

The Digital Citizen.

Acceptable Use Expanded

This is an expansion of the Six Facets of the Digital Citizen acceptable use agreement. This provides an indication for users about what each aspect of the Digital Citizenship model means.

Respecting and Protecting yourself by:

1. looking after your hardware appropriately, carrying your laptop or mobile device in a bag, securing it in a safe place and keeping it charged
2. saving your work regularly
3. backing up important data regularly (recommended minimum is weekly)
4. scanning your computer for viruses regularly, update the virus definitions regularly.
5. applying patches and updates to your operating systems and software
6. selecting suitable online names, that you can use in professional communications
7. selecting strong passwords and changing these regularly. Recommendations are:
 - o 8 characters or more
 - o Number and letters
 - o Special characters
 - o Upper and lower case
8. protecting your passwords, don't share these with anyone. Locking your computer.
9. managing your files by
 - o using descriptive file names
 - o creating and organise files into folders
10. considering what personal information is made public. This can be on your social networking site, when you sign up to services or register software.
11. only put required information in online profiles.
12. considering who you allow to be your friends online.
13. building positive relationships online, keeping these open and transparent. Being cautious in who we share information with and who we meet.
14. posting only material that portrays you in a positive light.
15. consider which images of yourself, you publish
16. keep email addresses and personal details private
17. considering carefully when and where you use your credit card details etc
18. remembering anything you say online is public and usually permanent
19. reporting any attacks or inappropriate behaviour directed at you
20. acting with integrity and respect.

Respecting and Protecting others by:

1. reporting abuse to appropriate authorities when I see it.
2. not flaming or abusing people
3. not forwarding junk mail, spam or inappropriate materials
4. not visiting sites that are degrading or inappropriate
5. not entering private spaces or change other people pages
6. informing people appropriately when they have left open their profile etc
7. not using anyone else accounts, log ons etc.
8. asking permission before I publish images of content that may contain details about other people.

9. respecting other people's rights to privacy and anonymity
10. respect the trust others have in me by protecting other people email, IM and skype addresses and contact details.
11. protect other on my network by having a protected, updated and antivirus checked computer.
12. always acting with integrity and respect.

Respecting and Protecting Intellectual Property by:

1. having an understanding of the rules and laws applying to:
 - o copyright
 - o intellectual property
 - o fair use
 - o creative commons
2. asking permission before I use materials and respect the owners decision regarding this material.
3. only using software and media that I have permission to use. This can be material made available under creative commons or the public domain, material I have purchased etc.
4. not sharing my media or software with others unless the license allows me to do this.
5. using free and open source alternative software and medias instead of pirating licensed or copy written ones.
6. registering my software and always considering what information I need to provide the company. I will read the options and make sure that I understand that my information and details may be distributed and sold.
7. validating all information sources
8. citing my information sources using a suitable bibliography method.
9. giving credit to and acknowledge people and sources that have influenced my thinking or products.
10. acting with integrity and respect