**Engadine West Public School – Digital Citizenship Expectations Matrix**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Students** | | | **Staff** | | | **Parents** | | |
| **At School** | **At Home** | **In Cyberspace** | **At School** | **At Home** | **In Cyberspace** | **At School** | **At Home** | **In Cyberspace** |
| **BE SAFE** | * Only search for things that are appropriate * Report to teachers anything that makes you feel uncomfortable, including bullying * Save only appropriate documents and images * Use age appropriate media * Observe censorship restrictions on the media and games you play | * Only search for things that are appropriate * Report to parents anything that makes you feel uncomfortable, including bullying * Save only appropriate documents and images * Use age appropriate media * Observe censorship restrictions on the media and games you play | * Only search for things that are appropriate * Save only appropriate documents and images * Keep your personal details safe * Share with your parents if someone wants to know your personal details or arranges to meet you * Only be on age appropriate sites * Be aware of age restrictions on social media sites * Be honest when entering your age upon signup on social media | * Use age appropriate websites in class * Model responsible internet use * Embed ICT in teaching and learning * Utilise technology as a teaching and learning tool * encourage team work on the internet * have controls in place to prevent access to inappropriate sites * Understand DEC policies relating to ICT and social media | * Ensure controls are in place to prevent unauthorised access to school/department servers * Be aware of appropriate channels of communication between staff, parents and students | * Teach students to respect each other, staff, and other people they encounter in cyberspace * Remain transparent in all communication between staff, parents and students | * Respect the privacy concerns of other parents - think about the photos you post publicly * Maintain awareness of your environment when using devices on school grounds * Review home device web history to understand sites being used | * Lead by example for length of computer/screen time * Allow time to familiarise yourself with what your kids are using and interested in online * Maintain open dialog with your children and the school * Reward desired behaviour with screen time eg. homework finished | * Be part of your child’s online life i.e. be online friends * Talk to your child about cyber safety |
| **BE RESPECTFUL** | * Follow school expectations * Work as a positive team member * Help everyone * Approach someone that may need a friend * Talk to your teacher if you need to * Respect school equipment and technology * Keep the computer area clean and tidy * Respect the files of other students that are stored on shared drives | * Be open with the content you are viewing online * Respect other family members’ privacy * Talk with parents about what is happening especially if it makes you feel uncomfortable * Work within the house rules for internet use * Respect teacher privacy | * Use only appropriate language and images * access age appropriate sites * If unsure ask an adult * Read all conditions of entering into a social site * Only post positive comments (if nothing good to say don’t say anything) * Send and share only photos that make you and others feel good * Ask permission before posting or tagging pictures | * Inform students of the appropriate use of digital media * Ensure that students act appropriately towards other members of the school community * Store digital information (such as photographs, records) only on the secure school servers. * Model respectful behaviour when using technology * Display signs that indicate ‘No Device Zones’ e.g. toilets & change rooms. * Be sensitive to the individual, socio economic and multicultural needs of students * Follow ‘Permission to Publish’ policy | * Be aware of appropriate channels of communication between staff, parents and students * Keep student personal information confidential | * Only engage to suitable behaviour in online situations. * Follow DEC policies and code of conduct * Block unwanted cyber bullies. * React to cyber issues in a calm and professional way. * Ensure all filtering software is up to date | * Show respect for others when posting * Remember to talk face to face to your friends - it means more than just sitting there texting * Keep conversations with other parents in the schoolyard positive | * Use appropriate language * Be aware of use of social media but respect students’ opinions * Discuss together time and days for use of social media * Show an interest in the use of digital tools and applications | * Know who you are talking to * Be respectful of others’ comments and ideas and think before you respond. * Be respectful of the school when using social media * Only post on social media what you would be happy to say face to face |
| **BE A LEARNER** | * Use computers for learning * Learn to research using different sources * Remember that real life interaction and learning at school is more important than cyberspace * Acknowledge the work of others – understand copyright | * Use appropriate websites for research * Use keywords to narrow results when researching * It’s Ok to explore but discuss with your parents * If something or someone makes you feel uncomfortable let your parents know | * Access experts * Only communicate online with people you know. * Utilise help functions of various services appropriately * Acknowledge the work of others - copyright | * Demonstrate active interest in children’s cyber activities * maintain professional learning * use online resources such as professional social media to develop and maintain knowledge of ICT * ensure equity to access when setting expectations for students and families * set a clear IT policy * Follow DEC Blog Ed policies * Plan outcomes-based learning experiences * Involve parents in educational experiences involving ICT | * Explore the WWW * learn how to use technology to complete school related tasks at home * plan lessons which include the use of digital technologies * Ensure all ICT equipment is signed in and out | * Participate in cyberspace activities to gain better understanding of ICT * Understand legal obligations * Share resources with colleagues | * Negotiate time spent using devices * Engage in conversations with children about online services * Watch technology-based programs with kids * Understand and be aware of systems for reporting web sites * Play games on the computer with your children * Accept opportunities for learning offered by the school | * Be aware of sites, apps and programs being utilised by students * Support school activities and programs * Understand the functionality of devices * Support the development of parent workshops in technology | * Monitor time spent by children online * Develop an understanding of your child’s online experiences by engaging with websites and technology * Demonstrate proactivity for online forums and researching technology * Learn to keep a record of harmful messages |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Students** | | |
