



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: DIGITAL CITIZENSHIP

CODE: 5161 Responsible Use Procedure (RUP)

Reference Matrix	
Education Act (1995)	Sections 85, 87, 108, 109, 175, 177, 231
Other Related Acts	Criminal Code; Copyright Act; <i>Local Authority Freedom of Information and Protection of Privacy (LAFOIP)</i>
Holy Family Related Procedures	OP 5141 Student Conduct OP 5142 Student Discipline OP 6051 Digital Literacy
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	Digital Citizenship Education in Saskatchewan Schools, 2015, Dr. Alec Couros-Information and Technology Coordinator at U of R.
Date Reviewed	August 21, 2016

Background:

Holy Family believes that digital technologies are fundamentally reshaping the ways in which individuals interact, communicate, and relate to one another in our schools, places of work, and greater communities.

In light of these significant cultural shifts, Holy Family is committed to ensuring that we provide opportunities for our students and staff to learn to operate in a digitally connected world: to effectively make sense of the abundance of information now available, and to navigate online spaces in ways that contribute to learning. Specifically, Holy Family is committed to integrating the various aspects of positive digital citizenship into classrooms and curricula. Digital Citizenship may be thought of as being a member of the global online community, membership which carries rights and responsibilities. These rights and responsibilities include many of the rights and responsibilities we traditionally associate with citizenship in face-to-face contexts, but they also include additional elements that arise from the unique characteristics of online spaces. Consequently, participation in the global digital community necessitates new forms of thinking and understanding, with the goal that our online habits and actions have a positive impact on our digital environments and the people we share them with.

For the purpose of all Digital Citizenship Operational Procedures the term “users” includes all Holy Family administrators, teachers, staff, and students, as well as guests accessing the Holy Family network.

Procedures:

Elements of Digital Citizenship:

1. Holy Family strives to model and teach the safe, legal, ethical, and responsible use of information, technology, and resources through the eight elements of digital citizenship.

OP 5162	Digital Etiquette
OP 5163	Digital Access
OP 5164	Digital Legal Responsibilities
OP 5165	Digital Communication
OP 5166	Digital Commerce
OP 5167	Digital Rights and Responsibilities
OP 5168	Digital Safety and Security
OP 5169	Digital Health and Wellness

2. Holy Family staff is responsible for ensuring students understand that the digital and physical worlds are not considered separate with respect to student conduct.
3. [OP 5141 Student Conduct](#) and [OP 5142 Student Discipline](#) apply whether the conduct occurs in the digital world or physical world.
4. Holy Family staff is responsible for understanding that digital and physical worlds are not considered separate with respect to staff conduct.