Virginia Association of Counties
ACHIEVEMENT AWARDS

APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 2, 2017.** Please include this application form with electronic entry.
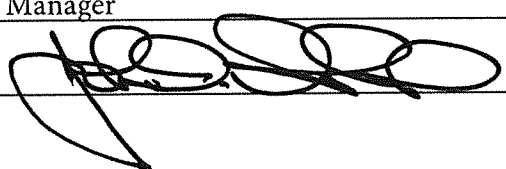
PROGRAM INFORMATION

County: County of Henrico

Program Title: Digital Citzenship

Program Category: Information Technology

CONTACT INFORMATION

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SIGNATURE OF COUNTY ADMINISTRATOR OR CHIEF ADMINISTRATIVE OFFICER

Name: John Vithoulkas

Title: County Manager

Signature:

1. Program Overview

Henrico County Public Schools (HCPS) is committed to the right to achieve and the support to succeed for all students. This commitment includes providing opportunities for our students to develop life skills that will ensure individual success in a connected world. We live in rapidly changing times, with online opportunities and risks for all users, especially young people. A variety of powerful technologies means information is readily communicated, acquired, shared, modified, and posted. HCPS realized the need to help guide and empower students to take advantage of digital opportunities while simultaneously mitigating inherent risks in becoming digital citizens. For this reason, the Digital Citizenship Program was created and implemented by the HCPS Division of Instructional Technology.

2. Problem/Challenge/Situation Faced by Locality

The Commonwealth of Virginia and the Virginia Department of Education require all school systems to have an acceptable use policy and an internet safety plan that helps train students, teachers, administrators, parents and the community. In addition, the U.S. Children's Internet Protection Act requires schools to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The intent of this requirement is that internet safety be inculcated and taught when students are using the internet regularly. There are required elements that must be taught to all stakeholders, but each school may determine how they want to provide this training. HCPS' Division of

Instructional Technology needed a way to provide ongoing, relevant resources and support for our schools that could be monitored and reported to the Commonwealth.

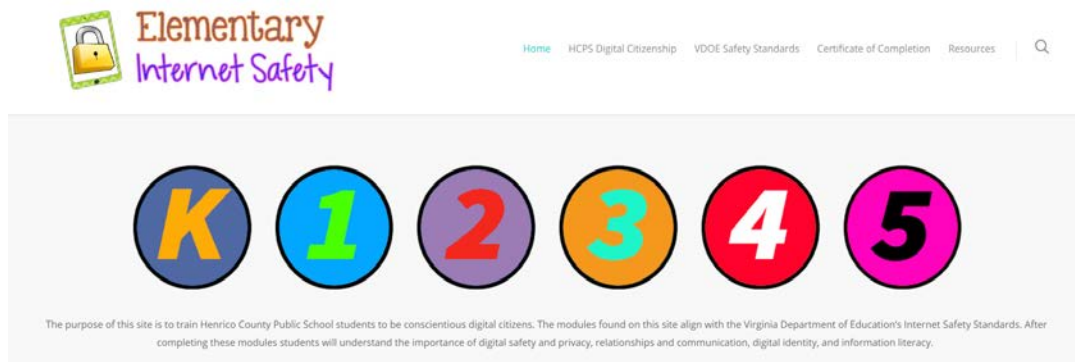## 3. How Program Fulfilled Awards Criteria

HCPS' Digital Citizenship Program (http://blogs.henrico.k12.va.us/it/digital-citizenship) is an innovative, major initiative to support students as they navigate the complexities of a digital world. Our students are digital natives, and the online choices they make today can have lifelong effects. It is imperative that school systems support the ability of their students to develop critical skills for the twenty-first century. The Digital Citizenship Program maintains a focus on protecting students while providing all members of the learning community with the resources they need to develop increased digital literacy. The strategic planning, focus, and continual development of relevant, engaging, and ongoing resources is worthy of recognition. Program resources are available for other divisions and could be replicated by other school divisions.

