Netiquette and Rules of Digital Behaviour

of the Erasmus+ project “European Citizenship – Cultural heritage unites us”

One of the aims of our Erasmus+ project is to foster the digital skills and use of social media for positive communication of both the students and teachers.

The aim of this policy is to ensure that young people are responsible users of the various types of social media used during this project whilst using the internet and other communications technologies for educational, personal and recreational use.

Personal Safety:

* Students will treat their username and passwords for E-Twinning or any other type of social media site like their toothbrush - it will not be shared, nor will any student try to use any other person’s username and password.
* Students are reminded of “stranger danger” when communicating online.
* Students will not disclose or share personal information about themselves or others when online - addresses, phone numbers, etc. The exception is when communicating with their hosts and guests prior to and after a trip.
* Students will only meet offline those directly involved in the project.
* Students will immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it online.

Netiquette:

* Students and teachers will not take or distribute images of anyone without that person’s knowledge and acceptance.
* Students will be polite and responsible when communicating with others.
* Students will not use strong, aggressive or inappropriate language.
* Students will appreciate that others may have a different opinion.
* Cyber-bullying will not be tolerated and students will report any such action.

Use of technology in Host Schools:

* Students will only use their USB/storage device when given permission.
* Students will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
* Students will not try to use any personal device, programmes or software that might allow them to bypass the filtering/security systems or to access the Internet.
* Students will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will they try to alter computer settings.

Using the Internet for research:

* Students should ensure that they have permission to use the original work of others in their own work.
* Where work is protected by copyright, students will not try to download copies (including music and videos).
* When using the Internet to find information, students should take care to check that the information accessed is accurate. They should also make sure that the work of others may not be truthful and may be a deliberate attempt to mislead them.