



# 2017 BYOD

Boot Camp – Learning

Orange High School

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# PreBOOT CAMP

Office 365

Adobe Acrobat DC

PC USERS ONLY - GEOGEBRA – Maths Program

## ACTIVITY:

### Connecting to DETNSW Wifi

**When connecting to the school Wi-Fi your username is**

What is my username? \_\_\_\_\_

**firstname.lastname@DETNSW**

- **Your username can have a number, if you are lucky**

**When just using the internet**

What is my username? \_\_\_\_\_

**firstname.lastname**

- **Please note that when just on the internet you do not need @DETNSW**

What is my school email address? \_\_\_\_\_

**firstname.lastname@education.nsw.gov.au**

**HINT: can have a number, if you are lucky**

# Laptop Maintenance

All maintenance and troubleshooting ideas will be placed into

Class Notebook named: **2017-Cohort-Yr2022-Tech Support – You will add this later in OneNote**

## ACTIVITY:

### Shutdown and Reboot

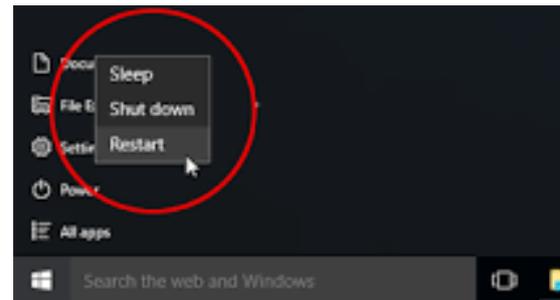
How do you shut down your computer?

**ALL STUDENTS ARE TO SHUT DOWN THE COMPUTER. Then turn on again.**

This is most important before recess, lunch and before you go home each day. This will save battery and ensure your laptop should not overheat in your bag.

### WINDOWS 10

To do this, first open the Start Menu by clicking the Start button in the bottom left corner of the screen. Three options appear: choose Restart to restart your device, **Shut down to shut it down**



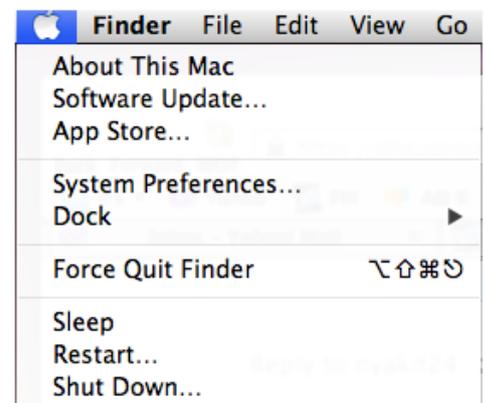
### WINDOWS 8.1

First open the Start button. Simply right-click on the Start button to display a pop-up menu of features and commands. Click on the command to Shut down



### MAC

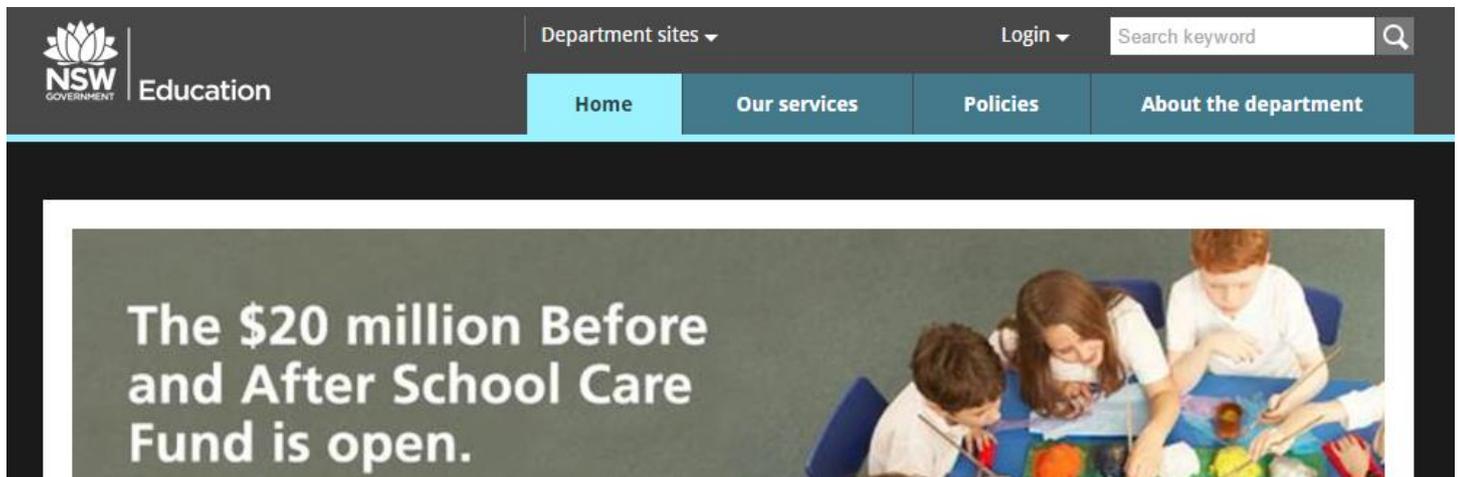
If you want to shut it down, simply go to the Apple in the upper menu bar and choose Shutdown:



What can you do from the student portal, explore the features of the student portal?

Leave all browser windows open all day for future activities

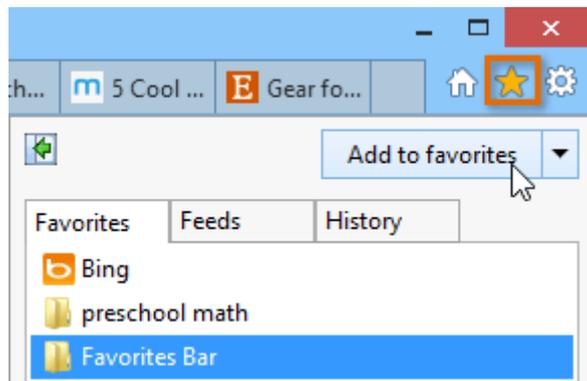
<http://www.dec.nsw.gov.au/>



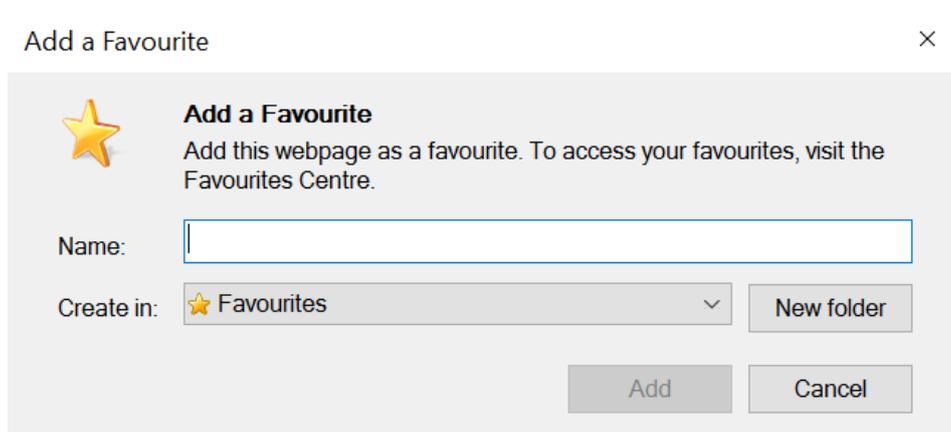
## ACTIVITY:

Make this website a favourite

1. Select the star on the right hand side of the internet page as shown below



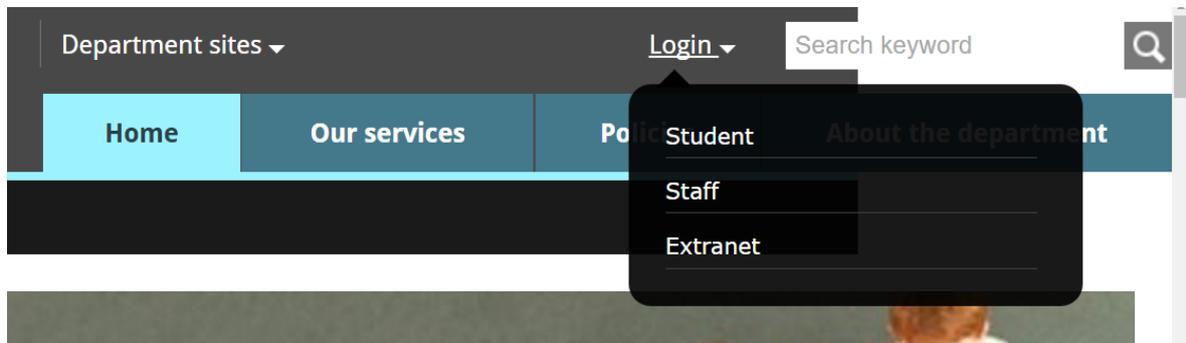
2. Click add to favourites
3. Give a meaningful name such as Student Portal



## ACTIVITY:

### Logging in to the student portal

1. Click on the login button on the right hand side of the page
2. Select student from the drop down list



3. Enter your username and password on the screen shown below.  
You do not have to put @DETNSW

Username:     firstname.lastname

**Don't forget a number if you have it**

NSW DEPARTMENT OF EDUCATION

### Log in with your DoE account

Example: Jane.citizen1

[Forgot your password?](#)

[Log in](#)

---

Have trouble logging in?

