

BCTLA - Ethics of Information Use

H *Honour Your Work and the Work of Others.*

- Always cite your sources (text, sound, graphics, video...).
- Always give credit where credit is due.
- Respect copyright rules and know your rights.
- Never 'copy and paste' and call it your own.
- Use Creative Commons licensing to establish your rights over your works.

O *Original Thinking Not Plagiarism.*

- Put your notes in your own words.
- Use graphic organizers to sort out your facts.
- Use a variety of note taking methods.
- Highlight phrases in personal print documents.
- Put a new twist on old information.

N *Need Privacy? There is No Privacy On the Internet.*

- Never knowingly give personal information on the Internet (name, address, phone number...).
- Always follow Acceptable Use Policy (District, School, Home).
- Keep passwords private.
- Keep personal information private.

E *Evaluate Your Sources.*

- Check and double-check your Internet sources.
- Be critical of all information on the Internet.
- Question authority, accuracy and currency.
- Disregard sites that do not meet criteria.
- Use more than one source to validate information.

S *Safety is Number One Err on the Side of Caution.*

- Chat online only with teacher or parent permission.
- Never agree to a face-to-face meeting with someone that you have met on the Internet.
- Never knowingly give out personal information.
- Notify a trusted adult if you feel threatened or uncomfortable.

T *Teachers and Teacher-Librarians are There to Help You.*

- When in doubt, ask for help from your teacher or teacher-librarian.
- Report any inappropriate sites that you encounter.
- Use resources available through the library.
- Ask for any preselected sites that demonstrate the best of the Internet.

Y *You are In Control Not the Information.*

- Manage time by planning your inquiry approach and using search strategies.
- Employ your critical thinking skills throughout your research.
- Create new ideas from information found.
- The Internet is your virtual world. Practice good citizenship within it.