DIGITAL CITIZENSHIP SCOPE AND SEQUENCE

Holy Spirit Catholic School Division

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**Please ensure that you have previewed*

all links, videos and lesson materials prior to using with students

to ensure alignment with the teachings and values of the Catholic Faith

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Introduction

The Holy Spirit Catholic Schools

Digital Scope and Sequence

is the culmination of several years' worth of dedication and work by many staff members who had a shared vision of providing our students with the skills necessary to be good citizens in both a digital and non-digital world. It was important to develop a Scope & Sequence that was rooted in our Catholic Faith, as this drives everything we do in Holy Spirit Catholic Schools. We know the importance of our students representing themselves as Children of God in all facets of their life, including the ever-present online world our students engage in daily.

The Scope & Sequence is divided into three main themes: Respect, Educate and Protect. These three themes were based on the work of Mike Ribble's Nine Elements of Digital Citizenship http://www.digitalcitizenship.net/. The writing committee used the three themes to guide the development of the specific outcomes for each grade level. The committee also recognized that many of our teachers are unfamiliar with some of the principles of Digital Citizenship, so in addition to the outcomes in the Scope & Sequence, the committee tried to provide as many resources to teachers as possible. This allows teachers of all experience and comfort levels with technology to easily incorporate Digital Citizenship lessons into their classrooms regularly.

Respect

Everyone is created in the image and likeness of Christ.
The words, images and online activities you engage in demonstrate respect for yourself and caring for others as an image of Christ.
You follow societal laws and Gospel values in relation to the right to privacy & free speech.

Holy Spirit Graduate Competency	Grade 1 Competency	Grade 2 Competency	Grade 3 Competency
Students will demonstrate rights and responsibilities appropriate to digital etiquette.	Students will engage in non-digital based social skills development that emphasize interpersonal skill sets for communication such as what is and is not appropriate to say to others. Common Sense Media Pause & Think Online	Students will understand that bullying can occur without the victim being present. Students will be exposed to the various methods through which bullying can occur. Common Sense Media Putting a STOP to Online Meanness	Students will be introduced to the concept of cyberbullying. - The school liaison officer. - online videos. Common Sense Media the Power of Words
Students will model legal and ethical behaviors when creating and sharing information.	Students will follow teacher directions while online. Common Sense Media Safety in My Online Neighborhood	**Students will follow the three responsibility rules:** **1. Get adult permission** **2. Communicate only to people approved by the teacher** **3. Access media that is right for me** **(Example: Age appropriate songs and movies)** **Common Sense Media Let's Give Credit**	Students will be responsible to read the school user agreement with an awareness that their actions can be tracked. Common Sense Media Your Rings of Responsibility
Students will actively manage their online digital footprint and will present themselves in an ethical and respectful manner.	Students will go to teacher directed sites. Common Sense Media Internet Traffic Light	Students will be introduced to a larger variety of appropriate sites. Common Sense Media Digital Trials	Students will be able to choose from a list of appropriate sites with an awareness that not all information on the Internet is reliable. Common Sense Media Our Digital Citizenship Pledge

Holy Spirit Graduate Competency	Grade 4 Competency	Grade 5 Competency	Grade 6 Competency
Students will demonstrate rights and responsibilities appropriate to digital etiquette.	Students will demonstrate respectful and constructive communication using digital tools. Students learn the difference between being a passive bystander versus a brave up stander in cyber bullying situations. Source: Common Sense Media. Common Sense Media Be a Super Digital Citizen	Students will demonstrate respectful and constructive communication using digital tools. Common Sense Media Is It Cyberbullying?	Students will describe and demonstrate ethical, appropriate and constructive behaviours when communicating with others and using a variety of tools including social media, online games, email and texts. Common Sense Media Is It Cyberbullying? Common Sense Media Digital Drama Unplugged
Students will model legal and ethical behaviors when creating and sharing information.	Students will know that with the Holy Spirit log in their activities and actions can be tracked. Media Private & Personal Information	Media Private & Personal Information	Students will demonstrate an understanding of the global access to their information and what is published online contributes to their digital footprint. (Appropriate photos etc.) Students will understand how quickly information can spread in a digitally-connected global world. Media Who Are You Online?
Students will actively manage their online digital footprint and will present themselves in an ethical and respectful manner.	Use a child-friendly search engine to find information. Some examples are: Kidtopia Common Sense Media Our Online Tracks	Use a variety of search engines to find information with an awareness of network filters and how to respond to inappropriate content. Common Sense Media Our Online Tracks	Common Sense Media Who Are You Online Common Sense Media Don't Feed the Phish

