

# Digital Citizenship at SIDE

SIDE students are good digital citizens. This means you are respectful, responsible and safe in your online interactions, both inside and outside of school. Guidelines for being a good digital citizen at SIDE are outlined below.

## Digital responsibility

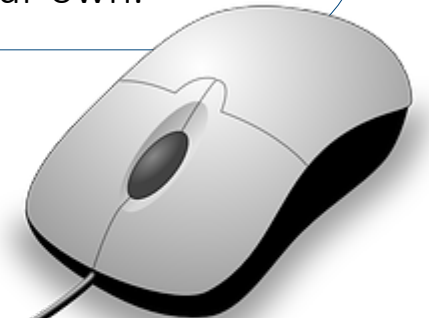
- Pause and reflect before sharing anything online; the internet has a long memory (and so does Webex and Moodle).
- Choose an appropriate profile picture.
- Understand the potential impact of your online actions on both yourself and others.
- Adhere to ethical guidelines, respecting intellectual property and online etiquette.

## Online security

- Safeguard your personal information; not everything needs to be public.
- Always sign in to Webex using your Department of Education (DoE) details.
- Utilise strong, unique passwords to protect your accounts. Never share your DoE log in details.
- Promptly report any concerning or harmful online activities and seek assistance if needed.

## Respect and consideration

- Treat your peers online as you would in person—respectfully.
- Choose your words thoughtfully in texts, comments, and discussions.
- Appreciate diverse perspectives, even if they differ from your own.



# Digital Citizenship at SIDE

SIDE students are good digital citizens. This means you are respectful, responsible and safe in your online interactions, both inside and outside of school. Here's how to be a good digital citizen at SIDE:

## Be kind online

- Treat others online like you'd treat them in person.
- Be polite when using chat or Moodle communication tools (eg forums).
- Remember, people have different opinions, and that's okay.

## Be a good online citizen

- Think before you share stuff on the internet – this includes what you share on Webex, Moodle and your profile picture.
- Consider how your words or actions might make others feel.
- Follow the rules and be honest when you're online.

## Stay safe

- Keep your personal info private. Always use your school account details to sign in to Webex.
- Use strong passwords that are hard for others to guess. Never share your Department of Education (DoE) log in details.
- If something feels weird or makes you uncomfortable, tell a trusted adult.



# Digital Citizenship at SIDE



SIDE students are good digital citizens. That means you are very good at being nice, responsible, and safe when you use a computer, at school or at home. Here's how to be a good digital citizen at SIDE:



## Be kind online

- Treat your friends online just like you do at the playground.
- Use nice words and say "please" and "thank you."

## Share nicely

- Before you post a picture or write something, think if it's something that would make your friends happy.
- Only share things that are okay for everyone to see.

## Stay safe

- Don't share your name or where you live with people you don't know.
- Always use your school log in for Webex.
- If something online makes you feel funny or scared, tell a grown-up you trust.

# Working in Webex



Be dressed appropriately for school.



Mute your microphone unless you are speaking.



Be on time.



Participate – use your microphone, emojis, chat, and annotation tools.



Sign in to Webex using your Department of Education username and password. This is compulsory. Never share your sign in details.



Use chat and annotation tools sensibly.



Turn your webcam on.



Take notes and remember to write down what your next steps are.

# Working in Moodle



Never share your log in details.



Complete the activities and tasks set by your teacher.



Choose a school-appropriate profile picture – a head and shoulders image or avatar is fine.



When working in shared-activities (forums, wikis, blogs etc), be polite – think about what you write or record.



Do not share personal contact details/social media tags.



Seek help if you get stuck with your work, or if something doesn't seem to be working properly.



Remember that Moodle activity is monitored.