

Charlotte-Mecklenburg Schools

Digital Citizenship Guide

Access on CMS Learns- <http://www.cmslearns.org/cmsdigitalcitizenship/>



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How to Use This Guide:

This guide was developed to help schools introduce school expectations and prepare students to use devices safely and effectively. We recommend schools share information and teach digital citizenship school-wide. Each week of this three-week guide is based around a theme. At the beginning of each week school administrators are encouraged to make an announcement introducing the topics for the week and explain school-specific expectations for using devices. Teachers should then teach the lessons and use the related activities throughout the week.

To begin the classroom lessons teachers must [register](#) for a free Common Sense Media Account, so they can download the lesson materials and student packets for each lesson. All materials needed for the lessons can be found within these packets. Additionally, the Student eWorkbooks and related activities will reiterate the topics being taught throughout the week. These lessons can also be facilitated by school media coordinators, computer lab staff, or other support staff.

Week 1: Information Literacy & Privacy & Security

Overview: Information literacy includes the ability to identify, find, evaluate, and use information effectively. From effective search strategies to evaluation techniques, students learn how to evaluate the quality, credibility, and validity of websites, and give proper credit.

Students learn strategies for managing their online information and keeping it secure from online risks such as identity thieves and phishing. They learn how to create strong passwords, how to avoid scams and schemes, and how to analyze privacy policies. ([Source](#))

Morning Announcement (Schoolwide)	<ul style="list-style-type: none"> Introduce device(s) and discuss how different devices can be used for games, social networking, research, etc., but at school devices will be used for learning. Note that learning with devices will be fun, such as Dreambox and Compass Learning, but it is to be used for education. Discuss the importance of online security (not sharing passwords) and keeping devices safe (e.g.: how to carry them around, specific school & classroom rules, etc.). Students will participate in lessons in their classroom this week that extend this conversation. 	
Classroom Plans	Lesson	Related Activities
K-2 Activities	Day 1 - Going Places Safely Day 2 - Keep It Private Day 3 - ABC Searching	NetSmartzKids Student eWorkbook Teacher Edition eWorkbook
3-5 Activities	Day 1 - Private and Personal Information Day 2 - The Key to Keywords Day 3 - Strong Passwords	Digital Passport Activities Student eWorkbook Teacher Edition eWorkbook
6-8 Activities	Day 1 - Digital Life 101 Day 2 - Strategic Searching Day 3 - Identifying High-Quality Sites Day 4 - Trillion Dollar Footprint	Digital Compass Activities EverFi Digital Education Student eWorkbook Teacher Edition eWorkbook
9-12 Activities	Day 1 - Digital Life 102 Day 2 - Building Community Online Day 3 - What's the Big Deal about Internet Privacy? Day 4 - Oops! I Broadcast it on the Internet	Digital Bytes MTV's A Thin Line Student eWorkbook Teacher Edition eWorkbook



Week 2: Internet Safety & Cyberbullying

Overview: Students explore how the Internet offers an amazing way to collaborate with others worldwide, while staying safe through employing strategies such as distinguishing between inappropriate contact and positive connections. These foundational skills are just the beginning! Students learn what to do if they are involved in a cyberbullying situation. They explore the roles people play and how individual actions — both negative and positive — can impact their friends and broader communities. Students are encouraged to take the active role of upstander and build positive, supportive online communities. ([Source](#))