Holy Spirit Graduate Competency	Grade 7 Competency	Grade 8 Competency	Grade 9 Competency
Students will demonstrate rights and responsibilities appropriate to digital etiquette.	Students will review the importance of respecting each other online and each other's personal devices. Students will define cyberbullying and identify instances of cyberbullying. Students will understand that they should respect others while posting online. Media Upstanders and Allies Taking-Action Against Cyberbullying http://www.cyberbullying.ca	Students will understand the difference between being a passive bystander versus a brave up stander in cyber bullying situations. Source: Common Sense Media Common Sense Media Upstanders and Allies Taking-Action Against Cyberbullying	Students will understand the importance of marketing themselves and the long-term implications of their digital footprint. Common Sense Media Who's Looking at Your Digital Footprint Students recognize factors that intensify cyberbullying and identify strategies that can lessen them. Common Sense Media What You Send In "That Moment When" Kids Help Phone | Cyberbullying http://www.deletecyberbullying.org/what-to-do-if-youre-a-victim/ Bullying.co.uk/cyberbullying
Students will model legal and ethical behaviors when creating and sharing information.	Students will define the concept of having a "Digital Footprint". Students will understand the long term implications of having "Digital Footprints." Common Sense Media the Power of Digital Footprints http://www.schooltube.com/video/d4e1ce965f05c53f961a/Protecting-Your-Digital-Footprint	Students will identify inappropriate online talk and evaluate strategies to deal with it. Common Sense Media Chatting Online Safely Common Sense Media Being Aware of What Your Share	Students will define what constitutes a safe online relationship. Students will apply knowledge to real life scenarios to protect their safety. Media Smarts | Online Relationships: Respect & Consent **Please preview all materials prior to using with students to ensure alignment with Catholic Teachings around consent**
Students will actively manage their online digital footprint and will present themselves in an ethical and respectful manner.	Students will conduct effective and efficient online searches by using a variety of searching strategies. Common Sense Media Finding Credible News	Students will understand that anyone can publish to the internet and that not all sites are trustworthy. Common Sense Media This Just In!	Common Sense Media Protecting Online Reputations

Holy Spirit Graduate Competency	Grade 10- 12 Competency
Students will demonstrate rights and responsibilities appropriate to digital etiquette.	**RESPECT** • **Model ethical digital etiquette** • **Never post anything that will harm anyone`s reputation**
Students will model legal and ethical behaviors when creating and sharing information.	
Students will actively manage their online digital footprint and will present themselves in an ethical and respectful manner.	

Educate

Your online communications are based on Gospel values.
You take responsibility to learn about and contribute to the global community while respecting multiple perspectives.
You seek out, collaborate, and respond to reliable content and are responsible and respectful in passing information on to others.
You are ethical when buying and selling in the digital economy.

Holy Spirit Graduate Competency	Grade 1 Competency	Grade 2 Competency	Grade 3 Competency
Create, publish and share a variety of media content to communicate and connect with others and to continue lifelong learning.	Students will begin saving their own files as they explore a media program (could include, but not limited to, Google Docs, Drawings, Slides, Etc.)	Students will begin working with digital media. They will create with media to produce content and be able to save their own files.	Students will be able to create digital content to share student learning with others.
Select digital tools or resources to solve a problem (personal, social, lifelong learning, or career) and evaluate the selection based on its effectiveness.	Students will be introduced to a variety of digital tools. These could include: apps within the G Suite for Education and/or other software programs.	Students will use digital tools to perform given tasks. They will be exploring the uses of a variety of digital tools throughout the year.	Students will begin using a selection of digital tools to complete a task. eg. Google Slides to showcase a science experiment or create a video to demonstrate a behaviour.
Configure, navigate and troubleshoot hardware, software, and network systems to optimize learning and productivity.	Students will turn on, log in, and shut down their devices properly.	Students will turn on, log in, save files and shut down their devices properly.	Students will turn on, log in, save files in a specific location (i.e. Google Drive) and shut their devices down properly.

