



The digital citizenship checklist for K-12 schools

Digital citizenship is an important set of skills that every learner should learn, understand and practice by the time they complete their K-12 education. It will not only keep learners safe online, but it teaches them important life skills that transfer across every discipline.

Use the checklist and suggestions to guide how you incorporate digital citizenship into your school district's curriculum at every opportunity.



Teach learners how to guard their digital privacy and security closely and why it's important.

Create safe passwords

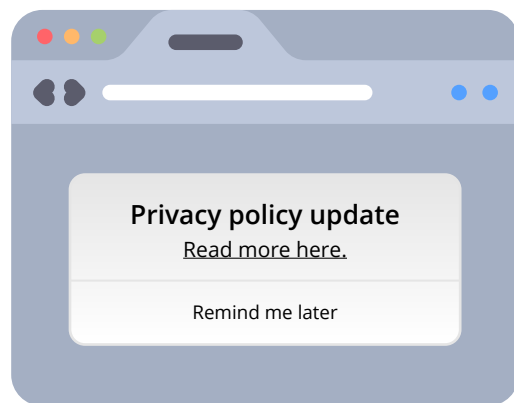
Amy123

Make sure it's hard to guess your password.

@&9bfjo#\$

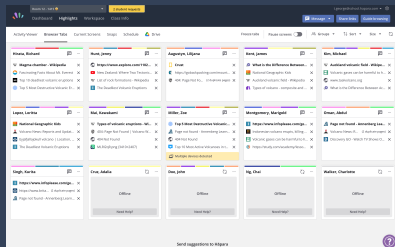
Use a combination of letters, symbols and numbers.

Understand privacy agreements



Don't click on everything

Teach learners about why phishing attempts, malicious links and offers that sound too good to be true exist and how they can recognize them.

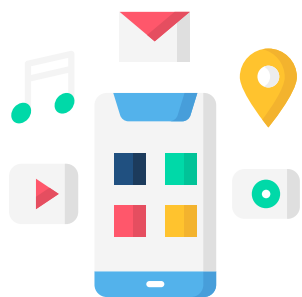


A monitoring tool like Hāpara Highlights can help keep learners safe while learning digital citizenship skills. The teacher can gradually release responsibility to them during that process.



Provide a framework that learners can call upon when they want to add outside media to their projects that doesn't violate copyright.

There's a lot of information to remember, but breaking it up into steps makes it easier to put into action.



The best option is to create your own media.

It's the safest way to go, and most learners have tools in their pockets to make images and music at all times.

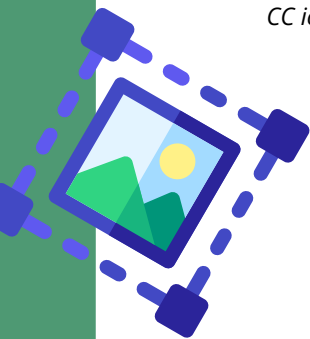
Search for public domain or Creative Commons media.

Sometimes works are no longer under copyright, or the creator decides to give it away.

** There are different permission levels attached to each license, so be sure you are familiar with the different CC icons and their meanings.*

"But it's for school" doesn't always work. Fair use only applies under these circumstances:

- You can use only a small part of the work.
- You must add your own meaning to the work to make it original and not a duplicate.
- You must rework and use the image or video in a completely different way.
- And you must use the work for nonprofit purposes only.





Teach learners to categorize news and information that they consume.

If learners learn to evaluate the information they consume, it's more likely that they'll be able to identify misinformation.



News



Opinion



Advertising



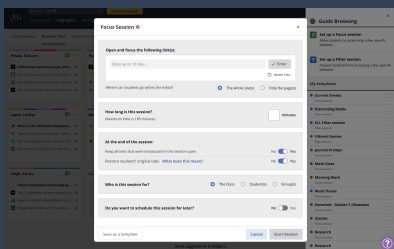
Entertainment



Propaganda



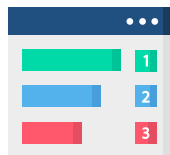
Unfiltered information



Hāpara Highlights allows teachers to guide browsing if learners are having trouble choosing sites with credible information, until they are ready to navigate on their own.