| **At School** | **At Home** | **In Cyberspace** |
| **BE SAFE** | * Only search for things that are appropriate * Report to teachers anything that makes you feel uncomfortable, including bullying * Save only appropriate documents and images * Use age appropriate media * Observe censorship restrictions on the media and games you play | * Only search for things that are appropriate * Report to parents anything that makes you feel uncomfortable, including bullying * Save only appropriate documents and images * Use age appropriate media * Observe censorship restrictions on the media and games you play | * Only search for things that are appropriate * Save only appropriate documents and images * Keep your personal details safe * Share with your parents if someone wants to know your personal details or arranges to meet you * Only be on age appropriate sites * Be aware of age restrictions on social media sites * Be honest when entering your age upon signup on social media |
| **BE RESPECTFUL** | * Follow school expectations * Work as a positive team member * Help everyone * Approach someone that may need a friend * Talk to your teacher if you need to * Respect school equipment and technology * Keep the computer area clean and tidy * Respect the files of other students that are stored on shared drives | * Be open with the content you are viewing online * Respect other family members’ privacy * Talk with parents about what is happening especially if it makes you feel uncomfortable * Work within the house rules for internet use * Respect teacher privacy | * Use only appropriate language and images * access age appropriate sites * If unsure ask an adult * Read all conditions of entering into a social site * Only post positive comments (if nothing good to say don’t say anything) * Send and share only photos that make you and others feel good * Ask permission before posting or tagging pictures |
| **BE A LEARNER** | * use computers for learning * Learn to research using different sources * Remember that real life interaction and learning at school is more important than cyberspace * Acknowledge the work of others – understand copyright | * Use appropriate websites for research * Use keywords to narrow results when researching * It’s Ok to explore but discuss with your parents * If something or someone makes you feel uncomfortable let your parents know | * Access experts * Only communicate online with people you know. * Utilise help functions of various services appropriately * Acknowledge the work of others - copyright |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Staff** | | | | | |
| **At School** | | **At Home** | | **In Cyberspace** | |
| **BE SAFE** | * Use age appropriate websites in class * Model responsible internet use * Embed ICT in teaching and learning * Utilise technology as a teaching and learning tool * Encourage team work on the internet * Have controls in place to prevent access to inappropriate sites * Understand DEC policies relating to ICT and social media | | * Ensure controls are in place to prevent unauthorised access to school/department servers * Be aware of appropriate channels of communication between staff, parents and students | | * Teach students to respect each other, staff, and other people they encounter in cyberspace * Remain transparent in all communication between staff, parents and students | |
| **BE RESPECTFUL** | * Inform students of the appropriate use of digital media * Ensure that students act appropriately towards other members of the school community * Store digital information (such as photographs, records) only on the secure school servers. * Model respectful behaviour when using technology * Display signs that indicate ‘No Device Zones’ e.g. toilets & change rooms. * Be sensitive to the individual, socio economic and multicultural needs of students * Follow ‘Permission to Publish’ policy | | * Be aware of appropriate channels of communication between staff, parents and students * Keep student personal information confidential | | * Only engage to suitable behaviour in online situations. * Follow DEC policies and code of conduct * Block unwanted cyber bullies. * React to cyber issues in a calm and professional way. * Ensure all filtering software is up to date | |
| **BE A LEARNER** | * Demonstrate active interest in children’s cyber activities * Maintain professional learning * Use online resources such as professional social media to develop and maintain knowledge of ICT * Ensure equity to access when setting expectations for students and families * Set a clear IT policy * Follow DEC Blog Ed policies * Plan outcomes-based learning experiences * Involve parents in educational experiences involving ICT | | * Explore the WWW * Learn how to use technology to complete school related tasks at home * Plan lessons which include the use of digital technologies * Ensure all ICT equipment is signed in and out | | * Participate in cyberspace activities to gain better understanding of ICT * Understand legal obligations * Share resources with colleagues | |
|  | **Parents** | | | | |
| **At School** | **At Home** | | **In Cyberspace** | |
| **BE SAFE** | * Respect the privacy concerns of other parents - think about the photos you post publicly * Maintain awareness of your environment when using devices on school grounds * Review home device web history to understand sites being used | * Lead by example for length of computer/screen time * Allow time to familiarise yourself with what your kids are using and interested in online * Maintain open dialog with your children and the school * Reward desired behaviour with screen time eg. homework finished | | * Be part of your child’s online life i.e. be online friends * Talk to your child about cyber safety | |
| **BE RESPECTFUL** | * Show respect for others when posting * Remember to talk face to face to your friends - it means more than just sitting there texting * Keep conversations with other parents in the schoolyard positive | * Use appropriate language * Be aware of use of social media but respect students’ opinions * Discuss together time and days for use of social media * Show an interest in the use of digital tools and applications * Respect teacher privacy at home | | * Know who you are talking to * Be respectful of others’ comments and ideas and think before you respond. * Be respectful of the school when using social media * Only post on social media what you would be happy to say face to face | |
| **BE A LEARNER** | * Negotiate time spent using devices * Engage in conversations with children about online services * Watch technology-based programs with kids * Understand and be aware of systems for reporting web sites * Play games on the computer with your children * Accept opportunities for learning offered by the school | * Be aware of sites, apps and programs being utilised by students * Support school activities and programs * Understand the functionality of devices * Support the development of parent workshops in technology | | * Monitor time spent by children online * Develop an understanding of your child’s online experiences by engaging with websites and technology * Demonstrate proactivity for online forums and researching technology * Learn to keep a record of harmful messages | |