

DEAR STUDENT

I HOPE THAT YOU ARE LOOKING FORWARD TO JOINING OUR MCS COMMUNITY AS MUCH AS WE ARE LOOKING FORWARD TO WELCOMING YOU. MY NAME IS MISS CASWELL AND I AM THE DIGITAL LITERACY CO-ORDINATOR.

AT MCS YOU WILL BE WORKING ACROSS A NUMBER OF DIGITAL PLATFORMS BOTH IN AND OUT OF THE CLASSROOM AND YOU HAVE THE RESPONSIBILITY FOR BEING A GOOD DIGITAL CITIZEN. MANY OF THE CHARACTERISTICS OF BEING A GOOD CITIZEN – FROM BEING RESPECTFUL AND RESPONSIBLE, TO DOING WHAT'S RIGHT – ARE KEY ELEMENTS TO DIGITAL CITIZENSHIP AS WELL.

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BEING A GOOD DIGITAL CITIZEN IS MORE THAN BEING A SAFE INTERNET USER. A GOOD DIGITAL CITIZEN IS ABLE TO EFFECTIVELY, RESPONSIBLY AND RESPECTFULLY COLLABORATE AND COMMUNICATE USING DIGITAL PLATFORMS. IT IS ABOUT MAKING THE RIGHT CHOICE AND UNDERSTANDING THE IMPACT OF YOUR ACTIONS ONLINE. AS A USER OF ONLINE APPS, SOCIAL NETWORKING SITES, AND OTHER ONLINE COLLABORATION FORUMS, YOU ARE A CITIZEN OF MANY DIFFERENT COMMUNITIES. JUST LIKE REAL-LIFE COMMUNITIES, THERE ARE RULES, ETIQUETTES AND EVEN LAWS TO FOLLOW.



## A GOOD DIGITAL CITIZEN:

- CHAMPIONS **EQUAL DIGITAL RIGHTS** AND ACCESS FOR ALL

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- TREATS OTHERS WITH **RESPECT**, NEVER CYBERBULLIES AND REPORTS ANY CYBERBULLYING THEY BECOME AWARE OF
- **DOES NOT STEAL OR DAMAGE** OTHERS' DIGITAL WORK, IDENTITY OR PROPERTY AND GIVE PROPER CREDIT TO ANY SOURCES USED
- MAKES **APPROPRIATE DECISIONS** WHEN COMMUNICATING THROUGH A VARIETY OF DIGITAL CHANNELS



# **THINK BEFORE YOU POST!**

REMEMBER THAT ANYTHING POSTED **ONLINE IS PERMANENT**  
**PROTECT YOUR PRIVATE INFORMATION**

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FOLLOW THE SCHOOL'S **ACCEPTABLE USE** GUIDELINES  
**STAND UP TO CYBERBULLYING.**

REPORT CYBERBULLIES TO PARENTS OR TEACHERS

COMMUNICATE RESPECTFULLY

**BE KIND:** USE DIGITAL TOOLS TO TALK WITH PEOPLE NOT ABOUT  
THEM



WE WOULD LIKE TO INVITE YOU TO USE YOUR CREATIVE TALENTS TO PRODUCE A PIECE OF WORK ON THE THEME OF BEING A GOOD DIGITAL CITIZEN AT MCS.

IT CAN BE PRODUCED IN ANY MEDIUM YOU WISH; A POSTER, A GRAPHIC OR AN ANIMATION. YOU MAY EVEN HAVE OTHER IDEAS.

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YOU CAN USE ANY SOFTWARE THAT YOU WISH OR, ALTERNATIVELY, YOU CAN GET CREATIVE WITH ARTS AND CRAFTS AND SUBMIT A PHOTOGRAPH OF YOUR WORK.

A SELECTION OF DESIGNS WILL BE CHOSEN TO EXEMPLIFY WHAT IT MEANS TO BE A GOOD DIGITAL CITIZEN AND WILL BE DISPLAYED THROUGHOUT THE SCHOOL. PLEASE SUBMIT YOUR DESIGNS TO MISS CASWELL AT [CASWELLS2@HWBCYMRU.NET](mailto:CASWELLS2@HWBCYMRU.NET).

I LOOK FORWARD TO RECEIVING YOUR DESIGNS AND MEETING YOU IN SEPTEMBER.

MISS S CASWELL  
DIGITAL LITERACY CO-ORDINATOR

