common sense digital citizenship | Certified School 2015-2016

Use this checklist to help your school meet the requirements to become a Common Sense Digital Citizenship Certified School.

PLAN

- ☐ Identify a Project Lead for your school.
- ☐ Register on Common Sense Education in order to get familiar with the digital citizenship resources.
- ☐ Form a project team with key stakeholders (teachers, students, parents/caregivers, administrators), if appropriate.
- ☐ Create your school's digital citizenship vision.[1]
- ☐ Determine how, when, and who will provide digital citizenship instruction to students.[2] Consider the following:
  - In which grades instruction will occur (a minimum of two is required)
  - Which Common Sense resources will be used, and on which platforms (e.g., app vs. Web-based)
  - How many hours of instruction will be taught. At a minimum:
    - In two grade levels, teach three hours, 45 minutes of digital citizenship instruction, OR in three grade levels, teach 2 hours, 15 minutes of digital citizenship instruction. All students in the chosen grades must receive instruction.
  - Which teachers will be responsible for the instruction
  - When the instruction will occur
- ☐ Develop your school's parent outreach plan to engage and educate parents using the Connecting Families Program in three distinct ways.[3]
- ☐ Once your parent outreach and student instructional plans have been finalized, input them on the Digital Citizenship Certified School Implementation Plan, which you will ultimately need to submit as part of your application.
- ☐ Join one or both of Common Sense's existing PLNs on edWeb or Edmodo to learn what other schools have done to successfully implement digital citizenship.

PREPARE

- ☐ Introduce Common Sense Education and what you're doing in your school to your superintendent, and encourage him or her to roll out a district-wide digital citizenship program.
- ☐ Provide in-person or online professional development to staff designated for leading student instruction.[4]
- ☐ Communicate your school's commitment to digital citizenship to your parent body, staff, and students via a newsletter, at a meeting, etc.[5]

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[1] See FAQ for examples of vision statements
[2] See Suggested Digital Citizenship Student Instruction Plan for options
[3] Reference FAQ for ideas on how to engage parents
[4] Links to free PD resources from Common Sense are included in the FAQ
[5] For resources to present at meeting, see Digital Citizenship Certification PD PowerPoint below

    ☐   Share a link to Common Sense Education on your school website (or equivalent notice board if your school doesn't have a website).

IMPLEMENT

    ☐   Implement your parent outreach and student instructional plans.

    ☐   Save at least three pieces of documentation[6] to submit with your Digital Citizenship Certified School Application.

    ☐   Complete the Digital Citizenship Teacher Worksheet with educators' information and number of lessons taught, in order for educators to receive recognition as a Common Sense Digital Citizenship Certified Educator.[7]

CELEBRATE

    ☐   Post on one of Common Sense's existing PLNs on Edmodo or edWeb about your school's experience implementing digital citizenship.

    ☐   Apply to become a Digital Citizenship Certified School.[8] As part of the application, you will need to submit:

        o   Digital Citizenship Certified School Implementation Plan

        o   Digital Citizenship Teacher Worksheet to indicate educators who led instruction

        o   Three pieces of documentation

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[6] See FAQ for examples of documentation

[7] To meet Digital Citizenship Certified Educator criteria, educator must teach at least 3 hours, 45 minutes of instructions to one class or 2 hours, 15 minutes to two or more classes.

[8] Note that the Project Lead is eligible for Certified Educator status, as are all educators at the school involved in the instruction. They do not need to apply separately; their applications are included in the school application.

Frequently Asked Questions

GENERAL

What is a Common Sense Digital Citizenship Certified School?
This is an official "stamp of recognition" from Common Sense Education for schools that are dedicated to teaching digital citizenship to young people. Specifically, this program recognizes schools that are using -- in at least two grade levels -- the Common Sense Education Digital Citizenship Curriculum, Digital Passport™, Digital Compass, and/or Digital Bytes, as well as engaging and educating parents about media and technology issues.