Holy Spirit Graduate Competency	Grade 4 Competency	Grade 5 Competency	Grade 6 Competency
Create, publish and share a variety of media content to communicate and connect with others and to continue lifelong learning.	Students will create, publish and share digital content and respond digitally to content created by their classmates and/ or experts outside of their class. Some examples include: Apps within G Suite for Education Google Meet/Zoom/Skype or other online meeting platform Various Social Media Platforms www.kidblog.com www.100wc.net www.padlet.org		
Select digital tools or resources to solve a problem (personal, social, lifelong learning, or career) and evaluate the selection based on its effectiveness.	Students will choose a digital tool or resource to perform a task, respond to or solve a multi-step problem.		
Configure, navigate and troubleshoot hardware, software, and network systems to optimize learning and productivity.	Students can manage their personal drive space (folders, etc.) and open an online document for editing. Students will understand the importance of creating a copy of another document so as not to overwrite someone else's work. Students will communicate effectively using email/blogs/texting and understand that facial and vocal cues are absent.	Students can access shared/public drive space, (folders, etc.), and upload a document for sharing. Students can adjust the sharing settings on their own documents/files.	Students can manage, upload, transfer and share files (shared network space and Google Drive).

Holy Spirit Graduate Competency	Grade 7 Competency	Grade 8 Competency	Grade 9 Competency
Create, publish and share a variety of media content to communicate and connect with others and to continue lifelong learning.	Students will use multimedia to present their learning. Cool Tools for Schools Wikispaces & Wordpress Students will learn how to take a screenshot for presentation purposes. Take-a-Screenshot.org or Windows Ink Workspace.	Students will use multimedia to present their learning. Students investigate and choose appropriate programs/web tools to properly create and present their learning. Cool Tools for Schools	Students will use multimedia to present their learning. Cool Tools for Schools
Select digital tools or resources to solve a problem (personal, social, lifelong learning, or career) and evaluate the selection based on its effectiveness.	Students will use digital tools to respond to a multistep problem. Student will use various technology or web tools to create a project to solve a real life problem. (Project Based Learning) http://bie.org/ http://www.edutopia.org/project-based-learning	Students will use various technology or web tools to create a project to solve a real life problem. (Project Based Learning) http://bie.org/ http://www.edutopia.org/project-based-learning	
Configure, navigate and troubleshoot hardware, software, and network systems to optimize learning and productivity.	Students will manage, upload, transfer and share files (network and cloud). a. Students will communicate effectively using email/blogs/texting and understand that facial and vocal cues are absent. b. Students will be able to upload files to various destinations. Examples: Network drives, Google Drive, Moodle, flash drive, etc. c. Students will understand the importance of creating a copy of another document so as not to overwrite someone else's work.		Students will find websites or videos to help them deal with computer issues. http://www.gcflearnfree.org/technology http://www.computerhope.com/basic.htm

Holy Spirit Graduate Competency	Grade 10- 12 Competency
Create, publish and share a variety of media content to communicate and connect with others and to continue lifelong learning.	**EDUCATE** • **Embrace a variety of media for optimal learning** • **Become a creator, not just a consumer** • **Consider digital tools when problem solving** • **Understand and connect to school division digital resources**
Select digital tools or resources to solve a problem (personal, social, lifelong learning, or career) and evaluate the selection based on its effectiveness.	
Configure, navigate and troubleshoot hardware, software, and network systems to optimize learning and productivity.	

Protect

You keep your identity safe and engage in online interactions that maintain the physical/emotional safety of yourself and others. You maintain and protect your personal well-being as God's creation, as well as stand up for others who are suffering injustices. You are aware that we are all created in God's image, and that our actions have an impact on the mental and physical well-being of others.

Holy Spirit Graduate Competency	Grade 1 Competency	Grade 2 Competency	Grade 3 Competency
Respect the ethical and legal implications of using and reproducing intellectual property.	Students will be able to describe that images enhance communication. - draw images for understanding - choose between a book with picture and no pictures	Students will be able to use images to enhance school projects. Students will be introduced to where they can find suitable images. Students will save and retrieve their digital images. Common Sense Media Let's Give Credit Lesson	Students will be introduced to the concept of ownership that pertains to physical and digital sources. Students will be able to find, save, retrieve, and manipulate digital images to enhance their project. Common Sense Media Let's Give Credit Lesson
Students are aware of the Terms & Conditions when buying, selling and accessing goods and services on the internet.	Students will show an awareness of advertising in their environment and on digital medium. (T.V. commercials, Youtube clips, movies, radio) Media Smarts Can You Spot the Ad Lesson	Students will analyze and identify what advertisers want them to buy. For example, create and act out an advertisement to demonstrate their intent. Media Smarts Can You Spot the Ad Lesson	Students will be introduced to digital advertisements in common digital applications like Google, YouTube, Apps. For example, students will create media designed to sell Media Smarts Understanding Food Advertising Online