[Help for DoE/TAFE staff](#)    [Help for TAFE students](#)

NSW GOVERNMENT | Education

PROVIDE FEEDBACK

ACCESSIBILITY  
INFORMATION ACCESS

COPYRIGHT  
DEPARTMENT CONTACTS

4. Read the conditions of use and select "Agree" (Read through as a class)

The screenshot shows the top of the student portal with a dark red header containing the text "student portal" and a "Log out" button with a right-pointing arrow and a door icon. Below the header is a section titled "Conditions of Use". It contains a "Help" button, a paragraph about monitoring, a paragraph about permitted use, a paragraph about email records, a paragraph about agreeing to terms, a "Privacy" link, and a link to "Online Communication Services: Acceptable Usage for School Students". At the bottom of this section are two buttons: "Disagree" and "Agree". The footer of the page shows the NSW Education logo and the text "NSW Department of Education Conditions of use".

**ACTIVITY:**

Provide students with time to explore the student portal.

- Students are to locate the Personalise Option and change their colour scheme.
- Students are to locate the Learning Tab and work out how to move it from its current location so it sits at the top of the page like below

A close-up of the "Learning" tab, which is a dark red box with a question mark icon and a minus sign icon in the top right corner. The text inside the tab lists "ABC Learn Online", "Adobe DEC software download", "G Suite (Google Apps for Education)", and "More...". There are also up and down arrow icons to the right of the list.

The screenshot shows the student portal home page. The top header is dark red with "student portal" on the left, "Logged in as" in the center, and a "Log out" button with a right-pointing arrow and a door icon on the right. Below the header is a navigation bar with three buttons: "Personalise" with a palette icon, "Add link list" with a plus icon, and "Email:Checking" with an envelope icon. Below the navigation bar is a "System message" section with a red header and text about ITD Maintenance. Below the system message are three main content areas: "Learning" (with a yellow arrow pointing to it from the text above), "Search" (with Google and Tale search boxes and an Oliver Library logo), and "My Timetable" (with a table showing classes for Week A and Week B).

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	english heas 102	rc roll call coos1	rc roll ca coos				
	science ahes g4	sport liva gmy 5					
	technology home d2	mathematic jont 113					



Your password has expired. [Change password](#)

Personalise



Add link list



Email:Checking



Search



Google

Search

Tale

Search



Oliver Library

Learning



My Calendar



December 2016

Today

M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

[Add an event](#) [View list](#) [Print](#)

### Calendar Event List

Wednesday 7 December 2016

No events

Other sites



Alcohol - My Reality  
Bridgit  
Cybersmart Kids Online  
[More...](#)

My Timetable



Week A

Week B

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Add time	Add subject Add location Add teacher						



Print

(Use Tab or Shift+Tab or Ctrl+Arrow keys to navigate while editing)

Search sites



Google  
My Library (OASIS)  
My School Library (Oliver)  
[More...](#)

Counselling and support?



Resources to help you right now.

eBackpack



eBackpack

My Link List



Add a link

URL   
Example: www.google.com.au

Name   
Example: Google

Cancel

OK

Games



ABC's GameOn  
Mystery Matters  
Puzzlemaker

## ACTIVITY:

Students are to enter the assessment schedule into the My Calendar and add a reminder 1 Week before each due date.

My Calendar



Use the Add an Event button

Assessment Tasks YEAR 7 TERM 1, 2017		
WEEK DUE	SUBJECT	TYPE OF TASK
Term 1, Week 1	School Development Day – Staff Only	
ongoing	PD/H/PE	Fundamental Movement Skills
Term 1, Week 2		
Term 1, Week 3		
Term 1, Week 4	Visual Arts	In-Class Test
Term 1, Week 5	Science	Working Scientifically
Term 1, Week 6		
	Music	Performance - Drums
Term 1 Week 7	PD/H/PE	Photo Essay – “Sense of Self”
	English	In-Class Test
	Japanese	Task 1 Skills Assessment
Term 1, Week 8		
Term 1, Week 9	Tech Mandatory - Agriculture	Research Task
	Tech Mandatory - Home Economics	Research Task
	Tech Mandatory - Industrial Arts	Research Task
Term 1, Week 10	HSIE - World History	Assignment/Project
	HSIE - World Geography	Skills/Research Task
	Mathematics	End of Term Test
Term 1, Week 11	English	Visual Presentation and Reflection
	Mathematics	Learning Log
	Music	Written Test – Concepts of Pitch and Duration

# ACTIVITY:

Students are to enter their timetable into **My Timetable** – **Week A** and **Week B**

### My Timetable

? -

Week A Week B

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Add time	Add subject Add location Add teacher							  
								  
								  
								  
								  

 Print (Use Tab or Shift+Tab or Ctrl+Arrow keys to navigate while editing)

# Overview

Tale4students has a large range of educational resources of interest.

Click 'Personalise' to choose a colour for your page or create a random multicolour theme.

You can change your password or setup a secret question and answer, enabling you to reset your password if you can't login.

Use keywords or search terms to Search Google or Tale4students here.

Add a link (step 1)  
Click to create a link list portlet.

Search for resources in your school library.



Click here to access your DET email.

Use Week A & Week B to enter a fortnightly timetable.

**My timetable**

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Roll	9RA 36 Mr Broad						
Period 1	9 Commerce 11 Ms Bronner	9 English 2 8 Ms Israel	9 Commerce 11 Ms Bronner	9 History 20 Mr Kruger	9 Maths 2 3 Mr Bazzi	Macdonaldian	
Period 2	9 Maths 2 3 Ms Rao	9 Maths 2 3 Ms Bazzi	9 Literature 8 Ms Israel	9 Science4 29 Ms Karan	9 Multimed 21 Mr Waddell		
Recess							
Period 3	9 Science4 29 Ms Karan	9 Multimed 21 Mr Waddell	9 PE 4 46 Mrs Jones	9 English 2 8 Ms Israel	9 English 2 8 Ms Israel		
Period 4	9 Maths 2 3	SPORT	9 Commerce 20 Mr Kruger	9 PE 4 PFL3 Mrs Jones	9 History 20 Mr Kruger		
Lunch							
Enrichment	9 Enrich 8 Mr Thomas	SPORT	9 Science4 29 Ms Karan	9 Multimed 21 Mr Waddell	9 Science4 29 Ms Karan		

Enter your timetable information e.g. time, subject, room.

Click 'Add an event' to enter reminders, exams, assessment tasks or special days.

Here are some sites that may interest you. To re-order, roll over links and click the arrows. Click **More...** to see all links.

**Search**

Google  Search

Tale  Search

Visit your school library online

**My calendar**

April 2011

M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Add an event View list Print

**Learning**

ABC Learn Online  
HSC Online  
Sites2See  
More...

**Other sites**

Bridgit  
Creating Future Pathways: Student Survey  
Cybersmart Kids Online  
More...

Search sites

**Games**

Add a link (Step 2)  
Enter a URL and a display name and click OK. You can add any number of links.

**Maths**

Dollars and sense  
Australian Maths Challenge  
Mathletics  
Maths Online  
Add more links

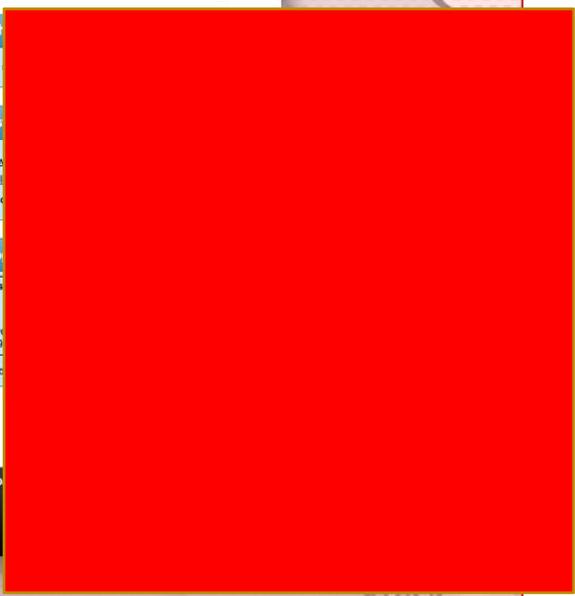
**My link list**

Add a link

URL:  Example: www.google.com.au

Name:  Example: Google

OK



## Changing Your Password

The image shows a 'student portal' interface with a 'Change password' window. The window is titled 'Change password and secret question' and contains the following fields and buttons:

- Your password**
  - Your current password: [text input]
- Your new password**
  - New password: [text input]
  - New password (again): [text input]
- Set your secret questions**
  - [text input]
- Buttons: Close, OK

Numbered callouts provide instructions:

1. Enter the password you are currently using.
2. Enter your new password. It must be at least four characters.
3. Repeat your password.
4. Click OK.
5. You will get a message saying, "Your password has been changed successfully".
6. Click the Close button to return to the portal.

A blue box at the top right states: "You can change your password at any time to something different. Click the Help button to get tips on choosing a new password."

A blue box at the bottom left contains a reminder: **REMEMBER** - you must type a password exactly the same way every time you log in. For example, if you choose "Britney8" as your password, with a capital 'B' at the start, you must always type it in the same way - you cannot type it as "britney8" with a small 'b'. Don't tell anyone in your class what your password is. If you do, they could log in under your name and read your emails.

The NSW Government logo and 'Education & Communities' text are in the bottom right corner.

### ACTIVITY:

- Students are to locate where to change their password: **PLEASE DO NOT CHANGE YOUR PASSWORD TODAY**
- Student are to Set their secret Questions as per next page

# Secret questions and answers

(optional)

All three secret question and answer combinations are required.

It is a good idea to set the three secret questions and answers. If you forget your password, answering your three secret questions correctly will allow you to reset your password so you can login with a new password. Or you can ask your teacher to reset your password for you. Click the **Help** button to get tips on choosing a new secret question and answer.

