DLSU Digital Citizenship Policy Statement

President's Council
Academic Year 2021 - 2022

I. Purpose

"A better world is possible thanks to technological progress if this is accompanied by an ethic inspired by a vision of the common good, an ethic of freedom, responsibility, and fraternity, capable of fostering the full development of people in relation to others and to the whole of creation."
Pope Francis, "Common Good in the Digital Age (2019)"

Lasallian education is grounded on the life experiences of its learners and prepares them for successful placement in society, especially in the workplace (The Declaration on the Lasallian Educational Mission, 2020). As a Lasallian tertiary school, De La Salle University recognizes its crucial role in preparing citizens and professionals who will be society's next leaders.

The process of Lasallian formation enables persons to acquire the vision, values, attitudes, and practices that will allow them to freely and willingly collaborate with God in building a community that reflects the Gospel values (Guiding Principles of the Philippine Lasallian Family, 2009). Three elements allow Lasallians to participate in God's action in the world. Taken together as one dynamic unity, these elements integrate and articulate the Lasallian vocation:

The spirit of faith allows one to discover God's active presence in the world, to interpret, judge, and evaluate things in the light of the gospel, to unite one's actions and intentions with God's, and to rely on God's providence in acting in discerning God's will.

Zeal is the active expression of faith in gospel witness and service. It is oriented towards the integral salvation of persons and is expressed as the enthusiastic and wholehearted giving of oneself to serve others, especially the poor and the vulnerable.

Communion in mission suggests solidarity and collaboration from sharing in one vision, one spirit, and one mission. It is a way of relating to others that suggests openness to all persons and the desire to be brother or sister to all, especially those in need.

Guided by these principles, De La Salle University declares itself a Lasallian educational community where all sectors are committed to ensuring the integral human and Christian development of all learners and are co-responsible for creating a culture and climate conducive to genuine learning and character formation.

Technological innovations have redefined the way we interact, learn, and transact with each other. Whether we like it or not, we are forced to engage with one another in the digital world. While there are more conventional ways of working and interacting in the physical space, our engagement with each other using the Internet and other digital tools is less defined. This could lead to confusion and tensions, especially when our ways of engaging with members of the Lasallian community and the larger society do not meet underlying expectations.

We must define how we ought to interact and engage with each other in the digital space while being true to our Guiding Principles. We recognize our university's role in forming citizens capable of exercising their rights, fulfilling their duties, defending the public good, strengthening the social fabric, participating in democratic processes, and being concerned about policies and politics (The Declaration, 2020). Therefore, our duty as a Lasallian institution is to create a school environment conducive to respect and order, by establishing explicit norms and policies, not only in the physical but also in the digital space.

Hence, this Digital Citizenship Policy aims to articulate our collective agreements on how we, as a Lasallian community, would like to engage, interact, and relate with each other in the digital environment.

II. Scope

The policy encapsulates the responsible use of technology in the teaching and learning process and all other aspects of life within the DLSU community. The policy provides the principles and guidelines in the conduct of the various programs and services in academics, research, engagement, and administration by all community members, expressly but not limited to the students in all levels, faculty, administrators, staff, and partners, and other stakeholders. Moreover, developing the policy also engaged the active participation of parents, who are instrumental in developing students to become responsible digital citizens.

This policy intends to expand and include the different members of the DLSU digital community: students, teachers, staff, administrators, other stakeholders, and parents. The policy covers the essential elements of digital citizenship, also used to identify priority programs and services. These elements are digital access, etiquette, commerce, rights and responsibilities, literacy, law, communication, health and wellness, and security.

1. Anti-Bullying Act of 2013
2. Cybercrime Prevention Act (RA 10175)
3. Data Privacy Act (RA 10173)
4. Anti Photo and Video Voyeurism Act (RA 9995)
5. e-Commerce Act (RA 8792)
6. Safe Spaces Act (RA 11313)
7. Intellectual Property Law

III. Definition of Terms

DLSU Community
The DLSU community is composed of the students, faculty, staff, administrators, parents, external partners, and other stakeholders of the University.

Digital Citizen
A digital citizen is an individual who uses the internet regularly and effectively. (Mossberger, Tolbert, & McNeal, 2008). The individual is expected to be responsible for using technology to respect, educate and protect oneself and others.

Digital Citizenship
Digital citizenship is the ability to participate in society online. (Mossberger, Tolbert, & McNeal, 2008). Digital citizenship encompasses membership in a virtual community where each citizen has rights and responsibilities. Digital citizenship requires the development and compliance to behavioral norms that are appropriate & responsible in the utilization of technology. These norms shape the community culture grounded on respect, motivates active and accountable participation of members, and bring forth positive attitudes toward each other.

Digital Access
Digital Access allows full participation in the digital society. It provides fair access to technology and encourages proper use to enhance the learning process of all involved. The university develops policies and support mechanisms to make technology accessible to all its stakeholders.

Digital Etiquette
Digital Etiquette refers to the electronic standards of conduct or procedural norms that shape the behavior of technology users. This set of criteria integrates the Lasallian values emphasizing responsible and respectful behavior of stakeholders in the online environment.

Digital Commerce
Digital commerce refers to the online buying and selling of goods. All digital citizens, in one way or another, participate in digital commerce. Thus, the Lasallian digital citizenship policy includes the norms of behavior that will protect all members of the Lasallian community as they engage in digital commerce.

Digital rights and responsibilities
Digital citizenship affords its members rights, and along with those rights come responsibilities. As digital citizens, Lasallians are given the right to use the Internet for their work and education. Still, some expectations and responsibilities go along with this right.

