The 4C’s to becoming a Digital Citizen @ MESC

Are you a digital citizen? Do you share everything online with the world? Just how careful are you when using the internet and communicating online with others? Do you have rules about the type of information you make public?

Did you know that everything you do online could be recorded and stored somewhere in the world? Have you ever ‘googled’ yourself to see what comes up – did you like it? Would your parents, family, friends and future employer like what they see?

Become cybersmart and create a positive digital footprint for yourself.

Remember these tips about content, copyright, chatting and cyberbullying in an online world.

This information is a guide to using Content, being aware of Copyright obligations, Chatting online and Cyberbullying issues. It should be read in conjunction with the student computer agreements of this College.

The following information can also be found on the CyberSmart website – http://www.cybersmart.gov.au and other websites listed below.

1. Content
Content and information you share online, including with your friends, could be seen by others whom you don’t know and it may well be seen for many years to come. In fact once it’s online, it could be there forever – so think before you type, think before you upload, think before you post and think before you click!

Tips

- **Keep your personal details private.** Use an appropriate handle or username instead of your real name. If you are unsure, don’t give out your name, address, phone number or any other personal details over the internet.
- **Don’t share** your username or password with anyone.
- **Think** before you hit send or post. Once something is posted, it can be online forever.
- **Don’t post** anything you don’t want others to know—or that you wouldn’t say to them face to face. Respect your friends too—that ‘funny’ photo of them at a party might not be so funny for them, and they might not be very happy if you post it up for everyone in the world to see. Treat others as you would like to be treated.
- **Remember** that private images and videos you send to friends or post on a social networking site may be easily passed on to others and uploaded to public sites. This can include pictures that may only be intended for your close friends or your boyfriend/girlfriend. Once they’re up, it’s almost impossible to remove them completely.
- **Respect** other people’s content and be aware that if you post or share their content it might breach copyright laws. For example, a photo that your friend took is their property, not yours. You can only post it online if you have their permission.
- **Read the terms and conditions of any photo or content sharing sites.** Some sites require you to license the material to the site, which might mean that you lose control over your content.

2. Copyright
Copyright is a form of protection given to the author and creators of “original works”, including literary, dramatic, musical, artistic and other intellectual works. What this means is that, as the author of the work, you alone have the right to make and distribute copies, perform or display it in public. In general it is illegal for anyone else to do this without your permission. Likewise it is illegal for you to do the same with another person’s work. So when researching information and using images in your own work you must cite your reference and include it in a bibliography. Anyone who exploits any of the exclusive rights of copyright without the copyright owner’s permission commits copyright infringement and may find themselves in court.

Tips

- **Check for copyright and fair use information** on the sites you are using for research.
- **Don’t use another person’s work** and pretend it is your own. Summarise the information in your own words.
- **Cite your references** and acknowledge the author or creator as it belongs to them not you.
- **Create a bibliography** every time. You can use online bibliography tools to help you do this.
- **If you are not sure about using an image then don’t** – look for ‘creative commons’ images when searching as these are generally okay to use but you will still have to follow copyright instructions for acknowledging the creator.
3. Chatting
Chatting to friends using social networking sites can be a great way to keep in touch. However, there are also some risks with meeting people online—especially if you don’t know them in real life. Here are some simple tips to stay safe online (talk these over with your parents).

Tips

- **Be careful who you trust online.** A person can pretend to be someone they are not, online.
- **Choose your friends.** While it’s good to have a lot of friends, having hundreds of online friends makes it harder to control what happens to information you post online. Don’t accept friend requests if you’re not sure about the person.
- **Keep your friends list manageable.** by making sure that the majority of your friends are your real life ones. It’s a good idea to occasionally spring-clean your friends list to remove people you don’t know in person, especially if you haven’t heard from them in a while.
- **Keep your personal details private.** Use an appropriate handle or username instead of your real name in a chat room where they may be lots of people you don’t know. Don’t give anyone on the internet your name, address, phone number or any other personal details if you are unsure.
- **Set your profile to private** and use the privacy settings to control who can see your photos and posts.
- **Always keep your password secret.** Don’t even share it with your friends.
- **If someone writes something rude, offensive or something you don't like, don't respond, and block them.**
- **Use appropriate avatars.** While it’s fun to make up new characters, be aware of how others see you online, and keep it safe.
- **Think twice about what you say and post,** and the type of information you give to people. Even little bits of information can be used to build a bigger picture and make it possible for someone to steal your identity. Posts on the internet can remain there for a long time and easily become public, so if it’s not something you’d want your mum to see, don’t post it!

4. Cyberbullying
Cyberbullying is illegal and the same rules apply online as in real life about how to treat other people. Unfortunately, people don’t always treat each other well online, and you, or a friend, may find that you are the target of cyberbullying. No-one has the right to bully another person.

Tips

- **Ignore it.** Don’t respond to the bully. If they don’t get a response they may get bored and go away.
- **Block the person.** This will stop you seeing messages or texts from a particular person.
- **Tell someone.** Tell an adult you can trust. You may want to talk to your mum, dad or a brother or sister.
- **Keep the evidence.** This can be useful in tracking the bully down. Save texts, emails, online conversations or voicemails as evidence.
- **Report it to:**
  - your school—they have policies in place about bullying and cyberbullying.
  - your ISP and/or phone provider, or the website administrator—there are actions they can take to help.
  - the police—if there is a threat to your safety the police will help.

Websites

- **Creative Commons Australia** - [http://creativecommons.org.au/](http://creativecommons.org.au/) - information about a range of copyright licences which creators can use to manage their copyright in an online environment
- **Cybersmart** - [http://www.cybersmart.gov.au/](http://www.cybersmart.gov.au/) - developed by the Australian Communications and Media Authority, Cybersmart is part of the Australian Government’s cyber safety program.
- **Smart Copying** - [http://www.smartcopying.edu.au/scw/go](http://www.smartcopying.edu.au/scw/go) - the official guide to copyright issues for Australian schools and TAFE