Help learners identify ways to balance media consumption.



Understanding

Ask learners to assess and rate how they feel after interacting in a variety of online activities. Create a chart and ask them to include a ranking for what they do online: posting photos, checking for and giving out likes, watching or creating videos, reading comments, playing games, etc.



Strategizing

Empower learners to use the collected information to plan what they need to address problems they see in their lives. Create time and space for this to be an ongoing assessment, teaching them to set specific goals and evaluate and adjust them frequently.



Guide learners to communicate thoughtfully online.

Talk about social media posts, blogs and emails that create community, offer entertainment that isn't insult-based or share knowledge. Then talk about what we should keep in mind before posting or hitting the send button. Learners, of course, will have the best suggestions, but here are a few to get started:

- Don't overshare.
- Don't post photos or updates designed to exclude others or boast about what you're doing.
- Be sensitive to what others may be facing – develop a sense of appropriate timing.
- Keep boundaries. Don't embarrass others.
- Keep your audience in mind.





Give learners guidelines to identify cyberbullying, name what's happening and respond appropriately.

Cyberbullying happens all the time so we must give learners a way to spot it and name it.

Exclusion

Deliberately and publicly leaving people out.

Harassment

A sustained and constant pattern of hurtful or threatening interactions to do harm.

Outing

Revealing private information without consent.

Social manipulation

An indirect method that targets a victim by forging alliances against them with disinformation.

Impersonating

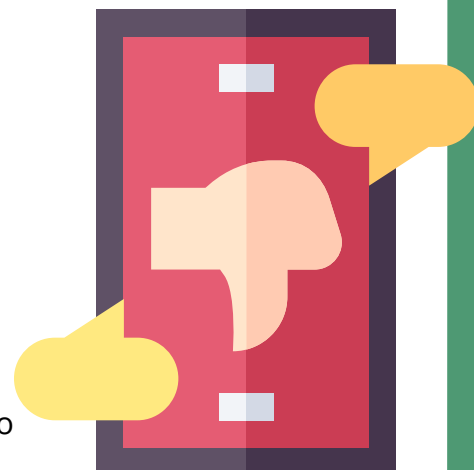
Creating a fake account to pretend to be another person.

Hate speech

Racist, sexist, homophobic content either stated as fact or directed at another person.

Brainstorm with learners the best way to respond when they see bullying or manipulation happening or what actions they should take when it happens to them. Create a list, a toolkit, a database, a set of if/then statements – anything that captures interest and inspires genuine problem solving and belief in the task's importance.

It's also vital for learners to put into place an approach they are comfortable with if they're accused of poor behavior, whether it's true or not. Talking about the best strategies to reverse behavior and make amends is proactive and will give learners a roadmap to follow if they're ever called out on something they put online.

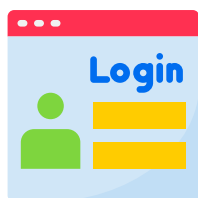




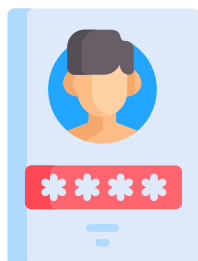
Teach learners how to manage their digital footprint.



Discuss with learners that any time they interact online, even if it's within an app that only they can access, they should imagine that they're using a computer at the public library. Talk about how nothing online is guaranteed to be private, and how to act accordingly.



Protect personal information. Remind learners that they don't have to sign up for an account every time a website prompts them to.



Teach learners to keep their information safe using their Chrome browser settings:

- In "Manage Passwords" tell learners to check where they're logged in, delete the sites they don't use.
- "Manage third-party access" will show them which accounts are accessing their data. Remove those who don't need it.
- Under "Activity controls," they can choose to stop letting Google save their history and activity from websites, YouTube, Google Maps, and other sites and apps. Learners can delete past activity too.
- Also, under "Activity controls," turn off location history and delete past activity.

To learn more about how Hāpara can empower learners to become responsible digital citizens, request a demo.

Schedule a Hāpara demo

