University of North Texas
College of Information
Information Science Department

INFO 5347, Digital Citizenship

Fall 2021
Sections 001 & 005, 3 Credit Hours

COURSE INFORMATION

Welcome to Digital Citizenship! In this course we will explore digital citizenship in the K-12 setting as well as in other contexts. You will learn about key elements of digital citizenship, how to share them to students and patrons, how to analyze programs currently in place, and how to approach the concepts of media and information literacy.

This class is online and asynchronous with no mandatory meeting times, although several live Zoom meetings/chats will be scheduled during the semester. These sessions are hosted to enhance your learning and answer questions. The sessions will be recorded.

Instructor Contact Information

Kristi Starr, MLS   Kristi.Starr@unt.edu

Course Prerequisites, Co-requisites, and/or Other Restrictions

● There are no prerequisites for this course.

Course Description

● Investigates best practices for the use of technology in schools and libraries. The nine elements of digital citizenship are examined within the context of the S3 framework. This course provides students with an understanding of common elements of digital citizenship. Students undertake a survey of issues important to schools and libraries in order to recognize the best strategies to reinforce digital citizenship. All students will interact with multiple learning tools and build their personal learning environments through collection of resources, reflection and creation of a framework for a digital citizenship program.

Learning Outcomes

● Upon completion of this course, students will:
  ○ Define digital citizenship.

- ○ Identify the roles that diversity, equity, inclusion, and belonging play when addressing digital citizenship programs.
- ○ Describe productive and responsible use of digital technologies.
- ○ Identify the nine elements of digital citizenship within the S3 framework.
- ○ Describe the impact of equity and inclusion on technology use and practices.
- ○ Recognize appropriate and inappropriate technological behavior and strategies for reinforcement and intervention.
- ○ Analyze acceptable use policies (AUPs) as they relate to digital citizenship.
- ○ Identify tools that will help you make a digital citizenship framework for your library.
- ○ Create a digital citizenship plan containing both short term and long-term goals.

Required textbook and readings

- Ribble, M. & Park, M. (2019). *The digital citizenship handbook for school leaders: Fostering positive interactions online.* 1st Edition. Portland, OR: International Society for Technology in Education. ISBN-13: 978-1-56484-782-9
- Other linked materials and/or readings as assigned.

Teaching Philosophy

This course is designed to give those who have an interest in or already have a fundamental understanding of digital citizenship, a broader understanding of the application to library and information sciences. The course is structured into modules. As we explore the key elements of digital citizenship, we will utilize discussion postings and activities as well as an infographic and book review. We will both critique an acceptable use policy and design a framework for a digital citizenship program in a school or district.

 The course is offered as a seminar, therefore students should expect to read the assigned materials, to use them in their discussions and written work, and to seek out additional material on their own in order to complete assignments and enrich their discussions.

There are required readings and audio/visual materials assigned throughout each module.

Assignments beyond the discussions will be due throughout the semester,including a cumulative final assignment. Be sure to consult the course calendar for due dates.

TECHNICAL REQUIREMENTS/ASSISTANCE

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk is available at:

Email: helpdesk@unt.edu

Phone: 940.565-2324

In Person: Sage Hall, Room 330

[Hours](#) are:

- Monday-Thursday 8am-midnight
- Friday 8am-8pm
- Saturday 9am-5p
- Sunday noon-midnight

Hardware and software necessary to use Canvas:
https://community.canvaslms.com/docs/DOC-10721-67952720328

- *Browser requirements: https://community.canvaslms.com/docs/DOC-10720*
- *Computer and Internet Literacy: http://clt.odu.edu/oso/index.php?src=pe_comp_lit*

Other related hardware or software necessary for the course: such as headset/microphone for synchronous chats, word processor, etc.

Minimum Technical Skills Needed

In this course students will utilize Canvas, internet, and library resources, as well as Flipgrid and a graphic design tool of choice.

 Student Academic Support Services

- [Academic Resources:](#) where to buy textbooks and supplies, access academic catalogs and programs, register for classes, and more
- [Code of Student Conduct:](#) provides Code of Student Conduct along with other useful links
- [Office of Disability Accommodation:](#) exists to prevent discrimination based on disability and to help students reach a higher level of independence
- [Counseling and Testing Services:](#) provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- [UNT Libraries:](#) library services
- [UNT Learning Center:](#) provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center:](#) offers free writing tutoring to all UNT students, undergraduate and graduate

- Succeed at UNT: information regarding how to be a successful student at UNT

COMMUNICATING WITH YOUR INSTRUCTOR

If you have a question about the course or an assignment or reading, please post it on the course Q & A discussion board. For personal or specific questions or concerns, please email me at Kristi.Starr@UNT.edu. You should expect me to respond within 24 hours, though I often reply sooner. If you haven't received a reply within 24 hours of sending, please resend your email. If the need is time-sensitive, please see my instructor page in Module 1 for alternate email addresses.

ASSESSMENT & GRADING

Assessments

Assignments are graded using the corresponding assignment rubric.