Log out

Change password

1. Set or change your secret questions using the **Change password** link.

## Change password and secret question

### Your password

Your current password:

Your new password:

New password:

New password (again):

### Your current secret questions

- If you invented ice cream flavor, what would the worst be?
- A memorable animal?
- If I was Prime Minister I would outlaw / legalize

Change your secret questions

Close

OK

2. Click **Change your secret questions**.

If you have previously set secret questions they appear here.

## Change password and secret question

You can set up three Secret Question and Answer combinations if you want to be able to reset your DET password yourself.

### Your password

Your current password:

3. Enter your password here.

### Your first secret question

Select a question:

What was the name of your first pet?

4. Select from 35 questions.

Your answer

5. Type your answer here and here. The answer must be four or more characters.

Your answer (again)

### Your second secret question

Select a question:

What is your favourite mythical animal?

Your answer

6. Repeat the steps for all three questions.

Your answer (again)

### Your third secret question

Select a question:

Create your own question

Your own question:

The third question includes the choice to type your own question and answer.

7. Click **OK** to set your combinations.

Close

OK

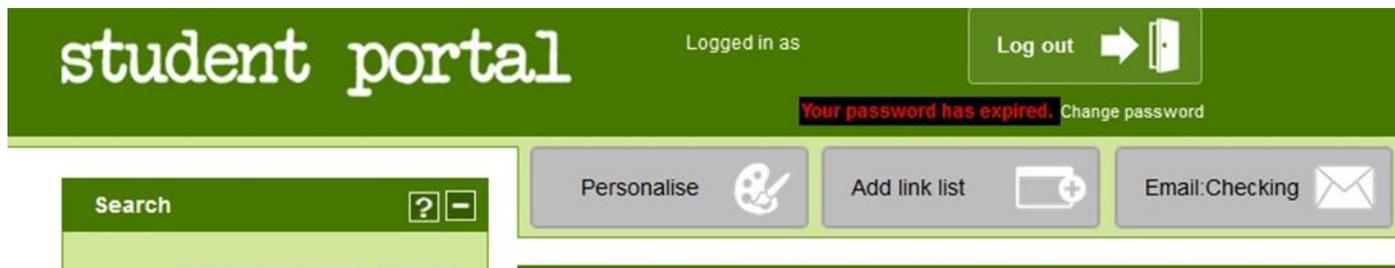


Education & Communities

**ACTIVITY:**

My email address is \_\_\_\_\_

Remember you wrote it down on an earlier page



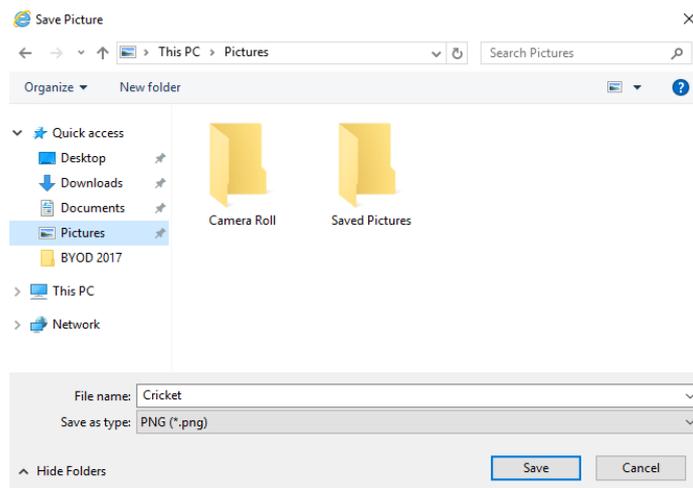
**ACTIVITY:** Send an email to your classroom teacher, with a picture of your favourite animal or sport as an attachment.

**Hint:**



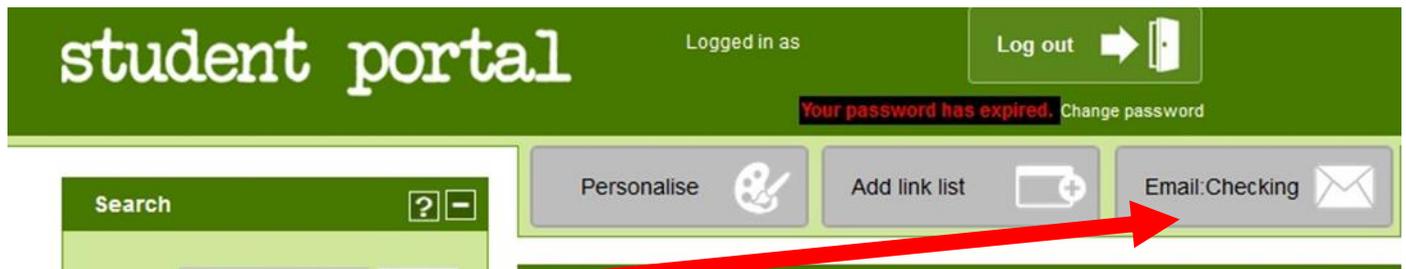
How to save an image if you do not know how:

- Open Internet Explorer or Edge or another tab.
- Type: [www.google.com.au](https://www.google.com.au) into the address bar
- Search for your favourite animal or sport.
- Click Images
- Right Click on the image and choose **SAVE PICTURE AS** (Save the picture on your desktop to make it easy to find)



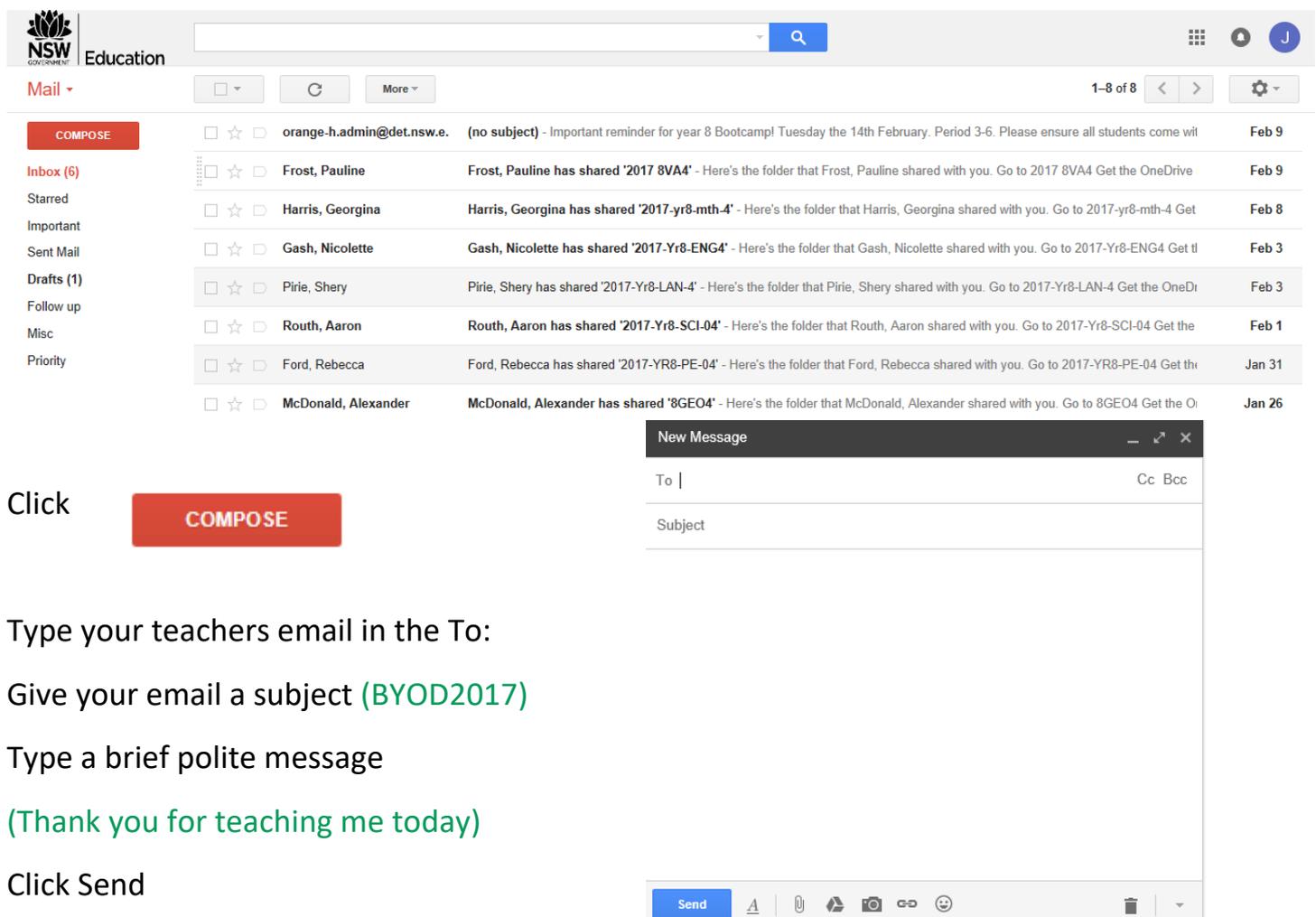
## ACTIVITY: SENDING AN EMAIL

From your student portal.



Click on **Email: Checking**

You may or may not already have some emails.



