

Digital Citizenship

Our Digital Citizenship course will give your participants the guidance needed in the ever changing digital world. As our lives are lived more and more online we all need to translate our social skills into the virtual world.

Digital Citizenship allows us to connect, collaborate, and share by using technology appropriately. In person meetings are on the decline which makes it necessary to engage people digitally. Being a good digital citizen means you have a set of skills to work in the digital world.



Course Outline:

Module One: Getting Started

- Housekeeping items
- Pre-Assignment Review
- Parking Lot
- Workshop Objectives
- Action Plans

Module Two: What Is Digital Citizenship?

- What is Digital
- Engaging with Others
- It's a Moving Target
- Belonging to a Community
- Case Study
- Module Two: Review Questions

Module Three: Being a Good Citizen

- Build it Up
- Real World Influences
- Using Technology Appropriately
- The Golden Rule
- Case Study
- Module Three: Review Questions

Module Four: Best Practices for Sharing

- Digital Footprints
- Personal and Work Lives
- Stop and Think Before You Post
- Do Not Overshare
- Case Study
- Module Four: Review Questions

Module Five: Networking and Personal Branding (I)

- Personal Branding
- Be Yourself (online and off)
- Social Networking
- If you Share it, Expect Everyone to See It
- Case Study
- Module Five: Review Questions

Module Six: Networking and Personal Branding (II)

- Introduce Colleagues
- Volunteer to Help Others
- Blog
- Guard Your Reputation
- Case Study
- Module Six: Review Questions

Module Seven: Digital Security and Safety (I)

- Don't Trust Anyone You Don't Know
- Enable 2-Step Verifications
- Public Wi-Fi
- Public Computers
- Case Study
- Module Seven: Review Questions

Module Eight: Digital Security and Safety (II)

- Email and Attachments
- Password Rules
- Back Up your Files
- Update Your Software
- Case Study
- Module Eight: Review Questions

Module Nine: Dealing With The Dark Side

- See it, Report it
- Bullying and Harassment
- Trolling
- Shared Something You Shouldn't Have?
- Case Study
- Module Nine: Review Questions

Module Ten: Digital Etiquette (I)

- Respect and Tone
- Speak Up, Not Out
- Topics To Avoid
- Keep Private Messages Private
- Case Study
- Module Ten: Review Questions

Module Eleven: Digital Etiquette (II)

- Educate Yourself
- Information Processing
- Internet Boldness
- Permission to Share
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations