Digital Citizenship Guidelines

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1.   PURPOSE

To define Good Digital Citizenship and to promote commitment to it amongst all staff and students.

2.   APPLICATION AND SCOPE

Good Digital Citizenship relates to meeting principles of respect and safety in online settings. Commitment to these principles creates a foundation for successful online participation by staff and students.

At Unitec, staff are committed to the highest standards of respect and professional conduct. This commitment informs all our online participation. We hold our students to the same high standards, and we are committed to providing these guidelines for all staff and students, necessary to support success as digital teachers, learners and citizens.

3.   GUIDELINES

1)   All Unitec staff and students will commit to the guidelines below promoted by Te Puna Ako:

1. **Remember the human:** the person on the other side of the screen is a person with feelings more or less similar to your own. Written online communication doesn't have subtleties of facial expression and voice tone, so write with care/use good tone.

   - Avoid flaming: intense emotion and online screaming (words typed in capitals) can be harmful.

   - Respect other people's time and bandwidth: for example, don't bombard people with huge files and 'cc:' everyone in emails. Don't engage in spam.

   - Be wary of making uninvited online contact. (See Countering Harassment Policy).

   - Be forgiving of others mistakes: be supportive when dealing with other people's mistakes and early attempts at online interaction.

2. **Make yourself look good online:** you will be judged by the quality of your writing so portray yourself to your best. Use appropriate language. Remember that posts sent as private may be forwarded, shared or copied to others.

   - Know where you are in cyberspace: 'netiquette' differs in different online areas so follow the example set. For example, language for chatting socially on social media sites is different from language to communicate in a Moodle Forum with your class. (See Social Media Best Practice Guidelines).

3. **Use your power appropriately**: for example, if you have administrator rights, do not read other people's private files or information. Do not read other people's information if they left their computer logged on or if you come across their passwords.

4. **Do not pose as someone else**, either real or fabricated.

5. **Look after yourself** by understanding your profile and security settings.

6. **Use accessible formats** when sending or posting information: for example, PDFs are useful because they can be opened by most devices.

7. **Acknowledge use of others' materials**: for example, don't copy and paste from Google Images without referencing. Make a habit of using Creative Commons. (See also Academic Integrity Policy).

2) The key principles of these guidelines are that Unitec:

- requires all its students and staff to conduct themselves with Good Digital Citizenship;

- will offer a range of approaches to educate its students and staff to practise Good Digital Citizenship;

- will take consistent and equitable action to deal with alleged instances of poor Digital Citizenship through the Unitec Code of Conduct or the Student Disciplinary Statute.

3) Unitec will engage staff and students by:

- using appropriate mechanisms to advise staff and students of these guidelines;

- developing strategies to promote these guidelines;

- reviewing these guidelines at appropriate intervals.

4. REFERENCES

1) www.albion.com[1]

2) www.creativecommons.org.nz

3) Unitec Code of Conduct

4) Countering Harassment Policy

5) Social Media Best Practice Guidelines

6) Student Disciplinary Statute

DOCUMENT DETAILS

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AMENDMENT HISTORY

Version	Issue Date	Reason for Revision	Approved by
1.0		Brand new document – first edition.	Dean Teaching and Learning

[1] Unitec acknowledges www.albion.com, whose work informed these guidelines.