Morning Announcement (Schoolwide)	<ul style="list-style-type: none"> The internet can be a fun place for learning (refer to last week’s lesson and discussion) but users have to be safe in the digital world. Cyberbullying is a huge problem today because people think they can hide behind their screens. Crumpled Paper Scenario - Talk about what cyberbullying looks like (i.e.: name calling, sharing photos that make someone look bad, making threats, etc.). Crumple a sheet of paper to show what it’s like when someone gets bullied. Smooth the paper back out but make note of the ridges and tears in the paper. The paper isn’t the same as it was before. Reiterate Character Ed Traits in a Digital World (eg: Show respect for others online, be accountable for your own behavior online, etc.). 	
Classroom Plans	Lesson	Related Activities
K-2 Activities	Day 1 - Follow the Digital Trail Day 2 - Staying Safe Online Day 3 - Screen Out the Mean	NetSmartzKids Videos
3-5 Activities	Day 1 - The Power of Words Day 2 - What’s Cyberbullying? Day 3 - Talking Safely Online	Digital Passport Activities NetSmartz
6-8 Activities	Day 1 - Cyberbullying: Be Upstanding Day 2 - Safe Online Talk Day 3 - Reality of Digital Drama Day 4 - Cyberbullying: Crossing the Line	Digital Compass Activities EverFi Digital Education Real Life Stories
9-12 Activities	Day 1 - Turn Down the Dial on Cyberbullying and Online Cruelty Day 2 - My Online Code Day 3 - Taking Perspectives on Cyberbullying Day 4 - Breaking Down Hate Speech	Teens Talk Back Real Life Stories



Week 3: Relationships & Communication & Creative Credit & Copyright

Overview: Students reflect on how they can use intrapersonal and interpersonal skills to build and strengthen positive online communication and communities. They delve into the concept of digital citizenship and digital ethics, and they reflect on their online interactions.

Living in a “copy/paste” culture, students need to reflect on their responsibilities and rights as creators in the online spaces where they consume, create, and share information. From addressing plagiarism to piracy, students learn about copyright and fair use. ([Source](#))

Morning Announcement (Schoolwide)	<ul style="list-style-type: none"> When working online students need to foster strong, positive relationships with others living in the digital world and keep communication open. This includes using resources found on the internet respectfully by citing resources your use, paying for movies/music/books sold by others and not stealing them, etc. 	
Classroom Plans	Lesson	Related Activities
K-2 Activities	Day 1 - My Creative Work Day 2 - My Online Community Day 3 - Show Respect Online	Digizen
3-5 Activities	Day 1 - Rings of Responsibility Day 2 - Whose Is It, Anyway? Day 3 - Super Digital Citizen	Digital Passport Activities
6-8 Activities	Day 1 - Safe Online Talk Day 2 - A Creator’s Rights Day 3 - A Creator’s Responsibilities Day 4 - Rework, Reuse, Remix	Digital Compass Activities EverFi Digital Education
9-12 Activities	Day 1 - Feeling On Display Day 2 - Copyrights and Wrongs Day 3 - My Online Code Day 4 - Rights, Remixes, and Respect	ThinkB4U Own Your Space Ebook



Additional Resources for Teaching Digital Citizenship

[CMS Digital Learning Required Use Policy](#)

[CMS Digital Learning Required Use Policy \(Spanish\)](#)

[Digital Citizenship Family Contract](#)

[Web Tools Permission Slip for Students Under 13](#)

[Web Tools Permission Slip for Students Under 13 \(Spanish\)](#)

For Parents:

- [Connecting Families](#) - Resources to teach parents about digital citizenship during meetings.
- [iKeepSafe Parents](#) - You can help your child become a responsible, ethical digital citizen with healthy online relationships by teaching them about 3C's: Contact, Content, and Conduct.
- [Digital Citizenship Strand in Atomic Learning - Learn.Do.Grow.](#) - Did you know parents have access to Atomic Learning too? [Click here](#) for your school's parent and student logins.

For Teachers:

- [Cyberbullying Toolkit](#)
- [Common Sense Media Digital Literacy and Citizenship Curriculum Overview](#)
- [Become a Common Sense Digital Citizenship Certified Educator](#)
- [Full Common Sense Media Scope and Sequence](#)
- [Infographic: Citizenship in the Digital Age](#)
- [Digital Citizenship Film Festival](#)
- [Cyber Street Wise](#)
- [Digital Citizenship Strand in Atomic Learning - Learn.Do.Grow.](#)

For Administrators:

- [1:1 Essentials](#)
- [iKeepSafe – Incident Response Tool](#) (for Android)
- [Digital Citizenship Toolkits](#)
- [Become a Common Sense Digital Citizenship Certified School](#)
- [Digital Citizenship Strand in Atomic Learning - Learn.Do.Grow.](#)