How might my school benefit from becoming a Common Sense Digital Citizenship Certified School?
Being a Digital Citizenship Certified School is an official stamp of recognition from Common Sense Education. It's our hope that acknowledging your hard work will not only strengthen the reputation of your school in your community (and beyond!) but also will inspire other schools to get involved in teaching digital citizenship.

If your school is integrating more technology in the classroom, receiving Digital Citizenship Certification demonstrates to parents your school's commitment to teach students to use their devices in enriching and responsible ways.

So you can let your community know that you're a Digital Citizenship Certified School, we'll send you a:
- Digital badge you can display on your website, email signatures, and elsewhere.
- Vinyl school banner.*
- Letter that you can send to your district superintendent.
- Template of a press release you can complete and share with your local newspaper.

If you give permission, Common Sense Education also will list your school name on the Common Sense website.

What is the cost of becoming a Common Sense Digital Citizenship Certified School?
There's NO COST to become a Digital Citizenship Certified School or to use any of the educational materials on our website, including our Digital Literacy and Citizenship Curriculum, Digital Passport™, Digital Compass, or Digital Bytes.

What are Common Sense Education's requirements to maintain Common Sense Digital Citizenship Certified School status?
You will need to complete all the actions required to become a Digital Citizenship Certified School every year, and then recertify by submitting an application.

What are examples of a "school vision" for digital citizenship? Is this required?
Yes, a school must submit their digital citizenship vision. We ask for this because we believe that defining what you want to achieve can not only help guide your planning efforts, but also help your communication efforts. We have found communicating your vision to the entire school community can help galvanize support and assist in implementation. Examples include:

Big Sky School District has demonstrated its commitment to taking a whole-community approach to preparing its students to use the immense power of digital media to explore, create, connect, and learn, while limiting the perils that exist in the online realm, such as plagiarism, loss of privacy, and cyberbullying. We realize the importance of being a good steward of technology and it starts with education. We make it a priority that all students receive digital citizenship and literacy lessons prior to receiving their 1:1 devices within our district. Our school district has 100% embraced and integrated Common Sense resources with our students, staff, and families within our district as the first educational piece.

- *Big Sky School District, Big Sky, MT*

Liberty-Perry Schools strives to foster a safe, disciplined, educational environment, both offline and online, to provide an atmosphere for students where skills can be developed to become motivated, self-reliant, productive citizens. All members of Liberty-Perry Schools will be good digital citizens by being safe, responsible, and respectful with their technology. Teachers and staff will provide instruction for their students regularly about the appropriate use of technology and online safety. Staff and students will model digital citizenship and encourage others to do the same. By doing so, members of Liberty-Perry Schools will protect their information, treat others kindly, and credit their sources. Liberty-Perry Schools know the benefits of technology as a tool in the educational environment when those with the device use them appropriately.

- *Liberty-Perry School District, Selma, IN*

Whom do I contact if I have any questions or need assistance with my application?
Contact schools@commonsense.org.

CRITERIA

What is required to become a Common Sense Digital Citizenship Certified School?
To become a Digital Citizenship Certified School, you'll need to complete all of the following actions:
- o   Identify a project lead.
- o   Project Lead and principal register on www.commonsense.org/educators.
- o   Provide Professional Development to staff designated for leading student instruction.
- o   Encourage all staff to register as educators on the Common Sense Education site.
- o   Develop a Digital Citizenship Certified School Implementation Plan. Save to submit with application.
- o   Join one or both of Common Sense's existing PLNs (Edmodo or edWeb) and post why your school is making digital citizenship a priority.
- o   Using Common Sense digital citizenship resources, at a minimum:
    - o   In two grade levels, teach at least three hours, 45 minutes of digital citizenship instruction, OR
    - o   In three grade levels, teach two hours, 15 minutes of digital citizenship instruction. See the section below on Student Instruction for more details.
- o   Save at least three pieces of documentation from the student instruction and/or parent outreach to submit with the Digital Citizenship Certified School application.
- o   Engage and educate parents in three distinct ways. See the section below on Parent Outreach for more details.
- o   Complete the Digital Citizenship Teacher Worksheet to submit with application.