Students understand how to manage and protect their identity and information, and are able to discern with whom they share that information in an ethical and respectful manner.	Students will use log ins with common passwords. -associate how a log in is like a key.	Students will understand why they use personal log ins and how to keep them safe. Explain with who and when they should share their information. Common Sense Media That's Private Lesson Media Smarts Game 'Privacy Pirates'	Students will understand the importance of keeping information private. Students will be able to log in to a variety of tools. Common Sense Media Password Power-Up Common Sense Media That's Private Lesson Media Smarts Game 'Privacy Pirates'
Students understand they have to lead a balanced lifestyle, including to digital technology (addictions, having an active lifestyle, ergonomics).	Students will explore healthy lifestyles with an emphasis on active and inactive choices. Common Sense Media Lesson How Technology Makes You Feel	Students will be introduced to a healthy lifestyle balance between their screen time and active play time. Common Sense Media Lesson Device-Free Moments	Students will compare their screen time to their active time and determine if it follows given guidelines. Canadian Society for Exercise Physiology: Physical Activity Guidelines Common Sense Media Lesson Device-Free Moments

Holy Spirit Graduate Competency	Grade 4 Competency	Grade 5 Competency	Grade 6 Competency
Respect the ethical and legal implications of using and reproducing intellectual property.	Students will use child-appropriate search engines to find online digital images to enhance communication while explaining ownership Common Sense Media Lesson A Creator's Rights and Responsibilities	Students will use a variety of search engines to access digital media with an awareness of ownership to enhance communication. Common Sense Media Lesson A Creator's Rights and Responsibilities	Students will select and use images and other forms of media; regularly crediting sources in their projects. Understand the rights of personal use to enhance communication. Common Sense Media Lesson the Four Factors of Fair Use
Students are aware of the Terms & Conditions when buying, selling and accessing goods and services on the internet.	Students will identify advertisers trying to sell them products and services online using a variety of marketing tactics, with an awareness of gender stereotyping. Common Sense Media Is Seeing Believing? Common Sense Media Beyond Gender Stereotypes Common Sense Media You Won't Believe This!	Students will demonstrate an awareness that social media sites use and sell personal information to advertising companies (data mining) Common Sense Media Private & Personal Information Common Sense Media You Won't Believe This!	Students will understand that goods/services can be purchased online and they need to be conscious about protecting their purchasing/account information. Apple App Store Chrome Web Store Common Sense Media Don't Feed the Phish Video: Terms & Conditions May Apply Official Trailer https://www.youtube.com/watch?v=yzyafieRcWE
Students understand how to manage and protect their identity and information, and are able to discern with whom they share that information in an ethical and respectful manner.	Students will know the importance of and can create a strong password and keep it secure. Students can use an avatar to represent themselves online instead of a photograph. Common Sense Media Password Power-Up Media Smarts Game 'Privacy Pirates'	Students will demonstrate an understanding of the function of privacy settings (and the implications) of a variety of online media. Common Sense Media Private & Personal Information	Media Smarts Know the Deal: The Value of Privacy Media Smarts Data Defenders

Students understand they have to lead a balanced lifestyle, including to digital technology (addictions, having an active lifestyle, ergonomics).	Students will recognize the need to use digital devices in moderation and can use a digital device to contribute to a healthy, active lifestyle. Common Sense Media Finding My Media Balance	Common Sense Media Finding My Media Balance	Students will understand they have to lead a balanced lifestyle when it comes to digital technology (addictions, having an active lifestyle, ergonomics) Common Sense Media Finding A Balance in a Digital World

Holy Spirit Graduate Competency	Grade 7 Competency	Grade 8 Competency	Grade 9 Competency
Respect the ethical and legal implications of using and reproducing intellectual property.	Students will understand the differences between taking inspiration from the creative work of others and appropriating that work without permission. (Common Sense Media) Common Sense Media Lesson the Four Factors of Fair Use Students will define plagiarism. Students understand the implications of plagiarism. Kids Health Media Smarts Up, Up & Away	Students will begin to understand ethical implications of stealing intellectual property. Media Smarts Up, Up & Away	Students will explore the legal and ethical dimensions of respecting creative work. Media Smarts Up, Up & Away
Students are aware of the Terms & Conditions when buying, selling and accessing goods and services on the internet.	Students will learn how to protect personal information while online. (Create online identity?) Common Sense Media the Power of Digital Footprints http://www.nsteens.org/Videos/6DegreesOfInformation Social Smarts: Privacy, The Internet and You	Media Smarts Click If You Agree	Students will learn about Data Mining and identify strategies that organizations use to find out information about people based on their online habits. Common Sense Media the Big Data Dilemma Media Smarts Click If You Agree