Click



Type your teachers email in the To:

Give your email a subject (**BYOD2017**)

Type a brief polite message

(**Thank you for teaching me today**)

Click Send

Teachers emails: \_\_\_\_\_@det.nsw.edu.au

# Sentral

## ACTIVITY:

Type the following into the address bar <http://web2.orange-h.schools.nsw.edu.au/portal/login>

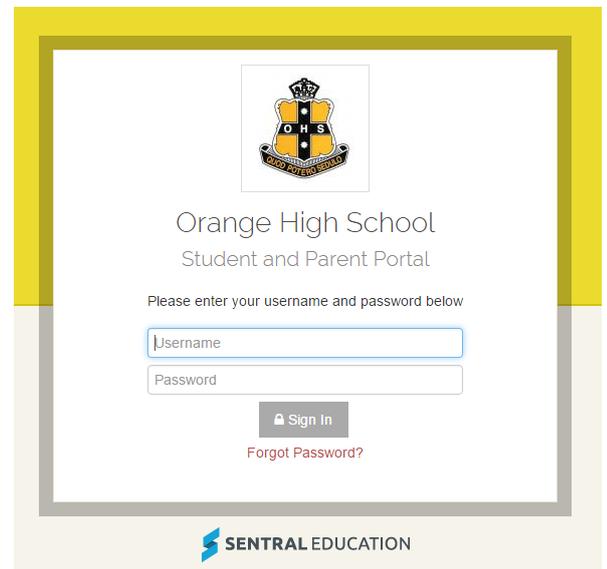
**Make this webpage a favorite**

If you cannot remember where the address bar is – refer to an earlier page

Your **Sentral** Username and password are the same as your Department username and password

What is my username? \_\_\_\_\_  
[firstname.lastname](#)

**Please note that when accessing Sentral you do not need @DETNSW**



**Orange High School Student Portal**

**Dashboard**

Dashboard | Bulletins | Daily Notices | Teacher Messages | Classes | Homework

**Daily Notices**

**Tennis Trials are coming!**  
BY MRS P. MAGES ON TUESDAY, 7 FEBRUARY 2017 AT 9:00AM

**DAILY** Please sign up at either English or Maths staffroom. Players from last years teams are required to re-trial.

Thanks!  
Mr & Mrs. Mages

**Anime and Manga Club!**  
BY MRS K. TREBLE ON MONDAY, 6 FEBRUARY 2017 AT 5:48PM

**DAILY** All students interested in joining the Anime and Manga Club please see Mrs Treble in the English staff room this Wednesday, lunch 1. Looking forward to seeing you then!

**Today's Timetable**

BS	
RC	<b>Roll Call RC (VSS)</b> ROOM 124 WITH M CROSSINGHAM
1	<b>English Yr8 (8EN4)</b> ROOM 123 WITH N GASH
2	<b>Mathematics Yr8 (8MA4)</b> ROOM 113 WITH G HARRIS
R	
3	<b>Language Yr8 (8LA4)</b> ROOM 126 WITH S PIRIE

- Place a colour in the **circle** when you have completed the following
- Can you find your time table? \_\_\_\_\_
- What lesson do you have period 4 Friday Week A? \_\_\_\_\_
- What lesson do you have Period 2 Wednesday Week B? \_\_\_\_\_
- On the Daily Notices what was the answer to the joke of the Day? \_\_\_\_\_
- Can you locate Attendance? \_\_\_\_\_
- How many weeks including this one are left till the end of Term 4? \_\_\_\_\_
- Can you locate Resources? \_\_\_\_\_
- Is there anything in Resources section? \_\_\_\_\_

## OneNote

### ACTIVITY:

If OneNote Icon is not on your desktop.



Click on the Magnifying glass and Type: **OneNote**

Click On **OneNote2016**

Raise your hand



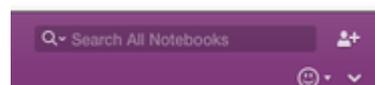
if you do not have OneNote2016

why)

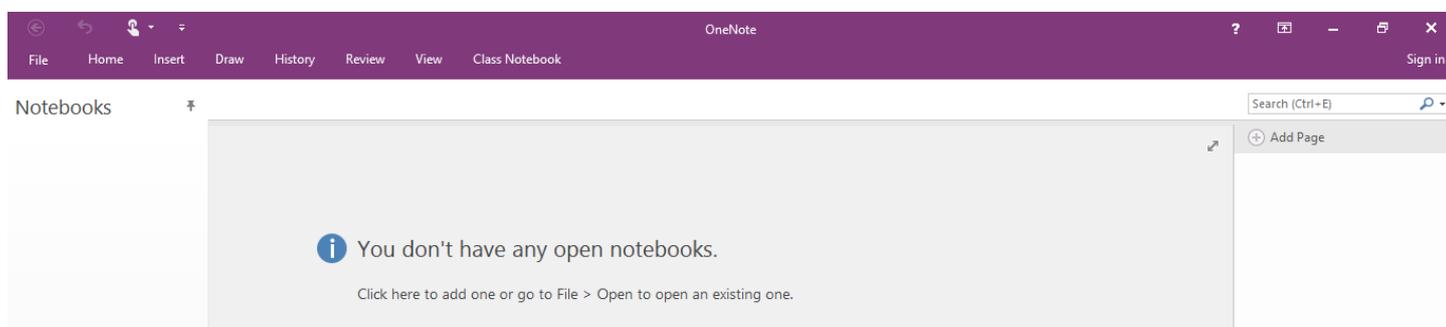
(Teacher to make a note and IT Support will be need to check

## Signing into OneNote

Locate **Sign In** in the top right corner of the screen and click Once



(MAC USERS May be different– If necessary click on the person with a + in the same location)

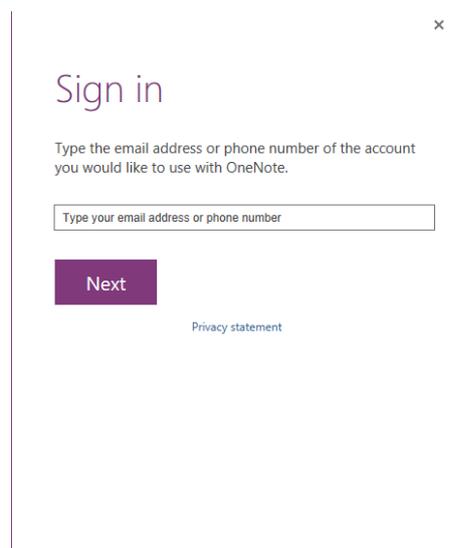


Type in your school email

What is my school email address? \_\_\_\_\_

[firstname.lastname@education.nsw.gov.au](mailto:firstname.lastname@education.nsw.gov.au)

**HINT: Your username can have a number, if you are lucky!**



Choose Work or School Account:



It looks like craig.edwards21@det.nsw.edu.au is used with more than one account. Which account do you want to use?



Work or school account

Created by your IT department  
craig.edwards21@det.nsw.edu.au



Personal account

Created by you  
craig.edwards21@det.nsw.edu.au

Back

Tired of seeing this? [Rename your personal Microsoft account.](#)

© 2017 Microsoft

[Terms of use](#) [Privacy & Cookies](#)



Type in your Username and Password

What is my username?

[firstname.lastname](#)

**Please note when you see this Log in Screen you do not need @DETNSW**

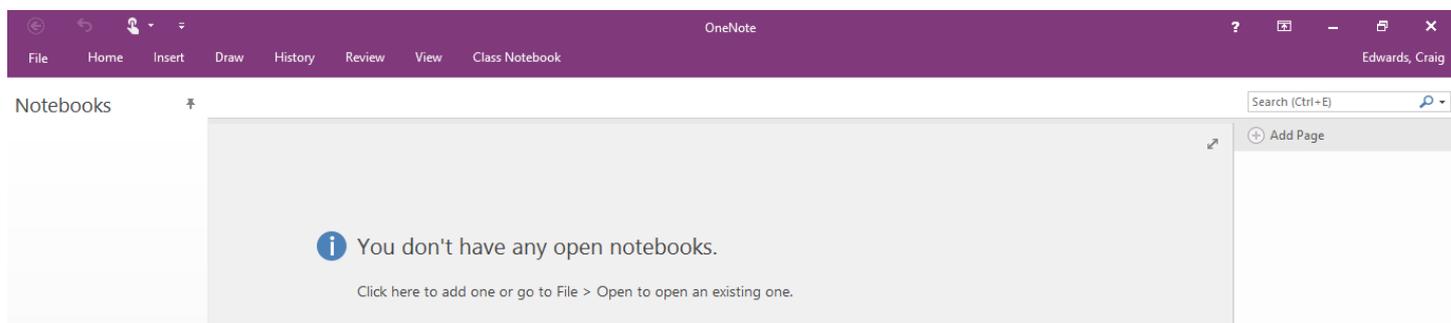
The screenshot shows a login window titled "NSW DoE". Inside the window, the heading is "Log in with your DoE account". There are two input fields: "Enter your user ID" with the example "Jane.citizen1" and "Enter your password". Below the fields is a blue "Log in" button. A link "Forgot your password?" is positioned below the button. At the bottom, there is a section "Have trouble logging in?" with two links: "Help for DoE/TAFE staff" and "Help for TAFE students".

## You should now see your name in the top right corner

Click On your name.