How much digital citizenship instructional time is required?
You have two options to meet the MINIMUM number of instructional hours and grades taught.
Using Common Sense digital citizenship resources:

1) In two grade levels, teach three hours, 45 minutes of digital citizenship instruction, OR
2) In three grade levels, teach 2 hours, 15 minutes of digital citizenship instruction.

Note that these are the minimum requirements for both the number of grades taught and the instructional hours. In order to have the biggest impact on the most students, we encourage you to do more. For example, in a K-5 school, you could teach digital citizenship for a total of three hours, 45 minutes in all six grade levels, which is the equivalent of five lessons from our K-12 Digital Citizenship Curriculum at each grade level.

You can use any combination of the below Common Sense digital citizenship resources to provide the instruction:

- K-12 Digital Citizenship Curriculum
- Digital Passport
- Digital Compass
- Digital Bytes

Follow the appropriate table below in order to understand how many lessons (or modules, story lines, or bytes -- depending on the resource) are equivalent to the instructional hours required to meet the criteria.

Two Grade Levels

Resources	Minimum hours of instruction required at two grade levels	Equivalent number of lessons/modules/story lines/bytes
K–12 Curriculum	3 hours, 45 minutes	One full unit (5 lessons)
Digital Passport	3 hours, 45 minutes	5 modules (aka games), plus wrap-around activities
Digital Compass	3 hours, 45 minutes	5 story lines
Digital Bytes	2 hours, 45 minutes	2 bytes

Three Grade Levels

Resources	Minimum hours of instruction required at three grade levels	Equivalent number of lessons/modules/story lines/bytes
K–12 Curriculum	2 hours, 15 minutes	3 lessons
Digital Passport	2 hours, 15 minutes	3 modules (aka games), plus wrap-around activities
Digital Compass	2 hours, 15 minutes	3 story lines
Digital Bytes	2 hours, 15 minutes	1 byte

Note that all instruction must be completed at the time of application. Again, we encourage you to do more than just meet the baseline criteria.

We suggest reviewing the Suggested Digital Citizenship Student Instruction Plan for ideas.

Can I combine the curriculum with the student interactives (Digital Passport, Digital Compass, Digital Bytes)?
Yes! You may decide to use both curriculum lessons and one of the interactives in the appropriate grade level. The lessons build upon the concepts that students learn while engaging in the interactives. For suggestions on what interactive accompanies the lessons, view the recommended "onboarding" activity for grades K-8 and the "extended learning" activity for grades 9-12 in the Scope and Sequence, or review the Suggested Digital Citizenship Student Instruction Plan.

Does it matter in which grades the Curriculum, Digital Passport™, Digital Compass, and/or Digital Bytes are taught to meet the requirement?
No. Common Sense Digital Citizenship Certified Schools can work with students in any grade, kindergarten through 12th. The Curriculum has differentiated lessons for K-12. Digital Passport is recommended for use in grades 3-5, Digital Compass is recommended for grades 6-8, and Digital Bytes is recommended for high school students.

Do all students at the selected grade levels need to receive instruction?
Yes. To become a Digital Citizenship Certified School, all students in the grade levels you select (a minimum of two) need to participate in order to meet the requirements.

Who should teach the lessons and/or implement the digital literacy and citizenship instruction?
We have seen a range of educators involved in student instruction, from core subject-matter teachers (most commonly English Language Arts and Social Studies), media specialists/librarians, and technology teachers to school counselors and special education teachers.

Does one educator need to teach all the content to the same group of students within a grade level?

No. Different teachers may implement the content and/or take a team-taught approach. For example, consider the (fictional) Wilson Elementary School:

- At the third-grade level, the technology teacher implemented all five modules of Digital Passport™ with the entire grade.
- In fourth grade, the technology teacher taught all fourth-grade students the two lessons from Unit 2 addressing privacy and security. The librarian taught the same group of students the remaining three lessons in Unit 2.
- For the fifth-grade students, the core teacher and school counselor co-taught all five of the lessons in Unit 3.