4. How Program Was Carried Out

HCPS is committed to the safety and support of students across our school division. Part of this commitment includes supporting the development of students' ability to navigate the complexities of the internet. Cyberbullying, privacy, and safety are just a few of the areas that our Digital Citizenship Program addresses. The program was designed to support the safe and ethical uses of technology while giving our students opportunities they wouldn't otherwise have in a globally and digitally connected world. The program

was tailored to support our school's' ability to create a digital citizenship plan that was meaningful and relevant to their learning environment. The HCPS Department of Instructional Technology worked with instructional leaders, teachers, and students to create grade-level appropriate resources and sample implementation plans that would support school planning. HCPS' Digital Citizenship Program topics included safety and responsibility, relationships and communication, digital identity, and information literacy.

Elementary Training Modules

K-12 Topics and Secondary Resources

K-12 Topics and Secondary Implementation

Safety and Responsibility

Protect yourself, your privacy, and your devices by being aware of the ways you connect with the large scope of the internet and its users.

HCPS Expectations & Code of Conduct

Sure, you've signed the HCPS code of conduct, but do you follow the guidelines? Why are they in place and what do they mean?

Identity Protection & Privacy

Is your login password identical for various websites? In what ways can this practice put you at risk?

Device Care & Security

Has a friend ever dropped a computer and cracked the screen? Do you know people who acquired computer viruses that cause problems with their machines?

Relationships and Communication

Our digital relationships are more important than ever. Digital citizenship defines how to safely and responsibly interact with others in a virtual environment, to build positive relationships and communicate effectively.

Netiquette

What kind of tone is conveyed through a message written in ALL CAPITAL LETTERS?

Cyberbullying

Have you ever sent or received electronic messages that are intentionally hurtful?

Social Media

What are you putting out to the world through your social media presence? Are the things you're posting through social media today going to be a help or hindrance to you in the future?

Mobile Devices

What are the advantages and disadvantages to always being connected?

Digital Identity

Your digital-identity deals with who you are online and how your actions can affect your future.

Digital Footprint

Did you know that digital information about you is collected after each time you click a link, complete a survey, purchase an item, or upload a photo? What trail of digital information have you left behind?

Reputation

Before you leave comments on photos, videos, or through social media, do you ever consider how those comments may sound to other people and may shape your reputation?

Self-Image

If you Google yourself, do the search results reflect the way you see yourself?

Information Literacy

In order to be fluent in a complex digital world, you will need to identify, locate, evaluate, and effectively use information and ensure credit is given to the appropriate source.

Utilizing & Evaluating Web Resources

How do you find and verify quality sources online?

Creative Credit & Copyright

What harm is there in just using any picture that I want?

Plagiarism

Why can't I just copy and paste content from the internet?

Using the content below, each of our 68 schools receives a planning guide that supports local planning efforts. This allows flexibility in implementing resources that are most meaningful and relevant to the school verses a one-size-fits-all approach.

Suggested Time Frame	Objective
August	School determines how digital citizenship training will be provided to students, teachers, administrators and parents in their building and community.
	Teachers and administrators receive professional development on school internet safety plan implementation and initial training and are directed to <u>HCPS-provided resources.</u>
	Teachers and administrators receive professional development on <u>terms and conditions</u>. (August or September)
	Information on internet safety resources distributed to parents (School newsletter, fee nights, PTA, etc.)
Ongoing-September-May	Teachers and students trained in information literacy by school librarian. Teachers integrate internet safety into lessons involving technology.
	Teachers integrate internet safety into appropriate lessons in the classroom at least once per month from September through April.
	Student Resource Officers (Police) train teachers and students in online safety (predators, what is safe and legal, legal consequences of certain behaviors such as sexting, how to protect yourself online, etc.).
September	Students are trained in HCPS Code of Conduct, specifically the "Technology and the Internet" section and the acceptable use policy.
	Teachers are trained in the acceptable use policy and September modules.
	<u>Kindergarten module</u>: What is the internet?
	<u>Grade 1 module</u>: What is the internet?
	<u>Grade 2 module</u>: Whose property is this?
	<u>Grade 3 module</u>: Acceptable use policy
	<u>Grade 4 module</u>: Understanding the acceptable use policy
	<u>Grade 5 module</u>: Be comfortable and acceptable use policy