Do you see your school email address? \_\_\_\_\_

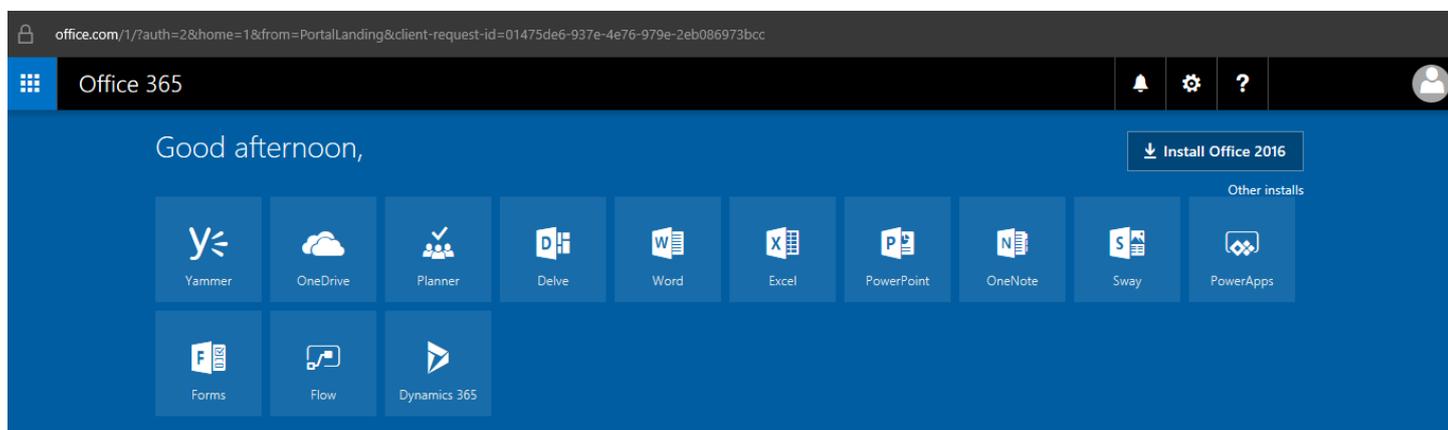
If the answer is **NO** please repeat the steps. If you still do see your name, ask for assistance from **Tech Support**



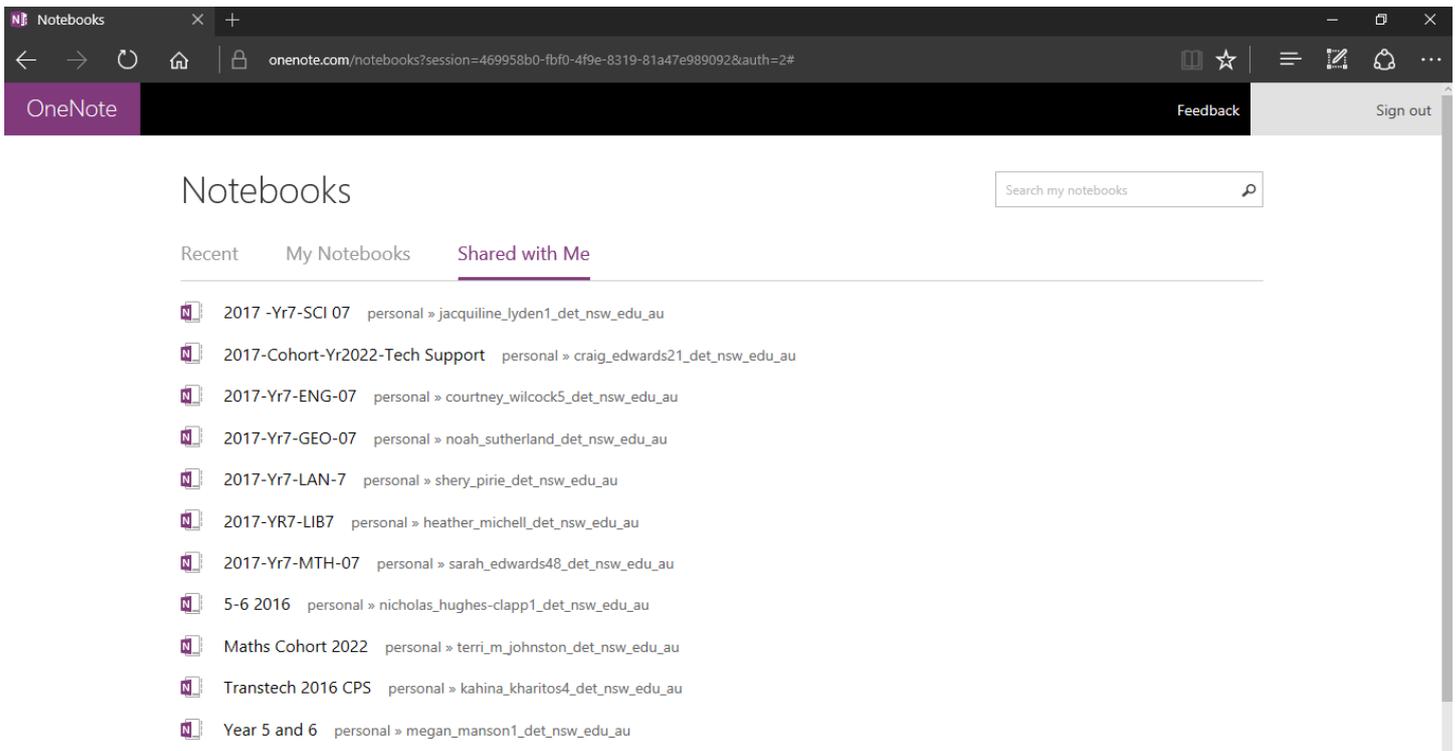
Go to the Student Portal and locate Learning and Microsoft Office 365



Click OneNote



## Click on Shared with Me



How many Notebooks do you have which start with 2017? \_\_\_\_\_

Do you see a Notebook called Maths Cohort 2022? \_\_\_\_\_

Students will click on each of the Notebooks to open. Teacher assistance may be required

A screenshot of the OneNote Online interface. The top bar shows 'OneNote Online' and the user name 'Lyden, Jacqueline'. The page title is '2017 -Yr7-SCI 07'. The main content area displays a welcome message: 'Welcome to the OneNote Class Notebook'. Below this, it says 'OneNote is your very own digital notebook' and 'Your OneNote Class Notebook is organized into three parts:'. A list of three parts is shown: '1. Student Notebooks', '2. Content Library', and '3. Collaboration Space'. A yellow arrow points from the text 'Click Edit in Microsoft OneNote' to the 'Edit in Microsoft OneNote' button in the top right corner. A 'Microsoft OneNote Security Notice' dialog box is open in the foreground, displaying a warning: 'Microsoft Office has identified a potential security concern. This location may be unsafe.' The URL in the dialog is 'onenote:https://schoolsnsw-my.sharepoint.com/personal/jacquiline\_lyden1'. The dialog also contains the text: 'Hyperlinks can be harmful to your computer and data. To protect your computer, click only those hyperlinks from trusted sources. Do you want to continue?' with 'Yes' and 'No' buttons.

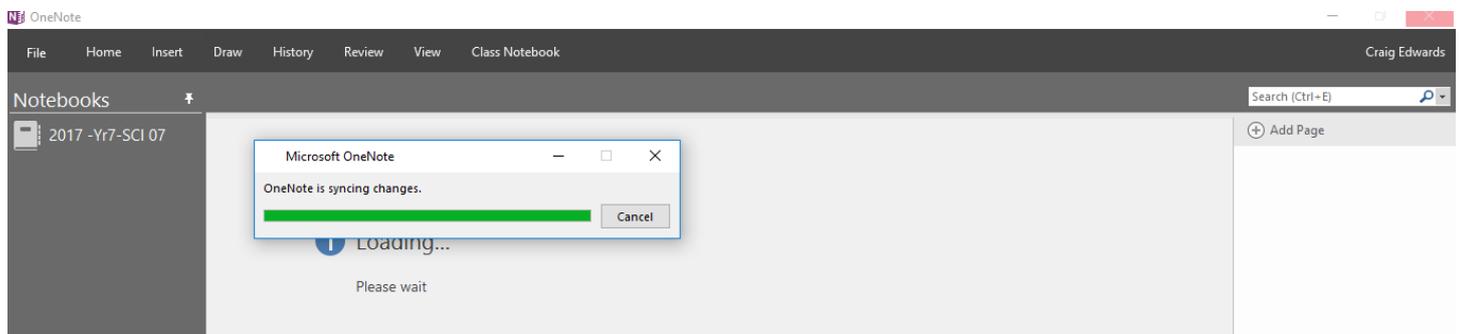
Once the page opens: Click **Edit in Microsoft OneNote**

### Microsoft OneNote Security Notice

Click **Yes**

The page will slowly open. If OneNote says it is not responding, you must be patient!

You will see your Notebooks. Students now need to repeat the above steps until they have all of their available Notebooks.



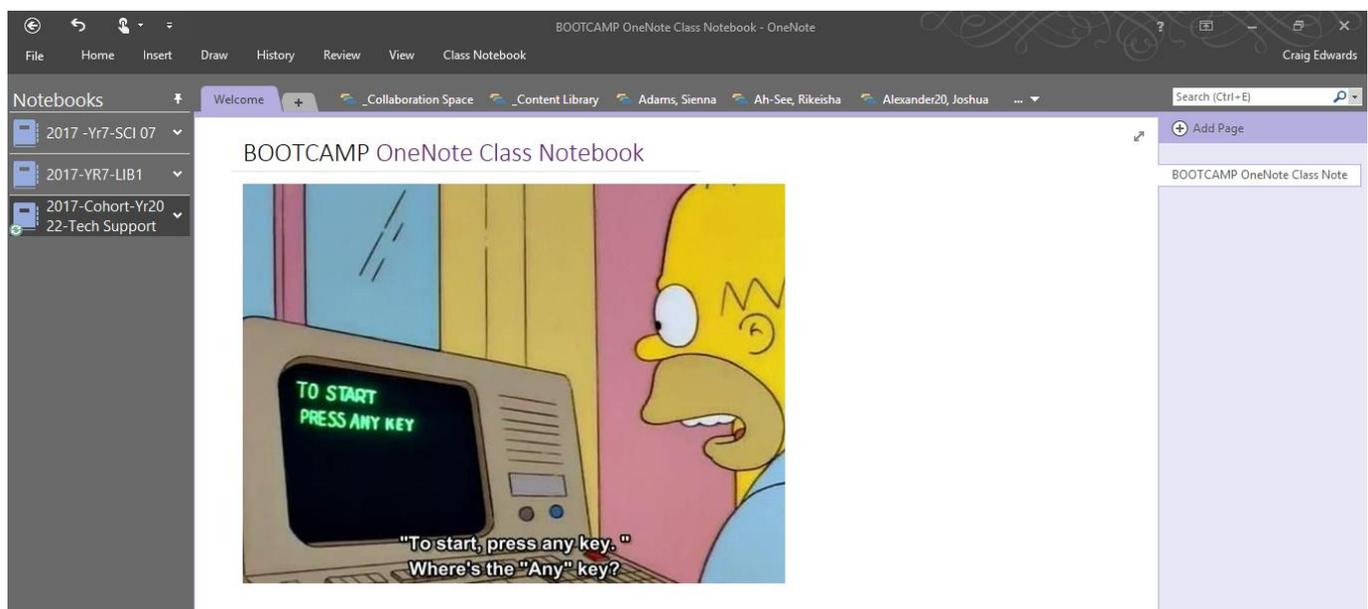
## Students Note:

Some notebooks **will** take longer than others to load. The following 2 Notebooks will be the slowest.

