

Administrative Procedure 144

DIGITAL CITIZENSHIP

Background

As the Division commits to providing anywhere/anytime learning opportunities, it is critical that Division teachers and students are familiar with the responsibilities of being digitally connected citizens.

Teachers must be aware of the impacts of student participation in the digital world so that they can recognize “teachable moments” that arise as students explore and create in an online environment.

Students must become aware of the benefits and risks that are associated with digital interactions and that ultimately they themselves must be able to make responsible choices and decisions as they navigate and interact within the digital world.

Staff and students in the Division are expected to become responsible digital citizens.

Definitions

Digital Citizen a digital citizen is an individual who interacts with other individuals using digital tools and resources such as computers of varying types and the internet as a means to connect to other people and interact with them using a variety of means such as email, blogs, websites, and various social media. The digital citizen is aware of and practices proper behaviours and socially accepted conventions in these online interactions. A digital citizen is a person who has developed the skills and habits that promote positive interactions with others in the digital world.

Digital Citizenship Education is planned instruction of staff and students on the proper use of digital resources and technologies to develop skills and behaviours that enable them to become digital citizens who interact with others online in a manner that is consistent with the teachings of the Church, and the Eight Characters of Catholic Education. In the Division this behaviour is consistent with Administrative Procedure 350 - Student Responsibility, Administrative Procedure 351 – Student Code of Conduct, Administrative Procedure 140 – Responsible Uses of Division Technology Information Resources as well as the Student and Staff Responsible Use Agreements. It is also consistent with the “[Nine Elements of Digital Citizenship](#)” (found at [DigitalCitizenship.net](#) and [mediasmarts.ca](#)). This is also known as Digital Literacy.

Procedures

1. The Principal will ensure that each school will have in place a plan for professional learning to enable the staff to provide grade appropriate instruction that will lead to the development of responsible digital citizens.
2. Teachers shall be aware of digital citizenship best practices and provide appropriate instruction for their students.

3. The Principal will ensure that each school will have in place a plan for grade appropriate instruction that will lead to the development of responsible digital citizens.
4. Students and staff shall be responsible and accountable for their online behaviour and conduct.
5. Staff and student online practices shall be consistent with the appropriate Division Staff/Student Responsible Use Agreements.
6. Student use of Division provided computers, software and online resources shall be consistent with the following Division administrative procedures.
 - 6.1 [Administrative Procedure 350 - Student Responsibility](#)
 - 6.2 [Administrative Procedure 351 - Student Code of Conduct](#)
 - 6.3 [Administrative Procedure 140 - Responsible Uses of Division Information Technology Resources](#)
 - 6.4 Student Responsible Use Agreement ([Form 140-1](#))

Adopted: November 7, 2012
Reviewed/Revised: June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 31, 51, 52, 53, 54, 196, 197, 222
Freedom of Information and Protection of Privacy Act, Sections 40, 41
Personal Information Protection Act
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
ATA Code of Professional Conduct
Teaching Profession Act