The above example of Wilson Elementary is illustrative and meant to demonstrate that any teaching model that's the best fit for your school will work, as long as the instructional hour requirement is met. (Note that at Wilson, they exceeded the criteria by involving students in nearly four hours of instruction at three grade levels.)

PARENT OUTREACH

What are some ways to engage parents?

Schools are required to take a whole-community approach to digital citizenship by communicating with families about and educating them on digital citizenship. You must do this in three distinct ways.

One of these efforts must be the distribution of at least one Common Sense [Family Tip Sheet](#) or the [Family Media Agreement](#) to all parents/caregivers.

You must also implement two additional efforts. Examples include but are not limited to:

- Hosting a school-wide parent education evening with a [teen panel](#) with materials, ideas, and best practices from the [Connecting Families program](#).
- Training Title 1 coordinators and/or PTA/PTO leaders to facilitate ongoing family engagement activities, such as [informal discussion groups](#) using [Connecting Families](#) resources.
- Publishing an article about the importance of digital citizenship in the school newsletter.
- Posting a link to [Common Sense Media](#) on the school website.
- Embedding the Common Sense parent advice blog widget onto the school website.
- Give your parents easy access to advice on parenting in the digital age by adding our [Making Sense blog widget](#) for families to your school's site.

APPLICATION

The Digital Citizenship School Certification Application requires various pieces of documentation. What should I plan to submit?

- [Digital Citizenship Certified School Implementation Plan](#)
- [Digital Citizenship Teacher Worksheet](#), if applicable
- At least three of the following examples:

- Photos of students engaging in lessons or interactives in which it's clear that Common Sense resources are being used.
- A lesson plan or course syllabus including mention of and/or links to Common Sense resources.
- A sample of student work in which concepts learned from Common Sense resources are evident.
- A screenshot of, or a link to, your teacher website showing a link to Common Sense and/or a description of work you're doing with students.
- A screenshot of your Digital Passport Student Group Summary or Student Group Overview.
- An email sent to your principal letting him or her know about your efforts around digital citizenship.
- A screenshot of a student's Digital Compass assessment.
- A sample from Digital Bytes.

Can the person coordinating the activities in the school, even if he or she is not directly working with students, apply to become a Common Sense Digital Citizenship Certified Educator?

Yes. We have opened up the Common Sense Digital Citizenship Certified Educators Program to the administrators, facilitators, and coordinators who are working hard behind the scenes to implement digital citizenship but who may not be teaching in the classroom.

Specifically, if the Project Lead has coordinated, supervised, and/or facilitated digital citizenship implementation and managed the process to create a Common Sense Digital Citizenship Certified School, that individual has fulfilled the criteria to become a Common Sense Digital Citizenship Certified Educator. If the Project Lead would like to apply,
please note this on the Common Sense Certified School application where applicable and the Digital Citizenship Teacher Worksheet. The individual should not submit a separate Digital Citizenship Certified Educator application.

Do the educators leading the instruction need to submit a separate application to earn recognition as a Common Sense Certified Educator?

New this year, we have streamlined the process and educators do not have to submit a separate application. The Project Lead will submit the information on their behalf. Specifically, the Project Lead needs to indicate educator's (or educators') name, email, and number of instructional hours on the Digital Citizenship Teacher Worksheet. However, this is ONLY for educators who have:
- Completed the online curriculum tutorial or attended an in-person training.
- Joined one of Common Sense's Professional Learning Networks (on Edmodo or edWeb) to discuss best practices and interesting research as well as to troubleshoot challenges.
- Taught digital citizenship using Common Sense resources, at a minimum: three hours, 45 minutes of digital citizenship instruction to one class; or, if working with two or more classes, has taught at least 2 hours, 15 minutes of digital citizenship instruction.
- Communicated with parents/caregivers that they are committed to educating students on how to be good digital citizens and have engaged in at least three of the activities below:
  - Assigned students homework that includes family participation.
  - Put a link to Common Sense on their teacher website.
  - Distributed at least one Common Sense Family Tip Sheet or the Family Media Agreement to all parents/caregivers.
  - Facilitated parent/caregiver discussion groups.