Maths Cohort 2022 & 2017-Cohort-Yr2022-Tech Support. (5 Minutes wait may occur)

Once you have added all your Notebooks please select –

**2017-Cohort-Yr2022-Tech Support**



## Why Use OneNote?

OneNote is the ultimate virtual notebook that enables users to create notes in various formats, share those notes, sync those notes with the cloud, and collaborate with others. You can easily create typed, handwritten, audio and video notes, and search those notes. You do not have to worry about forgetting to save those notes because everything is saved automatically as you work. There is also a free OneNote app available for both iOS and Android devices. Both apps allow you to see your handwritten notes.

## Getting Started with Notebooks, Sections, and Pages

When you first start using OneNote, a notebook named "Personal" is already created for you. This notebook will contain several folders.

Click on your Name and you will see a Section labelled Support

### ACTIVITY:

#### Creating a New Section and Renaming a Section

Beside the **Support** Select 

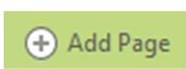
Change the default name to BootCamp2017 (Each Activity you do in OneNote please complete in this section.)



If you want to change a section name later, right click to Select the section name and select 'Rename'

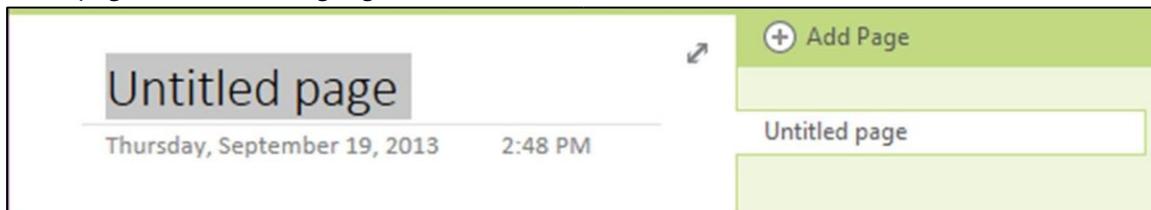
#### Creating a New Page and Renaming a Page

### ACTIVITY:

Select 

To change the name of a page, right Select the page name and click 'Rename'

Type the new page name in the highlighted area above the line



## Changing the Color of a Section

### ACTIVITY:

- Right Click the section name
- Select 'Section Color'
- Select a color

## Adding Lines to a Page

### ACTIVITY:

Select the



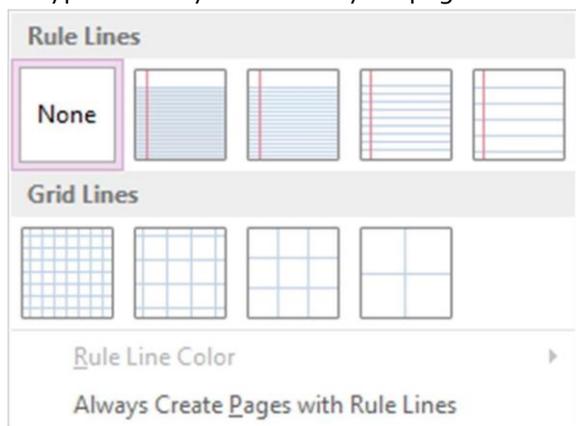
tab

Select the



bottom half of

Select the type of lines you want on your page

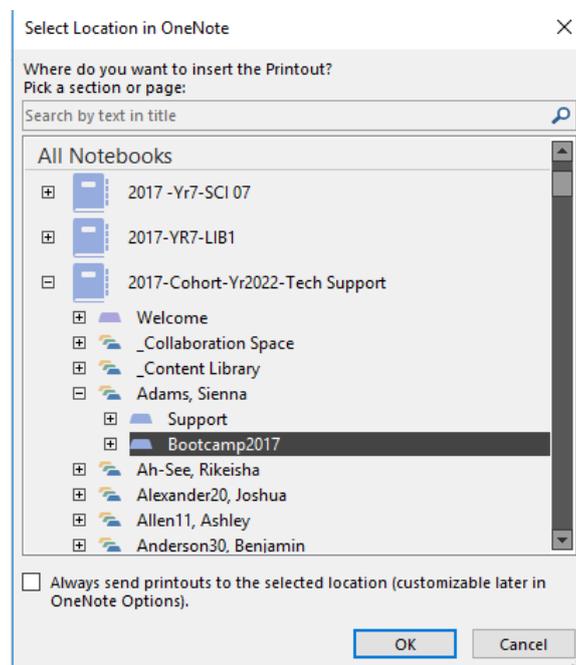


## Sending a Document to OneNote

### ACTIVITY:

- Anything that can be printed can be converted into a OneNote page.
- Open a new Word Document
- Type your name and insert a picture of your favorite animal or sport
  - Maybe use the image that you found earlier**
- Go to the printer options
- Select 'Send to OneNote 2016' as your printer option and print the document

Select the document to appear in the students Section called Bootcamp2017 and select 'OK'



# Typing and Inking

OneNote supports both keyboard typing and inking with a stylus.

## ACTIVITY:

### Typing in OneNote

Select the  tab

Select 

Place your cursor somewhere on the page and begin typing

Font type, size, and color and be adjusted in the  tab

## ACTIVITY:

### Inking in OneNote

Select the  tab

Select an ink color/thickness

3.



The image shows the 'Color & Thickness' dialog box in OneNote. It has two radio buttons: 'Pen' (selected) and 'Highlighter'. Below are icons for various pen and highlighter styles. A 'Line color:' section contains a 4x6 grid of color swatches. At the bottom are 'OK' and 'Cancel' buttons. Below the dialog is a toolbar with 14 icons for different pen styles and colors, and a 'Color & Thickness' icon.

Other colors and thicknesses can be selected using



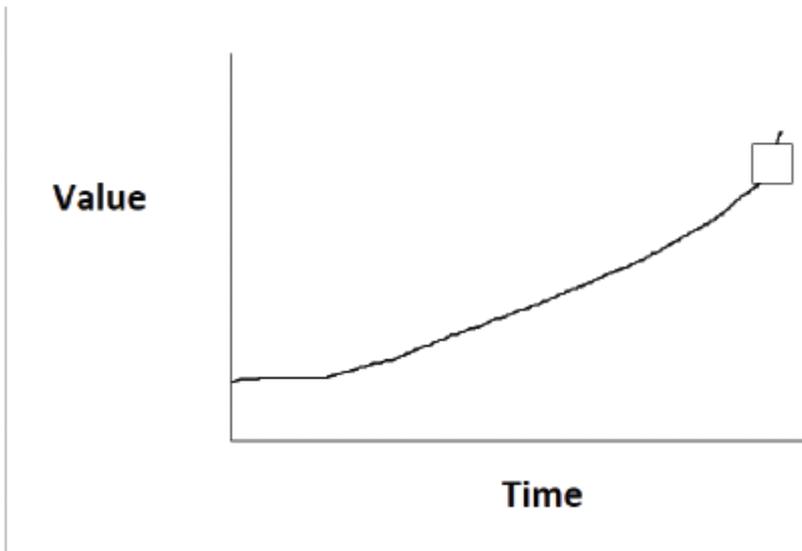
*Please note that you can still ink without a stylus by using your finger, just select this option is available for only touch-enabled tablets.*

## Erase Inking

### ACTIVITY:

On the Draw Tab click on the Eraser Button. **Using the Drop Down Button you can select the size of your Eraser**  
To return to Type mode either click on the Draw tab, click the Type button or Press esc on your keyboard

Draw the following – then Erase it



## Converting Ink to Text

### ACTIVITY:

Write with your inking tool as clearly as possible



Select

With your cursor, draw a circle around the inked text



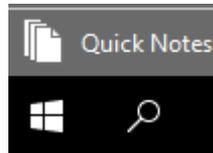
The inked text should be highlighted like this



Select and your inked text will be converted

## Microsoft Snipping Tool

Click on the Magnifying Glass



and Type: **Snipping Tools**



### ACTIVITY:

Using the snipping tool – Snip part of your page you are currently on.

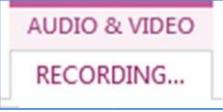
In OneNote

Paste the Image just snipped. (Right Click Paste or Control V on the keyboard)

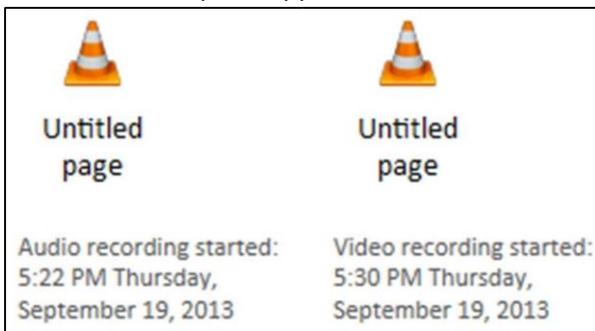
# Recording

You can record audio or video in OneNote and OneNote will place the recording in your notes with a timestamp attached. OneNote also automatically makes the title of the recording searchable.

