



**IŞIK OKULLARI**



# **DIGITAL CITIZENSHIP POLICY**

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## **1. Digital Citizenship Policy**

### **1.1. What is Digital Citizenship?**

With the development of technology, education, production, social communication, official transactions and trade have quickly become digitized. Digital Citizenship can be defined as individuals having the skill to use information technologies properly and correctly in those areas. Created by Mike Rabble and Dr. Gerald Bailey from Kansas State University in 2004, this concept also emphasizes the creation of online values and ethical rules and responsible use of technology.

### **1.1. Why Do We Need A Digital Citizenship Policy?**

FMV Işık Schools support Digital Citizenship for the positive, safe, ethical and responsible use of all electronic media resources, including internet and technologies developed based on the internet, smart devices, social networks, electronic applications and publications.

School management encourages the use of Information and Communication Technologies by the school community, and we believe it is everyone's responsibility to improve Digital Citizenship culture. We believe that Information and Communication Technologies can make an important contribution to our students' development and our community as a whole.

### **1.2. What is Digital Citizenship Policy?**

FMV Işık Schools has developed a "Digital Citizenship Policy" in order to improve the skills of our students in the digital world and contribute to the improvement of fundamental values and citizenship rules in the classroom and daily life. Its primary aim is to ensure that students internalize these policies and adapt them to their lives. The curriculum for the Information Technologies courses for all grades from kindergarten to high school has been structured in accordance with this policy, which is regularly updated and enriched.

### **1.3. Who is the Target Group of our Digital Citizenship Policy?**

FMV Işık Schools Digital Citizenship Policy entails all administrators, teachers and students. The aim of the activities carried out in accordance with this policy is to ensure that the school stakeholders gain the awareness necessary to act consciously and ethically in the digital world.

## **2. 9 Elements of Digital Citizenship**

### **2.1. Digital Access**

Fast and quality access to digital technology, regardless of where the community members are.

## **2.2. Digital Commerce**

Having sufficient awareness to purchase products or services in the digital environment and the skill to create and safeguard personal details while shopping and performing financial transactions.

## **2.3. Digital Communication**

Exchange of information and the accurate and timely use of different communication resources.

## **2.4. Digital Literacy**

Generating, acquiring and sharing information accurately while ensuring that technology is also used in the process of teaching and learning.

## **2.5. Digital Etiquette**

Respecting the rights of other individuals in the digital environment and being aware of when and how communication devices should be used.

## **2.6. Digital Security**

Precautions taken by individuals in the virtual world to safeguard their own information and hardware.

## **2.7. Digital Rights and Responsibilities**

Having the right to free speech while using digital devices, being aware of digital crimes, filing complaints about such crimes and acting responsibly online.

## **2.8. Digital Health**

Being aware of the physical and psychological health problems of the digital world.

## **2.9. Digital Law**

Being aware of the legal arrangements made for digital environments, complying with the related rules and warning those who do not comply with them.

## **3. Digital Resources and Access**

3.1 Feyziye Schools Foundation supplies wireless internet access and modern education tools in its classrooms.

3.2 Feyziye Schools Foundation encourages the use of digital devices by students as personal learning tools.

3.3 Feyziye Schools Foundation provides its teachers with in-service training opportunities concerning the use of technology in its classrooms.

3.4 Feyziye Schools Foundation provides its students with access to global online databases.

## **4. Our Responsibilities as An Educational Institution**

### **4.1. Responsibilities of Administration**

4.1.1 School Principals, Information and Educational Technologies Coordinators and IT Teachers review the digital citizenship policy of the school every year.

4.1.2 Feyziye Schools Foundation supports its teachers for ensuring that the Digital Citizenship is internalized across the entire school society by providing necessary resources/time/opportunities to ensure that curriculum plans are made properly and evaluating the feedback received.

4.1.3 Feyziye Schools Foundation acts in accordance with the “welfare of the child” while using all visual and written materials related to children in accordance with the rules of the Child Protection Policy. The Foundation acts on a fair basis while protecting any child’s description, experiences, identity and dignity. The Foundation asks for verbal (in their mother languages) and written approvals of parents/guardians or caretakers before using any photo, film, video image, voice record or personal history of any child. Moreover, all student data and content (names, photographs, portfolios) are stored securely at the schools.

4.1.4 Digital Citizenship education and resources are offered to students of all grades who receive IT instruction under FMV Işık Schools Information Technologies Curriculum.

### **4.2. Responsibilities of Teachers**

4.2.1 School teachers provide students with the opportunity to learn how to use technological devices while exchanging information.

4.2.2 School teachers act respectfully and responsibly and in accordance with proper digital etiquette while communicating with the parents online.

4.2.3 School teachers are knowledgeable about and accountable for the use of the technological devices at the school.

4.2.4 Information and Education Technologies Coordinators, IT Teachers and school teachers organize activities, trainings and symposia on the correct use of technological devices with Digital Citizenship in mind.

4.2.5 School teachers use technological devices as teaching tools to support various learning styles in line with digital citizenship responsibilities.

4.2.6 Information and Education Technologies Coordinators, IT Teachers and school teachers are knowledgeable about digital citizenship responsibilities and set an example for students and parents.

### **4.3. Responsibilities of Students**

4.3.1 Students have digital citizenship awareness and they know how to act politely, responsibly and respectfully while using technology.

4.3.2 Students take active part in classes by making use of the available education technologies.

4.3.3 Students collaborate with other students and teachers for the increase of quality and maximum use of technology.

4.3.4 Students follow the instructions and directions given by the teachers.

4.3.5 Students do not disclose or share any online information without permission regarding the privacy of any individual in the school community.

4.3.6 As is the case with school employees, each student has a corporate e-mail address in the form of [name.surname@fmvisik.k12.tr](mailto:name.surname@fmvisik.k12.tr). Students know that their e-mail accounts will be suspended and then closed when they graduate or leave the school.

4.3.7 Students know that they have to regularly check their e-mails or the applications used across the school with the applications integrated into their e-mail addresses.

4.3.8 Students do not share their passwords with anyone. Students are aware of the fact that logging in with the user name and password of another individual violates digital etiquette.

4.3.9 Students know that they must cite anything (e.g., information, image) quoted from the Internet.

4.3.10 Students do not use any resource that is known to be unethical or that they are not certain is ethical. Students do not deliberately open or send any material that violates the code of conduct of the school.

## **5. Policy Review Process**

This policy is revised (minimum) every three years, if necessary.