Indicators of Digital Readiness

Indicator	Digital Citizenship
Theme	Education and Classroom Practice
Priority Level	P1
Organizational Level	School

Description of Indicator

Digital Citizenship requires a positive school culture that supports students in using technology responsibly. School districts provide professional development and guidelines to teachers on the responsible use of technology and online digital tools. Teachers guide students to use the internet safely, protect their privacy, and handle cyberbullying.   Curriculum supports strong digital communication and collaboration skill development. Students are able to identify and evaluate information found through internet research and understand safely navigate a digital world.

Why is this action important?

Students have access to tools and resources that far exceed anything in the past, and this environment will continue to evolve as technology develops. In order to be successful, students must be able to use technology responsibly and effectively. The digital world presents nearly unlimited opportunities for learning, but it also is not without challenges. Students need skills to protect themselves from personal security threats, misinformation, and Cyberbullying. In order to be a part of the global community, students will be required communicate responsibly and effectively. They must also evaluate the quality and credibility of information they find in websites. Students will need to be able to think critically and develop effective strategies when using digital resources.

Indicator Rubric

Insufficient Evidence of Implementation **(0 Points)**	• Administration has defined Digital Citizenship and agreed on the need for a fully integrated digital citizenship plan • Administration communicates clear goals for teachers, students and parents
Foundational Stage of Implementation **(3 Points)**	Evidence is provided for all previous rubric levels, as well as: • Trainings have been delivered and resources for evaluating digital tools are accessible and advertised • The district has a list of approved apps/websites, etc.
Achieving Success in Implementation **(6 Points)**	Evidence is provided for all previous rubric levels, as well as: • Digital responsibility is a core component of the district/school's vision/goals • Digital Citizenship lessons/ideas/ concepts are fully integrated into the classrooms across the curriculum • Digital citizenship principles and values are modeled by teachers and students
Exemplary Success in Implementation **(9 Points)**	Evidence is provided for all previous rubric levels, as well as: • Digital citizenship is integrated into new curriculum and teacher evaluations. • Schools have clear appropriate use policies in place to counteract cyberbullying • Digital citizenship principles and values are modeled by teachers and students across grade levels and curricular areas

Who in the school/district should lead and be involved with this action?

- Administrators
- Teachers
- Students
- School Library Media Specialists
- Technology Coaches/Specialists
- Curriculum Leaders
- IT/Assistive Professionals
- Board of Education Members

How to execute the action

Administrators need to provide professional development that supports educators in understanding the importance of being digitally literate and strategies for supporting digital citizenship instruction in the classroom. District and/or building administrators, in collaboration with teachers, should develop professional development opportunities and continually evaluate professional capacity and student understanding. Schools should develop a process for vetting digital resources and create a list of district approved websites and apps that are accessible to all stakeholders. Curriculum should be evaluated to identify areas where digital citizenship can be included. Instruction should be integrated into daily practice and not taught in isolation.

Recommended evidence to submit for successful execution of this action

- District vision/goals pertaining to digital citizenship
- Evidence of digital citizenship being integrated into curriculum
- Evidence of digital citizenship in teacher evaluations
- Social media/cyberbullying policies
- Professional Development Plans
- Teacher lesson plans
- Student evidence
- Presentation Documents
- Vetting Framework/Process
- Link to list of district approved websites/apps

Resources schools can use to complete this action successfully

- [Common Sense Media - Professional Development Resources](#)
- [Common Sense Education Certification](#)s
- [Common Sense Education Certified School Checklist](#)
- [Nine Themes of Digital Citizenship](#)
- [12 Good Resources for Teaching Digital Citizenship - Free Tech for Teachers](#)
- [Common Sense Media - EdTech Privacy Evaluations](#)
- [Student Privacy Pledge](#)

- [Privacy Technical Assistance Center](#)
- [Youth and Media.org](#)

Certified Schools Exemplars: See links for school evidence

1. **[Mountain Way School, Morris Plains School District, 2018 Silver Certified](#)**

   MPSD subscribes to a number of digital resources, some of which are strictly information while others present social opportunities. In both situations, students and staff are educated on how to be a good digital citizen, including how to consume digital information in responsible ways and how to leave a respectful digital footprint. For students, many digital citizenship learning opportunities are embedded into the classroom lessons and are in the forefront of many activities, both digital and non-digital. Establishing the understanding of citizenship, and how that translates to the digital world is critical. MPSD recognizes embedding understanding of citizenship in the digital context as early as Kindergarten when students begin to understand the concept of personal information and how to protect that. Additionally, a new digital communications policy helps support staff in making responsible decisions online. This policy addresses the many uses of social media, both personally and professionally, defining appropriate uses in correlation to the role that staff play in the district. The roll out of this policy was accompanied by multiple Professional Development experiences offered to staff in an effort to both educate and empower them to make positive decisions.

2. **[Eastern Regional High School, Eastern Camden County Regional School District, 2018 Bronze Certified](#)**

   Eastern Regional High School has achieved one-to-one status through their iPad initiative. As a result, educating students about digital citizenship is essential to student conduct while using their devices. All students must review, agree to, and sign a digital learning environment policy. The policy contains procedures and practices for responsible digital citizenship. In addition, all freshman study halls are taken to the media center for an orientation and introduced to different resources and proper use guidelines. Cyberbullying is addressed through a lesson taught by Student Alliance members (who are sophomores, juniors, and seniors) in freshman study halls during Respect Week in October. Coordinated through the school's media specialist, students receive instruction on ethical and responsible use of intellectual property including source validity, plagiarism awareness, and responsible publishing. The District Website contains an internet safety resource page that provides parents and students with vetted online resources to students and parents implement responsible internet practices.