Students understand how to manage and protect their identity and information, and are able to discern with whom they share that information in an ethical and respectful manner.	Students will identify strategies for creating and protecting secure passwords and create their own passwords. Students understand the functions of passwords, and understand the importance of changing passwords regularly. Explain Choosing Safe Passwords	Students will use strategies to guard against identity theft and recognize scams that try to access their private information. Common Sense Media Don't Feed the Phish http://www.nsteens.org/Videos/Post-to-bePrivate	Media Smarts Protecting Online Reputations
Students understand they have to lead a balanced lifestyle, including to digital technology (addictions, having an active lifestyle, ergonomics).	Students identify the perils of too much technology use and offer suggestions for a healthy balance between their digital life and their outside life. Common Sense Media Digital Media and Your Brain http://www.huffingtonpost.com/2014/01/24/balancing-tech-and-playtime-infographic_n_4653793.html	Students use a self-reflection tool to monitor their media use. Common Sense Media My Media Use: A Personal Challenge KQED Video Screen Time: How Much Is Too Much?	Students portray a balanced lifestyle through a digital project of their choice. Common Sense Media My Digital Life is Like… KQED Video Screen Time: How Much Is Too Much?

Holy Spirit Graduate Competency	Grade 10-12 Competency
Respect the ethical and legal implications of using and reproducing intellectual property.	
Students are aware of the Terms & Conditions when buying, selling and accessing goods and services on the internet.	

Students understand how to manage and protect their identity and information, and are able to discern with whom they share that information ethical and respectful manner.	**PROTECT** • **Understand, manage, and protect your online identity** • **Understand intellectual property rights** • **Know the basics of e-commerce** • **Make healthy choices with technology (know when to take a break!)**
Students understand they have to lead a balanced lifestyle, including to digital technology (addictions, having an active lifestyle, ergonomics).	

Summary

Respect

Everyone is created in the image and likeness of Christ. The words, images and online activities you engage in demonstrate respect for yourself and caring for others as an image of Christ. You follow societal laws and Gospel values in relation to the right to privacy & free speech.

1. Students will demonstrate rights and responsibilities appropriate to digital etiquette.
2. Students will model legal and ethical behaviors when creating and sharing information.
3. Students will actively manage their online digital footprint and will present themselves in an ethical and respectful manner.

> ***"I want to ask a favour, I want to ask you to walk together, and take care of one another."***
>
> ***Pope Francis***
> ***Inaugural Mass, March 2013***

Educate

> ***"Teach children how they should live, and they will remember it all their life. "***
>
> ***Proverbs 22:6***
> ***Good News Bible, Todays English Version***

Your online communications are based on Gospel values. You take responsibility to learn about and contribute to the global community while respecting multiple perspectives. You seek out, collaborate, and respond to reliable content and are responsible and respectful in passing information on to others. You are ethical when buying and selling in the digital economy.

1. Create, publish and share a variety of media content to communicate and connect with others to continue lifelong learning.
2. Select digital tools or resources to solve a problem (personal, social, lifelong learning, or career) and evaluate the selection based on its effectiveness.
3. Configure, navigate and troubleshoot hardware, software, and network systems to optimize learning and productivity.

Protect

You keep your identity safe and engage in online interactions that maintain the physical/emotional safety of yourself and others. You maintain and protect your personal well-being as God's creation, as well as stand up for others who are suffering injustices. You are aware that we are all created in God's image, and that our actions have an impact on the mental and physical well-being of others.

1. Students will demonstrate rights and responsibilities appropriate to digital etiquette.
2. Students will model legal and ethical behaviors when creating and sharing information.
3. Students will actively manage their online digital footprint and will present themselves

> ***"Never hesitate to speak out when the occasion calls for it. Don't hide your wisdom. Your wisdom and education can be known only by what you say."***
>
> ***Sirach 4:23-24***
> ***Good News Bible, Todays English Version***