

FRIENDS SEMINARY LOWER SCHOOL

Digital Citizenship Guide

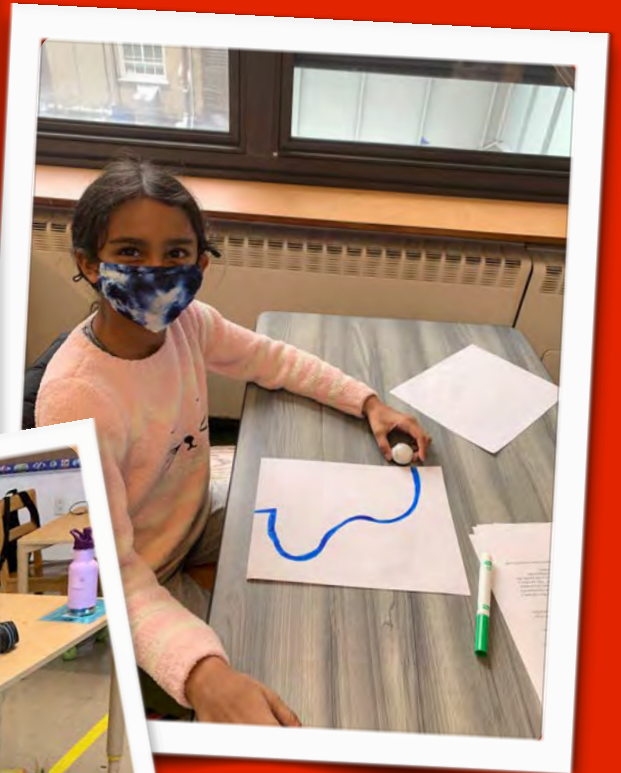


TABLE OF CONTENTS

Introduction for Parents	2
Kindergarten through Second Grade Guidelines	3
Kindergarten through Second Grade Family Activity ...	4
Third and Fourth Grade Agreement	5
Third and Fourth Grade Form to Sign and Return	6
Third and Fourth Grade Activities	7
How We Use Technology	9
Glossary of Terms	10

DIGITAL CITIZENSHIP GUIDE CREATED BY

**DOT CATES , JOHN EVANS, KELLY GRIMMETT, JUDITH SEIDEL, SALVI MUZIO,
AND PAULA ZAMORA-GONZALEZ WITH THE SUPPORT OF THE LOWER
SCHOOL FACULTY AND ADMINISTRATION**

REVISED 2021

INTRODUCTION FOR PARENTS



As teachers with access to powerful educational technology, we want our Friends Seminary students to use iPads, computers, and other technology in creative and responsible ways, and we always encourage our learners to balance time on and off devices. At the same time, we recognize that during the pandemic, distance learning and the need for more digital resources at school increased the amount of time our students were spending online. This year, we look forward to being able to offset increased online time with many opportunities for hands-on learning. At the same time, the experiences of the last year-and-a-half provides us with opportunities to reflect on which new digital discoveries and competencies can continue to serve us well.

Before, during and after the pandemic, how students engage in technology throughout their lives shapes their relationships within the overall Friends community. Therefore, our definition of being a Digital Citizen extends beyond the physical walls of school. Our students are accountable for how their technology use at home and at school influences the social fabric of Friends. In accordance with both federal and developmentally appropriate guidelines, Friends does not recommend the use of social media sites such as TikTok and Instagram by Lower School students. Parents will be held responsible if community discord results from their children's use of social media sites.

Friends Seminary Lower School provides the in-school technological tools that children need to support their learning. Lower School students should not bring devices from home into their classrooms without written permission from a caregiver, teacher, and the Head of Lower School.

