarism is the copying of someone else’s work without referencing or acknowledging them.

Tools

Offline: Word 2010 - [Reference Tab](http://office.microsoft.com/en-us/word-help/create-a-bibliography-HA010368774.aspx)

Online: [Citation Machine](http://citationmachine.net/), [Perdue Online Writing Lab](http://owl.english.purdue.edu/owl/)

***8. Do stay organized***

With keeping all your work on one device, it is important to create a filing or storage system that works for you.

Keep track of your time, deadlines, and projects using a calendar.

Do utilize your teacher’s web-site to get information and announcements.

Tools

SharePoint: Calendar - [how to Sync your calendar with outlook](http://www.youtube.com/watch?v=ZyVSpol_fbs)

Online: <http://www.google.com/calendar>

iOS: Use stock calendar app that come with device

Android: Use stock calendar app that come with device