## Recording Audio or Video – VIDEO NOT AVAILABLE ON MAC

1. Go to the  tab
2. Select  or 
3. An  tab will appear

An icon with a timestamp will appear on the screen



While recording video, the live feed will also display as a pop-up window

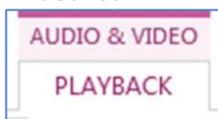
6. Select  to pause the recording or  to stop it

### ACTIVITY:

Students are to record a video of themselves saying their name and something interesting about themselves. Video should be no longer than 1 minute, but can be less if necessary.

## Replaying Audio or Video

1. Double click on the audio or video icon



2. Control the playback in the [PLAYBACK](#) tab

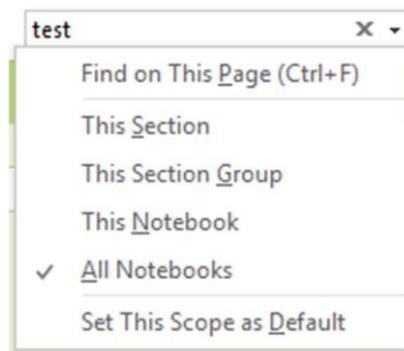


## Searching Your Notes

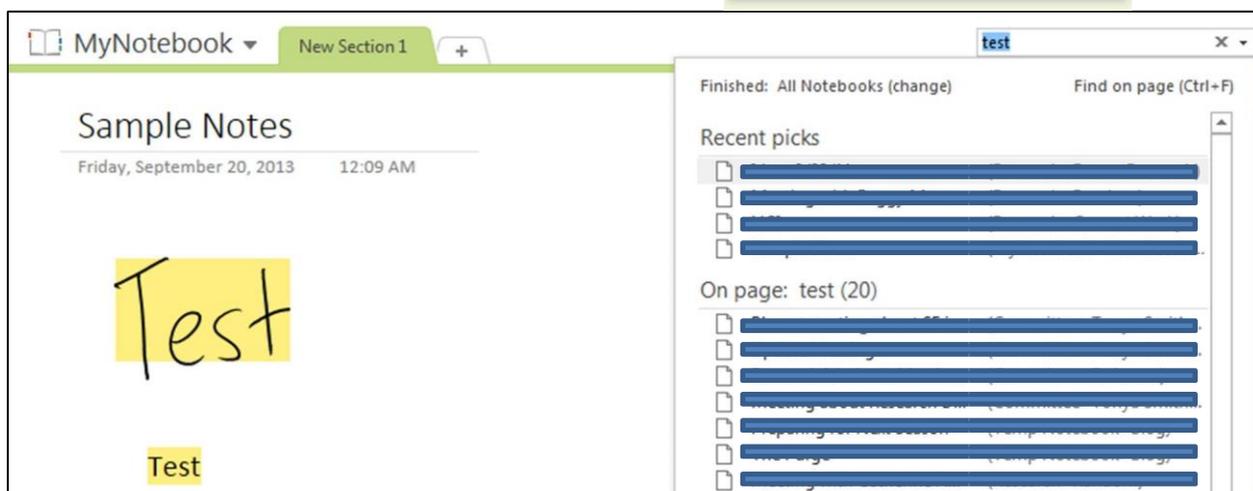
Type the term you will like to search for in  on the right side of the screen

Select  in the search box and select where you would like to search for the term

The search term will be highlighted wherever it appears and places where the search terms is located will appear



links to other





## Digital Citizenship

### Topic area

### Digital citizenship

#### Target age group

**Lower Secondary**

#### Lesson duration

 **15mins - 45mins**

#### Lesson Overview

In today's rapidly evolving digital environment, students often find themselves becoming digital citizens the moment they begin using digital technologies, such as signing up for an email address, using the internet and mobile phones. In acknowledging themselves to be digital citizens, students should come to recognise the value of taking responsibility for themselves and their actions, and of treating others with an appropriate standard of behaviour online.

This lesson includes four short activities. Teachers can select a single activity or multiple activities to make up the recommended 45 minutes, depending on what they feel is appropriate to their class.

#### Lesson outcomes

- Describe and assess the impact of a person's 'digital footprint' online
- Assess the negative impacts of unethical behaviours such as bullying, harassment and abuses online
- Take steps toward minimising security and privacy risks online
- Identify ways to act with resilience, consideration and self-awareness online

#### Australian Curriculum

This lesson plan module supports a number of learning areas in the Australian Curriculum, including Health and Physical Education, Civics and Citizenship and Technologies.

Activity 1	Page	Subject focus	Duration	Resources required
Drawing/Writing	4	Digital footprint	 15mins	Worksheet 1, pen
Activity 2	Page	Subject focus	Duration	Resources required
Multiple choice activity	5	Making safe, responsible, informed choices online	 15mins	Worksheet 2, pen
Activity 3	Page	Subject focus	Duration	Resources required
Debate/ Discussion	8	Rights, responsibilities and benefits of digital citizenship	 15mins	Worksheet 3

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*External links included in lesson*

[http://www.youtube.com/watch?v=6\\_FqFn27JJQ](http://www.youtube.com/watch?v=6_FqFn27JJQ)

<http://www.youtube.com/watch?v=mTX2CniVKFo&list=UUdv8domEzeDFPchhXk56V4w>

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*Technology and Terminology referred to in this lesson*

Internet, post, apps, sites, social networking, PayPal, virus checker, blogs, blogging, SMS, MMS, video, forum, thread, word processing

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# Digital Citizenship

## Background

The **Digital Citizenship** lesson plans focus on positive engagement with digital technology. The concept of digital citizenship is crucial to students' learning about technology - understanding the opportunities presented by the online world, learning how to minimise associated risks, and developing awareness of the impact of individual footprints online.

Engaged digital citizens recognise that unethical behaviours such as harassment, bullying and online abuses can contribute to negative online experiences and longer term consequences.

Acting with consideration, resilience and self-awareness in digital landscapes helps to build robust online communities. This includes respecting other participants, and recognising the value of freedom of expression and of personal privacy.

It is important to empower younger internet users with the knowledge of how their reputations can be affected by their interactions online, what language and actions are considered appropriate online, and to give them practical strategies to avoid participating in negative online behaviours.

**The digital citizenship principles outline how to become a better digital citizen:**

1. Know your online world: be curious, learn new things and but be aware of risks and how to protect yourself.
2. Choose consciously: think before you act - the choices you make online can last forever.
3. Engage positively: what you say and do online can affect everyone! Avoid bullying, harassment and online abuse and learn how to take positive steps if others don't.

For more information about the **digital citizenship principles** see the Office of the Children's eSafety Commissioner's website: <https://www.esafety.gov.au/education-resources/classroom-resources/digital-citizenship>.

## Activity 1: Digital footprint

<i>Activity 1</i>	<i>Page</i>	<i>Subject focus</i>	<i>Duration</i>	<i>Resources required</i>
Drawing/Writing	4	Digital footprint	 15mins	Worksheet 1, pen

### Instructions

1. Turn to Worksheet 1 in your booklet. Do not tear it out.
2. In the blank spaces inside the top of the footprint drawing, ask students to write all the things they would like to be and want known about them. These might include values; such as artistic, clever, friendly, brave, interesting, or aspirations for their futures; such as doctor, animal trainer or athlete.

**Teacher's Tip: Allow ample time to focus on the positive aspects of reputation and how your students would like to be perceived.**

3. In the blank spaces inside the bottom part of the footprint drawing, ask students to consider and record - *what do you not want known?* The focus on here is on privacy as well as reputation, so lead your class to answers which include their home address, name of school, phone number and other identifying details. Potentially negative personal attributes such as being thought of as rude, unfriendly, racist, or abusive should also be discussed.

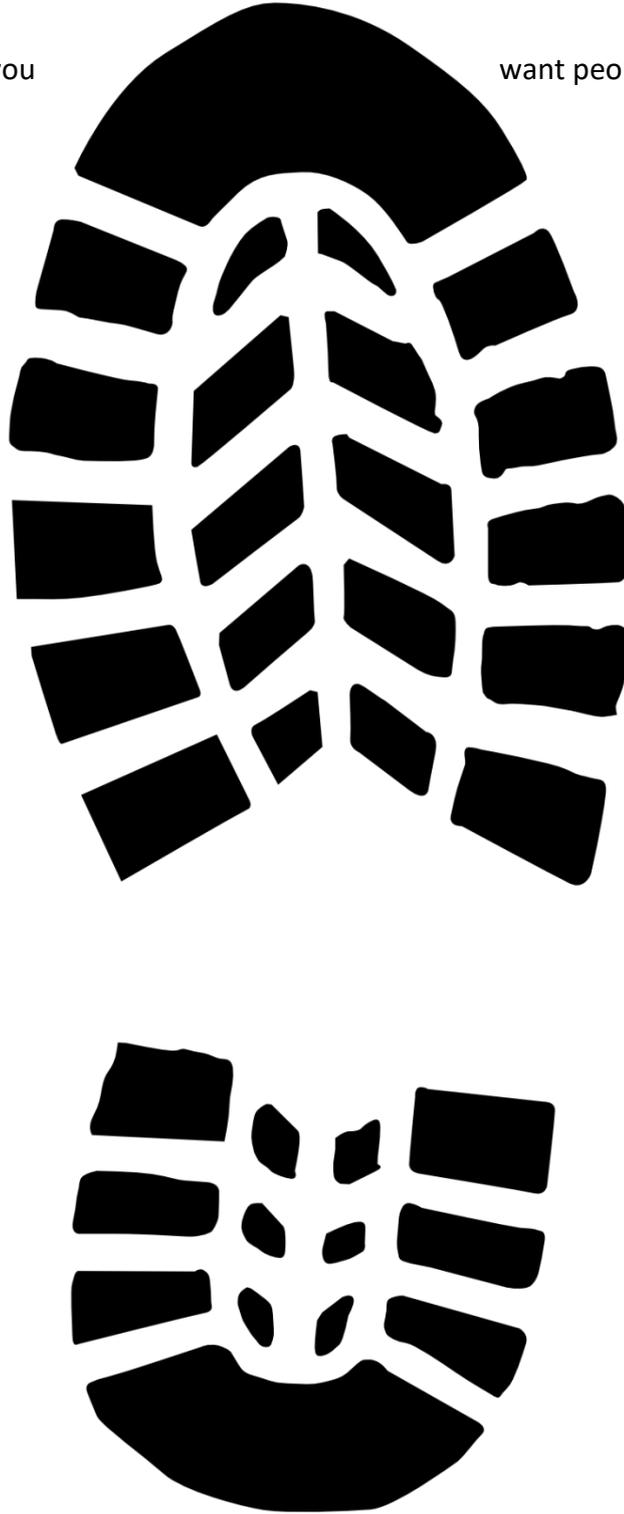
**Teacher's Tip: Remind students that our digital footprints can be followed, just like real footprints.**