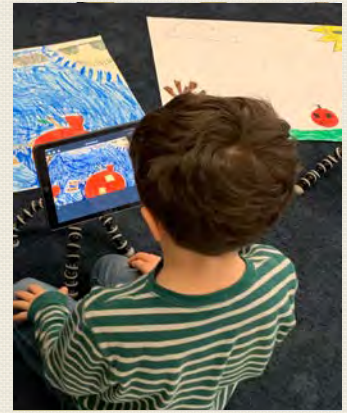
Friends Seminary's Digital Citizenship Guidelines for Kindergarten and Grade One and the Digital Citizenship Agreement for Grades Two through Four take into account what Lower School students can understand, the way they learn, and how the Quaker testimonies shape our mission. Parents of Kindergarten and Grade One students should read and discuss the Digital Citizenship Guidelines with their children and also complete the age-appropriate activity included in the booklet. Parents of Grades Two through Four students should read and discuss the Digital Citizenship Agreement with their children before signing and submitting the agreement to the school. Subsequently, families should complete the two age-appropriate activities included in the booklet.

As families discuss how to be a responsible Digital Citizen, here are [online resources](#) that can be helpful.

KINDERGARTEN—SECOND GRADE GUIDELINES



At Friends I will be responsible, considerate and safe when I use technology. The Quaker Testimonies of Simplicity, Peace, Integrity, Community, Equality and Stewardship guide me as I become a Digital Citizen.



Simplicity

- I will enjoy my time using technology but will also enjoy time working and playing with others.
- I will try to learn something each time I use technology.

Peace

- I will be patient when using an iPad or computer.
- If I come across something that makes me feel uncomfortable, I will tell a parent or teacher right away.

Integrity

- I will let people know where I get information and pictures.
- I will not take pictures of others unless they say it is okay.

Community

- I will not change settings on my iPad unless I have been given permission by my teachers.
- I will visit the sites that my teachers recommend and not visit other sites without a teacher's permission.

Equality

- I will share what I discover or learn about technology with my friends.

Stewardship

- Out of respect for the environment, I will only print what I need.
- I will treat the iPads and computers with care and respect.

KINDERGARTEN—SECOND GRADE FAMILY ACTIVITY

ALL DIGITAL CITIZENS

**PROTECT •
PRIVATE
INFORMATION**
for themselves
and others.

- Directions:**
- Talk to your parents about the poster.
 - Trace the dotted outlines of the hat, heart, belly and feet in black.
 - Color the hat blue.
 - Color the heart red.
 - Color the belly green.
 - Color the feet orange.

**RESPECT
THEMSELVES
AND OTHERS**
in online communities.

**STAY SAFE •
ONLINE**
by listening to
their gut feelings.

**STAND UP TO •
CYBERBULLYING**
when they
see it happening.

**BALANCE
THE TIME**
they spend using
media and doing
other activities.

For information and resources about digital citizenship,
visit www.commonsense.org/educators.

common sense
media

THIRD AND FOURTH GRADE DIGITAL CITIZENSHIP AGREEMENT

Technology is an important part of education in the 21st century. We will be mindful of how we use it to communicate our ideas. We understand that our words, images and actions are powerful. They can affect our feelings and even our safety. They can also affect the feelings and safety of those around us. As members of the Friends Seminary Community, we commit to using technology in considerate, safe, and ethical ways. We understand our values and practices extend beyond the school day and our buildings.

The Quaker Testimonies of **S**implicity, **P**ease, **I**ntegrity, **C**ommunity, **E**quality and **S**tewardship guide me as I become a Digital Citizen.

Simplicity

- I will prioritize **non-digital** experiences and make time every day to enjoy my friends and family and the many other off-screen activities in my life.
- I will organize my **digital** resources and files.

Peace

- I will treat other people the way I want to be treated, both digitally as well as in person.
- I understand that words and pictures are powerful, and can be helpful or harmful. I will be mindful of the impact of my technology use.
- I will only share photos or other digital content with my teachers' or my caregivers' permission.

Integrity

- I will represent myself honestly online and only sign on to my own accounts, not the accounts of others.
- I must have a caregiver or teacher's permission to set up an internet account.
- I will **cite sources** appropriately when I access and use digital information and images.
- I will think critically about the information I find online.

Community

- I will use only Friends Seminary devices at school.
- I will only use my **Friends Seminary accounts** and devices for school-related activities and research.
- I will protect my privacy by keeping my personal information to myself.
- I will resolve conflicts in person instead of online.
- I will only visit the sites that my teachers recommend and not visit other sites without a teacher's permission.
- I will tell a teacher or caregiver if I come across content that makes me feel uncomfortable.

