



COMMUNICATION • COLLABORATION • CITIZENSHIP • CONTEMPLATION • CREATIVITY • COMPETITION • CURIOSITY • COMPASSION • CONSERVATION

Digital Citizenship Plan

1. Overview and Objectives

The goal is to foster a responsible and safe digital culture by teaching students, parents, and staff about the ethical, safe, and effective use of technology. The plan covers:

- Online safety
- Cyberbullying prevention
- Privacy and data protection
- Digital literacy and critical thinking
- Balancing screen time and wellbeing

2. Program Components

A. Digital Citizenship Classes (Students) :

These classes will be part of the curriculum, covering key topics:

- Grade 5: Introduction to Digital Safety (passwords, privacy, and phishing)
- Grade 6: Social Media & Online Etiquette (cyberbullying, respectful communication)
- Grade 7: Digital Footprint & Critical Thinking (media literacy, evaluating online information)

Class Format:

- Weekly 45 minute sessions
- Interactive activities, discussions, and multimedia content

B. Parent Seminars:

- Parents will be involved through regular seminars to ensure they understand the importance of digital citizenship and can support their children.

Topics Covered:

- Monitoring and guiding online behavior
- Understanding social media platforms
- Recognizing signs of cyberbullying
- Tools for managing screen time.

Frequency: Quarterly seminars (in person and online options)

C. Assemblies and Workshops (Whole School):

- Monthly Assemblies: Focus on specific themes such as online kindness, data privacy, or managing tech stress.
- Guest Speakers: Invite experts on cybersecurity, mental health, or digital wellness.
- Interactive Workshops: Hands-on activities to simulate real world scenarios (e.g., spotting phishing emails).

D. Electronic Device Policy and Procedures



COMMUNICATION • COLLABORATION • CITIZENSHIP • CONTEMPLATION • CREATIVITY • COMPETITION • CURIOSITY • COMPASSION • CONSERVATION

- Create a clear policy that outlines expectations for responsible device use.

Policy Highlights:

- Classroom Use: Devices allowed for educational purposes only.
- Social Areas: Restricted use during recess/lunch to encourage face to face interaction.
- Screen Time Limits: Encourage limits on device use both in and out of school.

Procedures:

- Regular device check-ins during homeroom to ensure appropriate apps and settings are used.
- Consequences for misuse outlined in a tiered discipline approach (warnings, parent notification, etc.).

E. Online Safety Resources

- Create a dedicated digital resource hub accessible via the school's website. It will include:
 - Guides on privacy settings for popular apps
 - Cyberbullying reporting mechanisms
 - Mental health resources related to digital usage

3. Implementation Timeline

Phase 1 (First Quarter):

- Introduce digital citizenship classes and finalize the electronic device policy.
- Hold the first parent seminar.

Phase 2 (Second Quarter):

- Launch monthly assemblies and invite guest speakers.
- Begin tracking program effectiveness through surveys.

Phase 3 (Third/Fourth Quarters):

- Adjust program elements based on feedback.
- Hold a community event showcasing digital citizenship projects.

4. Program Evaluation

- Surveys: Conduct surveys for students, parents, and staff to gather feedback.
- Data Collection: Monitor device misuse incidents and behavioral changes.
- Review Meetings: Annual review to assess the program's impact and adjust as needed.