If the educator meets [these criteria](#), Common Sense Education will email the educator the Common Sense Digital Citizenship Badge directly.

The Project Lead should also include their name on the [Digital Citizenship Teacher Worksheet](#) to earn recognition as a Common Sense Certified Educator for their work coordinating implementation efforts.

If my district is applying to become a Common Sense Digital Citizenship Certified District, do I need to submit an application on behalf of my school?
No. The District can apply on a school's behalf. However, School Project Leads MUST complete both the [Digital Citizenship Certified School Implementation Plan](#) and [Digital Citizenship Teacher Worksheet](#) and give them to the District Project Lead. The District Project Lead will submit this paperwork along with the Digital Citizenship Certified District application.

Schools do have the option of submitting their application prior to District Certification if they would rather not wait until at least 50 percent of schools in their district meet the criteria.

When can I apply?
You can apply for Common Sense Digital Citizenship Certified School 2015-2016 status at any point during the 2015-2016 school year or early summer -- the deadline for application is July 1, 2016.

How long is the application?
We know that educators are busy people, so the application shouldn't take more than 15 minutes to complete -- it's mostly checkboxes, with a few open-ended responses. You'll also have to attach at least three pieces of documentation of your efforts (e.g., if you hosted a parent education workshop, you could upload the promotional flyer). Make sure you have enough time to complete the application in one sitting, as you cannot save it once you begin. Remember, you will need to submit three pieces of documentation along with the application.

What are Common Sense Education's requirements to maintain Common Sense Digital Citizenship Certified School status?
You will need to complete all the actions required to become a Digital Citizenship Certified School every year, and then recertify by submitting an application.

How do I apply?
Apply to be a Common Sense Digital Citizenship Certified School [here](#).

RESOURCES
What resources can I use for student instruction?
K-12 Digital Literacy and Citizenship Curriculum
http://www.commonsensemedia.org/educators/scope-and-sequence

Nearpod
http://www.nearpod.com/digitalcitizenship

K–12 Digital Literacy and Citizenship Curriculum available on iBooks:
[http://search.itunes.apple.com/WebObjects/MZContentLink.woa/wa/link?path=commonsense media](http://search.itunes.apple.com/WebObjects/MZContentLink.woa/wa/link?path=commonsensemedia)

Digital Passport™

Web version: http://www.digitalpassport.org
iTunes: https://itunes.apple.com/us/app/digital-passport/
Google Play:
https://play.google.com/store/apps/details?id=air.org.csm.digitalpassportparents&hl=en

Digital Compass
https://www.commonsensemedia.org/educators/digital-compass

Digital Bytes
https://www.commonsensemedia.org/educators/digital-bytes

What professional development resources does Common Sense Education have to help educators meet the criteria?
To fulfill Digital Citizenship School criteria, we ask that professional development be provided to staff designated for leading student instruction. The following online resources can be used:
- o Common Sense curriculum narrated tutorial
- o Common Sense facilitated webinars
- o Digital Passport training videos
- o edWeb at http://www.edweb.net/digitalcitizenship
- o Edmodo at https://www.edmodo.com/home#/publisher/digitalcitizenship
- o What's New at Common Sense Education
- o Digital Citizenship Certification PowerPoint

What resources are available to engage families?
To fulfill Digital Citizenship School criteria, we ask that schools take a whole-community approach and engage families in at least three ways. You can find resources to assist in that effort using:
Connecting Families
https://www.commonsensemedia.org/educators/connecting-families

Application
https://commonsensemedia.wufoo.com/forms/digital-citizenship-certified-school-20152016

What if I need additional assistance?
Contact schools@commonsense.org.

SAMPLE LETTER TO PRINCIPALS:

**common
sense**
education

Dear Colleagues,

XXX District realizes the importance of being a good steward of technology. We are making it a priority for all students to receive digital citizenship and literacy lessons, prior to receiving their devices as part of our personalized learning initiative. To best support our efforts, our school district has partnered with Common Sense Education to provide resources for our students, staff, and families within XXX District as the first step.