Equality

- I will let my teacher know if I don't have the technology I need to complete an assignment.
- I will only change settings on the school's technology devices with the permission of a teacher.

Stewardship

- I will be **mindful** of the environment when I print.
- I will treat technology and equipment with care and respect.
- I will use technology to connect and collaborate with others in a productive, age-appropriate and meaningful way.

THIRD AND FOURTH GRADE FORM TO SIGN AND RETURN



After reading the agreement and completing the age-appropriate activities with your child, please return this page to your child's classroom teacher.

By signing this form, I understand:

- Using technology at Friends Seminary is a privilege and may be limited if I do not use it responsibly.
- Friends Seminary will investigate any misconduct and create appropriate consequences as needed.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature (s): _____ Date: _____

_____ Date: _____



THIRD AND FOURTH GRADE FAMILY ACTIVITY

- Discuss the pledge poster below.
- As a family determine the amount of time that your children will spend on the Internet each day, as well as one other digital citizenship goal you have as a family.

WE, THE DIGITAL CITIZENS, PLEDGE TO...

COMMUNICATE RESPONSIBLY AND KINDLY WITH ONE ANOTHER.

PROTECT OUR OWN AND OTHERS' PRIVATE INFORMATION ONLINE.

STAND UP TO CYBERBULLYING.

RESPECT EACH OTHER'S IDEAS AND OPINIONS.

GIVE PROPER CREDIT WHEN WE USE OTHERS' WORK.

common sense media

edmodo

©2012 COMMON SENSE MEDIA & EDMODO

SIGN HERE:

SIGN HERE:

THIRD AND FOURTH GRADE FAMILY ACTIVITY

- Discuss the flowchart below with your child.
- Answer any questions your child may have about sharing information.



SOME WAYS WE USE TECHNOLOGY



Friends Seminary Kindergarteners use **Puppet Pals** on iPads to tell their own stories.



First Graders design stamps to honor change-makers. With **QR codes**, members of our community can learn more these leaders.



Second Graders create **stop motion** animation and poetry ebooks. They research paper waste, encouraging students and grownups to think before they print.



Third Graders teach their younger buddies how to program with **Bee-Bot robots** and **ScratchJr**.



Third Graders also create **stop-motion animations** about the natural world.



Fourth Graders code **Scratch** games. They also use Google Slides and Google Sites to present their capstone research to the Friends Community.

These are just a few of the ways Lower Schoolers at Friends use technology to learn, grow, and connect with the world. Each year we discover new possibilities.

How do you and your family use technology in meaningful and productive ways at home?

GLOSSARY OF TERMS

The following terms are referenced in this Digital Citizenship Guide.



BEE BOT ROBOTS

Robot for children that helps teach sequencing, estimation, & problem solving

CITE SOURCES

Giving credit to the creator of the information or image that you use

DIGITAL

Activities that you do with the use of technology such as computers & tablets

DIGITAL CITIZEN

Someone who navigates the pros and cons of the digital world safely, responsibly & respectfully

FRIENDS SEMINARY ACCOUNTS

Accounts, such as Google Drive, given to students by teachers for school purposes

MINDFUL

Being aware of oneself and one's surroundings

NON-DIGITAL

Without the use of technology, such as computers and tablets

PERSONAL INFORMATION

Any identifiable information like your name, address, and phone number. Can you think of other examples of personal information? Talk to your adult about what you are allowed to share online

PUPPET PALS

An app for young children that lets them create a movie with characters and backgrounds they make by hand and photograph

QR CODE

When you scan this black and white pixel pattern on your device, it takes you to a website

STOP MOTION

A movie-making method. An object is moved in small steps and photographed each step of the way, so that when the pictures go together the object "moves."

SCRATCH & SCRATCH JR.

Graphical programming (also referred to as coding) languages for children developed at the Massachusetts Institute of Technology (MIT)

FRIENDS SEMINARY
222 EAST 16TH STREET
NEW YORK, NEW YORK 10003
WWW.FRIENDSSEMINARY.ORG