Digital Literacy
Digital literacy includes not just the basic skills needed to operate digital technologies, but more importantly the capacity to evaluate and use digital information critically in order to transform it into knowledge (Buckingham, 2006). Thus, digitally literate individuals can ask questions about sources of such information, the agenda of its producers, and how this information represents the world and relates to broader social, political, and economic factors that affect society.

Digital Law
Digital law refers to the legal requirements, legal decisions, and ethics related to the digital environment. As digital citizens, Lasallians must be aware of legal requirements, legal decisions, and ethics to ensure that their use of digital technologies is always in compliance with the law.

Digital communication
Digital communication refers to the exchange of information in the digital world. Such communication may occur synchronously (e.g., chat, video call) or asynchronously (e.g., post on social media, blog post). This requires clear expectations for safe and secure communication in the online environment.

Digital Security
Digital security refers to electronic precautions to protect students, employees, and the university. This digital citizenship policy identifies who and what must be secured and the necessary actions to address security risks.

Digital health and wellness
Digital health and wellness refer to individuals' physical and psychological well-being while engaging in the digital environment. Physical health is addressed by ensuring the ergonomics of the workplace to avoid injuries brought about by the frequent use of technologies. Ensuring the psychological well-being of the Lasallian community while in the digital environment entails supporting their mental health needs to function well and lead balanced lives

IV. Policy Statement

As De La Salle University continuously introduces and improves access to digital technology to enable and support its activities in teaching and learning, research, and community engagement, including digital platforms that allow enrollment, online payments, collaboration, and communication, the University recognizes the need to likewise continuously help the DLSU Community that have access to digital platforms, to be responsible and ethical digital citizens.

The University thus commits to providing the structures and programs to ensure that the digital environment it opens to the DLSU Community is safe, protected, and continuously educated. Digital literacy campaigns, digital citizenship curriculums, and formations express such structures or programs.

The DLSU Digital Citizenship Policy Statement (this document) outlines principles aligned with the core beliefs and values shared by the DLSU Community, operating in the digital or virtual environment. These principles will guide and align the creation, upkeep, review for relevance, and currency of other policies, guidelines, and procedures of the University.
The key principles revolve around safety and protection, respect, and education of the members of the DLSU Community in accessing, using, interacting, and transacting in the digital world.

a. **Be Safe:** Protect Yourself and Others → Protect the Lasallian Community and me in the digital environment.

b. **Be Savvy:** Educate Yourself and Others → Continuously educate ourselves and be critical and responsible in the use of technology.

c. **Be Social:** Respect Yourself and Others → "Digital" citizens create a safe digital space where mutual respect exists.

Principle 1: The Digital Self is not distinct from Real-World Self

Focusing on the self

The University will keep its integrity and core values and beliefs espoused by every Lasallian member, for both the real and digital worlds. The DLSU University, with the DLSU Community, endeavors to continuously understand and appreciate the implications of the digital self and the digital footprint one leaves in the digital world.

a. Acknowledging this principle, the University commits to promoting and protecting the exercise of all human rights online (G7 Internet Safety Principles, 2021)

b. Ethical standards and values one exhibits in real-world situations are to be expected from the digital self.

c. Further provisions on responsibilities, rights, and even admonitions, offenses, and sanctions are articulated in the different manuals, policies, and guidelines under which the DLSU community falls.

d. A digital document is functionally equivalent to a physical document.

e. A duplicate copy is considered an original document (2019 Amendments to the 1989 Revised Rules on Evidence)

Principle 2: Digital Citizenship is in All Digital Spaces

Focusing on the interaction with others

Recognizing geographical and time boundaries, it is asserted that the concept of digital "citizenship" is not bounded by space and time. This is in the same manner and assertion that values and beliefs are not determined by such. Thus the University endeavors to provide continuous education and formation to all of the DLSU Community to ensure that the principles and values of Digital citizenship are practiced at all times and in all places. It ensures that all policies and prevailing laws uphold and foster human rights and respect for all persons.

Principle 3: Online Media Literacy and University Responsibility to Online Safety and Protection

Focusing on Enablement

The University should have the policies, systems, and processes in place to respect human rights online, improve safety, and reduce illegal and harmful content and activity in the digital environment it provides to the DLSU Community. Likewise, the DLSU Community aims to continuously educate oneself to have the digital competence, skills, knowledge, and discernment to make informed and safe choices online and protect the information entrusted to one's care. The University provides the avenue by which education and empowerment happen (G7 Internet Safety Principles, 2021)

Principle 4: Promoting Accountability and Due Diligence

Recognizing the Roles and Responsibilities Within the Digital Space.

As digital citizens, members of the DLSU community are expected to be responsible and accountable for all their actions in the use of technology. It is imperative that we are aware of the serious rights and responsibilities that come with operating in the digital space, and accept these terms to make it a safer space for everyone (UAE Digital WellBeing Council, 2021). Similarly, the University must practice due diligence in implementing the policies and laws governing the responsible use of digital tools and resources. The University safeguards the rights and responsibilities of its members to ensure a safe digital environment for all.

V. Related Policies:

The policy serves as the reference document and parent policy for policies related to digital citizenship. These policies are included in the following manuals and guidelines:

1. Student Handbook
2. Faculty Manual
3. Administration Manual
4. APSP Manual
5. CAP Manual
6. Social Media Guidelines
7. DLSU Policy on Intellectual Property
8. DLSU Institutional Identitya