	Information on internet safety and terms and conditions resources distributed to parents (school newsletter, PTA, back-to-school night, etc.).
October	Teachers and Administrators trained in October modules.
	Kindergarten module: Respecting property.
	Grade 1 module- Is it yours?
	Grade 2 module: What is private?
	Grade 3 module: Safety with internet pals
	Grade 4 module: Safety with internet pals
	Grade 5 module: Whose is it?
	Information on internet safety and terms and conditions resources distributed to parents (school newsletter, PTA, back-to-school night, etc.).
November	Teachers and administrators trained in the November modules.
	Kindergarten module: ABC searching
	Grade 1 module: ABC searching
	Grade 2 module: Netiquette
	Grade 3 module: Safe searching, evaluating web resources
	Grade 4 module: Whose is it anyway? Evaluating a website
	Grade 5 module: Safe researching, rating websites
	Information on internet safety resources distributed to parents (school newsletter, PTA, back-to-school night, etc.).
December or January	Teachers and administrators trained in the December modules.
	Grade 2 module: Review
	Grade 3 module: Review
	Grade 4 module: Review
	Grade 5 module: Review
	Information on internet safety resources distributed to parents (school newsletter, PTA, back-to-school night, etc.).

Timeline:

- July 2016: Resource development/modification/updates

- August 2016: Resources shared with school leaders

- September 2016 - June 2017: School-based implementation, addition of resources

- July 2017: Resource redevelopment/modification/updates

- September 2017 - June 2018: School-based implementation, addition of resources

Some of technologies utilized for this project to be a success included:

- WordPress

- Adobe Photoshop

- Vimeo

- YouTube for Education

- Google Apps for Education

- Laptop computers

- HCPS wireless

- Various digital learning tools

- Operational - LDAP/ADFS

5. Financing and Staffing

HCPS' instructional technology resource teachers created the content for the program.

The school division also used free content from Common Sense Media, a nonprofit group

that tries to provide unbiased information, advice, and tools to educators, parents, and

policy-makers. Out of the technologies used to develop the program, the video tool

Vimeo, had a one-time subscription cost of $69.

6. Program Results

HCPS' Digital Citizenship initiative helps all enrolled students develop the critical digital literacies they need for success in college, careers, and life. Our resources are developed specifically for our students and their academic journeys. This experience and exposure to digital citizenship starts in kindergarten and supports our students' abilities to navigate the complexities of a digital world while making informed decisions.

The Digital Citizenship Program has been shared with over 50,000 students in 68 schools and program centers. The results of the program are evident throughout the learning environment, and teachers have reported students' increased ability to make informed decisions when using online resources. Using the "identity protection and privacy" portion of the program, students actively manage their passwords in HCPS' password management system. Teachers have also reported an increase in student fluency with evaluating and citing online resources.

7. Brief Summary

We live in rapidly changing times, with online opportunities and risks for all users, especially young people. A variety of powerful technologies means information is readily communicated, acquired, shared, modified and posted. Henrico County Public Schools realizes the need to help, guide, and empower students to take advantage of digital opportunities while mitigating inherent risks in becoming digital citizens. HCPS needed a

way to provide ongoing, relevant resources and support for our schools that could be monitored and reported to the Commonwealth.

Cyberbullying, privacy, and safety are just a few of the areas that our Digital Citizenship program addresses. The program was designed to support the safe and ethical uses of technology while giving our students opportunities they wouldn't otherwise have in a globally and digitally connected world.

The program was created to support our schools' ability to create a digital citizenship implementation plan that was meaningful and relevant to their culture. The HCPS Department of Instructional Technology worked with instructional leaders, teachers, and students to create grade-level appropriate resources and sample implementation plans that would support local planning. Topics included safety and responsibility, relationships and communication, digital identity, and information literacy for grades K-12.