I am writing to share with you some great -- FREE -- resources available to XXX Schools from **Common Sense Education. Their tools help schools empower students to behave safely and participate responsibly with technology.**

Throughout the year, we will deepen students' learning on digital citizenship by using Common Sense lessons to teach our students about Internet safety, digital footprints, cyberbullying, copyright, and other relevant topics. Our goal is INSERT MISSION (e.g., that every school in the district will receive recognition as a Common Sense Digital Citizenship Certified School by teaching at least three lessons to each grade level).

We also intend to empower our parent community about safe and smart media use by sharing and talking about the many helpful family resources by Common Sense Education. To further show our parents and community our commitment to this endeavor, we are aiming to become a Common Sense Digital Citizenship Certified District in 2015-2016.

I encourage you to use these free resources and to check out Common Sense Graphite, a site that rates and reviews the learning potential of apps, games, websites, and digital curricula for classroom use.

Yours in education,

Common Sense Digital Citizenship Certified School Implementation Plan 2015-2016

School Name: __Springfield High School_____

Project Lead Name:__ Sally Commons_____

Project Lead Title: Technology Coordinator_

PLAN

What is your school's digital citizenship vision?

Springfield High School strives to foster a safe, disciplined, educational environment, both offline and online, to provide an atmosphere for students where skills can be developed to become motivated, self-reliant, productive citizens.
We realize the importance of being a good steward of technology and it starts with education. We make it a priority that all students receive digital citizenship, using the Common Sense Digital Citizenship curriculum. All members of the school will be good digital citizens by being safe, responsible, and respectful with their technology.

Professional Development
How is your school supporting teachers in implementing digital citizenship instruction? Describe any trainings (e.g., online, in-person, hybrid), planning time, or instructional coaching provided.

- *Presented to all staff about the importance of teaching digital citizenship.*
- *Sent online curriculum training link to all instructors. After one week, followed up with an in-person meeting to answer questions and discuss implementation plan.*
- *Created a school Professional Learning Network for digital literacy and citizenship.*
- *Sent links and reminders for all Digital Citizenship webinars on edWeb for educators to view.*
- *Provided information about Common Sense Education resources on teacher portal.*

What is your school's digital citizenship student instructional plan?

Grade Level	Total # of Students	Common Sense	Total # of Instructional Hours	Facilitator(s) Role(s)*	When will instruction be

		Resource(s) Being Used			completed? Over what time period?
9	200	curriculum	4 hrs	ELA classroom teacher	9/8-9/30
10	210	digital bytes/ curriculum	5 hrs, 15 minutes	tech coordinator	9/8-10/16
11	185	curriculum	4 hrs	ELA classroom teacher	9/8-9/30
12	186	digital bytes/ curriculum	5 hrs, 15 minutes	tech coordinator & ELA classroom teacher	9/8-10/16

* If a facilitator has taught three hours, 45 minutes of instruction to one group of students or two hours, 15 minutes of instruction to two or more classes, she/he meets the criteria of a Common Sense Digital Citizenship Certified Educator. Add these facilitators' names and contact info into the Digital Citizenship Teacher Worksheet.

Outreach to Families
How is your school conducting outreach to families? Indicate which activities you engaged in (items with an asterisk are required):

☐ Put a link to Common Sense on your school website (or equivalent notice board if your school doesn't have a website)*

☐ Distribute at least one Common Sense Family Tip Sheet or the Family Media Agreement to all parents*

☐ Host a teen panel for families

☐ Facilitate parent discussion groups

☐ Training Title 1 coordinators and/or PTA/PTO leaders to facilitate ongoing family engagement activities, such as informal discussion groups using Connecting Families resources.

☐ Published article about the importance of digital citizenship in the school newsletter.

☐ Added the Making Sense blog widget for families on school website site.

Verification
I verify that Springfield High School met the implementation plan outlined above.

Principal Signature: _____

Date: _____