**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
 |