## WORKSHEET 1: DIGITAL Footprint

Figure 1 - This graphic shows the tread of a shoe, with gaps in which students can write their responses to Activity 1 - 'Digital Footprint'.

Your digital footprint. What do you know – about you?

want people to know – and not



## Activity 2: Digital citizenship test

<i>Activity 2</i>	<i>Page</i>	<i>Subject focus</i>	<i>Duration</i>	<i>Resources required</i>
Multiple choice activity	5	Making safe, responsible, informed choices online	 15mins	Worksheet 2, pen

This activity requires students to complete a multiple choice test modelled on the Australian citizenship test. The test focuses on the ways in which good digital citizens think and choose before acting online.

When becoming a citizen of a country, prospective citizens must first pass a test designed to ensure that they understand both the rights and responsibilities of citizenship.

Being a good digital citizen means understanding what you are entitled to and what you are responsible for in an online environment.

### Instructions

1. Turn to Worksheet 2 directly to all students.
2. Allow ten minutes for students to read through the test and record their answers. Questions may need to be read out to assist students.
3. Working through the test as a class, discuss the answers schedule.

## WORKSHEET 2: DIGITAL CITIZENSHIP TEST

1. I should stop and think about everything I share using social networking sites:
  - a) Not at all – they are free, easy to use, and everyone is using them.
  - b) Sometimes, when features or privacy settings change.
  - c) Always, because they use my data to make money and the information I post is never private.
  - d) Always, the internet is a dangerous place filled with terrible things waiting to hurt me.
  
2. Sometimes I share passwords with my friends, or post things pretending to be them as a joke:
  - a) This is fine – my friends and I never fight, I trust them with everything.
  - b) A joke is a joke, and it's obvious if I pretend to be someone else for fun.
  - c) Never, it's identity theft and can cause unforeseen problems for both of us.
  - d) Always, I go online for fun, and so do they.
  
3. When writing my own blog or commenting on someone else's, I can share my deepest secrets:
  - a) Yes, a blog is like a diary, and it's anonymous and safe.
  - b) No way, the blog is open to anyone online; I should treat it like any public place.
  - c) Yes, because who cares about my personal stuff? Only my friends read my blog.
  - d) Yes, no one will ever guess my true identity – I'm smarter than Batman.
  
4. When using phones or online technology in school, it is important to know:
  - a) The agreed rules for using that technology in school.
  - b) How to work well with others and get the most out of using the technology.
  - c) How to choose appropriate language so I don't upset anyone or get into trouble.
  - d) All of the above.
  
5. If I'm allowed to download or buy things online such as apps, I should:
  - a) Forget it - all sites are dangerous and can destroy my computer and send me to gaol.
  - b) Ask my friends about the safest way and place to buy things.
  - c) Find the first site with what I want and buy it – life's too short for caution.
  - d) Always check to see if the site is legitimate and secure when buying something.
  
6. When I'm commenting or writing online in class or at home, I should:
  - a) Say whatever I want, free speech is very important.
  - b) Ask a teacher or parent about some of their expectations for my behaviour online.
  - c) Use a fake name if I want to say anything hurtful or negative.
  - d) Do whatever everyone else is doing – if it's fine for everyone, it's fine for me.
  
7. How long I spend online:
  - a) Is something to be aware of in case my physical and personal life starts to suffer.
  - b) Can affect how I sleep.
  - c) Can help me learn about the world and assist me with homework and assignments.
  - d) All of the above.

8. Giving private information to strangers or companies online is:
- a) No problem if they are legitimate companies.
  - b) Nothing to worry about if I know they don't live near me.
  - c) Never OK, no matter what the circumstances are.
  - d) Always OK; I'm not in Witness Protection, I have nothing to hide.
9. If I can tell someone is being bullied online:
- a) I should just stay away from it – I don't want to be the next target.
  - b) Ignore it if I don't like who's being bullied anyway.
  - c) Think about what it would feel like if it was happening to my best friend or me and step in calmly.
  - d) Why does it matter? A bit of bullying toughens you up.
10. I protect my passwords:
- a) Passwords? I only have one and use it for everything.
  - b) Not really, some of my friends know them.
  - c) By storing them in a file called 'password'.
  - d) By changing them often, never sharing them, and doing my best to hide the ones I have to store.

## Activity 3: Debating digital citizenship

<i>Activity 3</i>	<i>Page</i>	<i>Subject focus</i>	<i>Duration</i>	<i>Resources required</i>
Debate/ Discussion	8	Rights, responsibilities and benefits of digital citizenship	 15mins	Worksheet 3

In this activity, students are to discuss and debate the rights, responsibilities and benefits of digital citizenship. The debates can be more or less formal, depending on the group size and other classroom factors.

### Instructions

**Discuss debate topics either as a whole class or group students.**

If there are specific issues which affect your students, focus on those topics, or feel free to write your own topics and talking points.

The debates are designed to be rapid, multi-directional, with more than two groups debating the topics as they appear on the debating cards (with each team advocating the view expressed on one of the cards), rather than simple affirmative/negative debates. This allows more points to be raised and discussed in a shorter period of time.

Teams should discuss their topic and key points before beginning and you may choose to allow teams some time to research facts and figures to support their case where time permits.

**Teacher's Tip: Remind students that they may not necessarily agree with the statements, but should try to make the best argument to support their allocated perspective.**

**Teacher's Tip: Students may have insight and opinions on these points and topics without conducting extensive research. In expressing this personal knowledge, students will naturally direct the discussion and debate towards issues and perspectives which are relevant to them.**

### Discussion Points

These points are provided on Worksheet 2 for easy distribution to class groups.

#### **What are the rights and responsibilities of digital citizenship?**

The concept of digital citizenship is the same as being a citizen of any country – if you are a citizen you must follow the rules and conventions of that country.

When it comes to online interactions, the right to say whatever you feel is important should be protected over the responsibility to avoid hurting people or groups.

Everyone is responsible for themselves online. If I take care of myself and my actions, others should do the same without my help.

Citizenship is about broader social responsibility – each citizen is part of a wider group and is responsible for the care of individuals in that group as well as themselves.

**What are the benefits of digital citizenship?**

The most important benefit of digital citizenship is a safer online experience.

The most important benefit of digital citizenship is to encourage much older and younger users of the internet to interact with confidence online.

The most important benefit of digital citizenship is a more aware and informed online community.

**What are the remedies for a lack of good digital citizenship?**

Adults should moderate the internet and technology use of those under 18.

People who use abusive language and bully others online should be banned from online communities.

Technology should be designed in a way that blocks abusive and illegal use, and Internet service providers should support this with limitations on internet access.

Harsh penalties do not work; educating people about the consequences of their actions is the only way to promote good digital citizenship.

## WORKSHEET 3: DEBATING DIGITAL CITIZENSHIP

### What are the rights and responsibilities of digital citizenship?

The concept of digital citizenship is the same as being a citizen of any country – if you are a citizen you must follow the rules and conventions of that country.	Everyone is responsible for themselves online. If I take care of myself and my actions, others should do the same without my help.
When it comes to online interactions, the right to say whatever you feel is important should be protected over the responsibility to avoid hurting people or groups.	Citizenship is about broader social responsibility – each citizen is part of a wider group and is responsible for the care of individuals in that group as well as themselves.

### What are the benefits of digital citizenship?

The most important benefit of digital citizenship is a safer online experience.	The most important benefit of digital citizenship is to encourage much older and younger users of the internet to interact with confidence online.
The most important benefit of digital citizenship is a more aware and informed online community.	The most important benefit of digital citizenship is to protect our online reputations from damage.

### What are the remedies for a lack of good digital citizenship?

Adults should moderate the internet and technology use of those under 18.	People who use abusive language and bully others online should be banned from online communities.
Technology should be designed in a way that blocks abusive and illegal use, and Internet service providers should support this with limitations on internet access.	Harsh penalties do not work; educating people about the consequences of their actions is the only way to promote good digital citizenship.

## STUDENT SURVEY

<https://www.surveymonkey.com/r/OHS2017BootCamp>



2017 Yr7 BYOD Boot Camp Term1

If you type the address correctly you should see the above image.  
Please start the quiz once ready.

## FINISHED EARLY

Go to the following website

Typing Games

 Play Keyboard Ninja	 Play Tommy Q
 Play Ninja Cat	 Play Keyboard Climber 2

<https://www.typing.com/student/games>

Use the Snipping Tool to record your achievements in OneNote