Students are responsible for completing assignments in a timely and organized fashion. Students should review each assignment's instructions and rubric prior to submitting to ensure that all assignment requirements have been fulfilled. Students are expected to prepare readings each week and to use these readings as a basis for discussion. Each module will contain requirement readings and discussion areas for each module's topic. Assignments are in the course calendar. Please check there daily to review what is due.

All written assignments shall incorporate citations to relevant readings from course materials or other sources in support of the paper's topics and themes. Papers must be double-spaced, APA 7th format, 12 point font.

All assignments should be submitted using the Publication Manual of the American Psychological Association: Seventh Edition

Publication Date: October 2019 [Available from APA Online]. This text is the final word on APA style. If you use the online resources there may be some discrepancies. Many questions are addressed in the APA Style Blog.

APA info: Online help available from the Purdue Owl

Citation Builder

DOI finder: (use this to identify the DOI (Digital Object Identifier) for articles)

Each written assignment is expected to follow the APA 7th format, double-spaced and all references should be cited. All papers should be submitted in MS Word (.doc) format. All other formats will not be accepted.

All papers are expected to be of graduate level quality in both content and written expression. Poor writing, grammar, spelling, or other mechanical deficiencies will detract from the score.

The required reading materials for this course consist of articles available through the UNT libraries electronic library and Canvas. Students are expected to read the assigned and suggested materials for each topic prior to the class meeting and be prepared to discuss the topic and materials. The class schedule includes the specific reading assignments by date and topic.

Grading

Assignments are graded using the accompanying rubric. Assignments and grades are never weighed for this course and are given on a strict A-F grading system, only rounding when numbers fall above .5.

Assignment	Due Date	Points
Discussion postings (15 postings, 10 points each)	**CHECK CALENDAR** Initial post due @ 11:59 pm on **Sunday** *the week after the opening of the Module* Two response posts due **one week later,** *on the following Sunday* @ 11:59 pm	150 (total)
Infographic	Sunday, 9/26 @ 11:59 pm	20
Book Review	Sunday, 11/21 @ 11:59 pm	30
Digital Citizenship Plan	Sunday, 12/6 @ 11:59 pm	100
Total		**300**

Grading is according to the following schedule:

- = 270-300 (90-100%)
- = 240-269 (80- 89%)
- = 210-239 (70- 79%) ---> NOTE: A grade of C or below may not be applied to school library certification
- = 180-209 (60- 69%)

F = Less than 180 (59% and below)

CALENDAR

Please see the course calendar found in the Calendar tab in Canvas. Live chat sessions will be scheduled throughout on Wednesdays at 7 p.m.

COURSE EVALUATION

Provide information as to how the student will be able to participate in the end of semester course evaluation.

COURSE POLICIES

Assignment Policy

Students can locate due dates on the course calendar and in each module. Assignments will be submitted using a dropbox which is located in the corresponding module for that assignment, unless otherwise stated. All assignments should be submitted as a word document or a PDF. All assignment directions should be followed and all rubric categories should be addressed.

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Examination Policy

There are no exams due in this course.

Instructor Responsibilities and Feedback

You can rely on your instructor to:

- provide clear instructions and rubrics to all course assignments

- answer all questions and emails within 24 hours
- grade all assignments within one week of their due date
- incorporate feedback you give me to continually update and improve course content

Late Work

Late work is not accepted unless prior arrangements have been made with the instructor or in the case of an emergency (where the student has been as communicative as the situation allows).

Attendance Policy

Students are expected to log into Canvas daily, participate in all course requirements, and respond to all instructor correspondence. For more information about the UNT attendance policy: http://policy.unt.edu/policy/15-2-5

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Class Participation

Class participation is vital to an online learning environment. The more you engage in classroom discussions, activities, and assignments, the more you will benefit from this course, both now and as you begin or accelerate your library career.

Students should be polite to the instructor and their classmates at all times. Students should refrain from using threatening, judgmental or harsh language and follow good netiquette rules. For more information see http://www.albion.com/netiquette/corerules.html

Syllabus Change Policy

Any syllabus corrections will be posted as an announcement and when/if the syllabus is updated a dated notation will remain on the syllabus so students can easily see the corrected and original information.

UNT POLICIES

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and

the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/

SCHOLARLY EXPECTATIONS

From the UNT Student Code of Conduct:

Academic dishonesty – plagiarism.

The term "plagiarism" includes, but is not limited to (a) the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and (b) the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

Plagiarism is copying by retyping, cutting and pasting, or paraphrasing. In this course, beware of the following:

· Do not quote or paraphrase published sources without explicit reference to the original work. Information used or quoted from other sources must contain a citation, whether the source is a print or electronic source.

· Do not insert parts of another students' work into your own work. That student trusts you to respect his/her intellectual product.

· Do not copy and paste parts of the course material into your work.

Penalties for Plagiarism

Plagiarism is illegal, unethical, and unacceptable. Any instances of plagiarism in student work will result in the following penalties: First offense: Grade of zero for the assignment. Second offense: Final course grade reduced by one complete grade. Third offense: Assignment of F (Fail) for final course grade.

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at http://spot.unt.edu/ or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at http://www.ecfr.gov/. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](#).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission. UNT personnel can download the UNT System Permission, Waiver and Release Form.

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

To review the privacy policy for Canvas, go to **https://www.instructure.com/policies/privac**