3. **[East Hanover Middle School, East Hanover School District, 2018 Bronze Certified](#)**

   Digital citizenship is a major focus of the East Hanover School District. Our Board of Education Policies support the continued need for attention to this matter. Our teachers are provided ongoing training regarding best instructional practices. All teachers in the school building have been trained to promote best practices and provide students with a learning environment that encourages our students to act responsibly as digital citizens. This year, Our ELA curriculum additionally supports a deep understanding of digital citizenship.

4. **[Ridgedale Middle School, Florham Park School District, 2018 Bronze Certified](#)**

   The Florham Park School District provides professional development opportunities and guidelines to staff on the responsible use of technology and digital tools. Florham Park teachers instruct students on how to use the internet safely, protect their privacy, and handle cyberbullying. The students are required to complete a digital driver's license course, prior to using the school's computers. All 6th Grade students and their parents must attend a 1:1 Parent Night Workshop before they are able to bring their Chromebook home. All students and parents must have signed off on the Acceptable Use Policy and the 1:1 "Chromebook Permission Slip" prior to receiving the Chromebook for take home use. Our district's curriculum supports strong digital communication and collaboration skill development. Our students are able to identify and evaluate information found through internet research and understand how to safely navigate a digital world.

5. **[Lillian Drive Elementary School, Hazlet Township Public School District, 2018 Bronze Certified](#)**

   Teaching children how to be good Digital Citizens is a priority at LDS. In order to be a good digital citizen it must be shown

effectively by staff and supported by parents. We achieved exemplary status by showing communication to parents of school expectations while also providing pictures and examples of Digital Citizenship lessons taught at the school. Students were shown working together and using technology appropriately.

6. **Park Ridge High School, Park Ridge School District, 2018 Bronze Certified**

Our Digital Citizenship plan was largely the result of a PLC that was already formed when we began our application. The PLC decided to do two things: focus on building teacher support for our initiative, and make sure that students also saw the positive in digital culture. To those ends, we had faculty sign a pledge at the beginning of the year, and have pursued school-wide 'drop-in' lessons on proper etiquette. We have provided a way for staff to reflect, and hope to partner with Common Sense Media to expand and develop our Digital Citizenship lessons.

7. **Bunker Hill Middle School, Washington Township School District, 2018 Bronze Certified**

Bunker Hill Middle School embraces the need for Digital Citizenship education and philosophy. In our evidence, we highlight some of the many programs that we use to help instill these ideals. We run a Township Tuesday program every other Tuesday that focuses on issues that impact the lives of our middle schoolers. We frequently discuss Digital Citizenship as a part of our semi-weekly meetings. We also hold a yearly "Township Talks Tech" program for families. One of the topics that is covered every year is Digital Citizenship. It provides the opportunities for families to come together and learn about resources and issues. Also, our district Mission Statement shows our concern for creating students who are appropriately civic minded, and our goals show the need for using technology as part of our learning. These goals and ideals continue to push us as we develop curriculum. This combines with our Computer Science curriculum, and work by our guidance counselors to create an environment where Digital Citizenship takes center stage.

8. **Voorhees Middle School, Voorhees Middle School, 2018 Bronze Certified**

The Voorhees Township School District promotes a positive school culture and it is a core component of the school's vision with Digital Citizenship and Cyber Awareness. Our district schools provide both digital citizenship and cyber awareness training as well as guidelines to teachers and staff for responsible use of technology and online digital tools. We have a clear and extensive acceptable use policy to counteract cyber bullying. Teachers and staff guide students to use cyber safety when using the internet, protecting their privacy, and handling cyberbullying. The following areas are covered, digital citizenship, digital etiquette, emails, messaging, online safety, being an upstander or a bystander, cyberbullying, and digital footprints. Teachers and students have created skits, multimedia presentations, and brochures relating to digital citizenship. Students visit online resources to evaluate information through research and understanding of safe navigation in an ever changing digital world. Instruction aligns with the district's tech plan and educational technology standards. Students and teachers are made aware of our Board approved acceptable use policy. This essential initiative impacts and serves all stakeholders of the community by promoting high standards of digital responsibility within the community. The long range critical outcome is to ensure that our students become lifelong, upstanding members of our greater digital community at large.

9. **Hurffville School, Washington Township Public Schools, 2018 Bronze Certified**

Digital Citizenship instruction is widespread in our school. Students in all grade levels are instructed in digital citizenship and the acceptable use of technology. We have an Acceptable Use Policy (AUP) in place, as well as an email contract for 3rd through 5th graders. Classroom teachers, Related Arts teachers, the Principal, and the tech integration specialist all play a role in instructing students in online safety, evaluating websites, and internet use/navigation. We have a digital professional development module that all district teachers must complete.   A large portion of this is digital responsibility. It is one of our district's goals, as the citizenship for teachers we must complete and sign a contract as well.

10. **West New York Middle School, West New York, 2018 Bronze Certified**

The West New York School District utilizes Barracuda Network, a security product for data storage & disaster recovery, content security, on a cloud-enabled platform... Web filters assist our schools and libraries to enforce CIPA policies in a cost-effective manner. Digital Citizenship is provided to all staff and utilizing Safe Schools Training sessions. New Jersey Student Learning Standards require that students receive Digital Citizen lessons and assessments to teach our students

the regulations of the digital world along with how to be safe and responsible with technology.