



# Digital Technologies Responsible Use Agreement

Island School values the creative and constructive use of technology in safe and secure online and real world environments. We believe that students should be trusted to use digital technologies in a principled and productive way. It is up to each and every one in our community to work to ensure that we all uphold the general principles of the Island School Code and the IB Learner Profile when using ICT and the Internet. The general spirit of this agreement is about giving everyone the opportunity to make productive decisions in the ways they decide to use digital technologies; we should all be fully engaged in the ongoing debate about what responsible digital citizenship means and how we can nurture it amongst all our community members. This agreement applies to any digital device including; Tablets, iPads, iPods, laptops, mobile & smart phones, MP3 players, gaming devices, digital cameras etc.

This agreement was updated by Student Learning Advisors, a representative group of Staff and Parents in April 2017.

## **I will keep myself safe...**

I will be protective of my personal information (e.g. my age, last name, address or phone number), security and privacy and cultivate a positive online presence (e.g. password protection, social network sharing, and personal data)

- I will inform a trusted adult of any inappropriate contact after blocking or taking appropriate immediate action
- I will seek a trusted adult's permission before I meet someone in person that I've only met online
- I will not put myself at risk by taking and sharing, posting or sending photos of a sexual or inappropriate nature
- I will set privacy controls and discuss with trusted adults when I want to create a social networking profile
- I will tell a trusted adult if anything happens online that makes me feel uncomfortable and/or harassed.

## **I will think first...**

- I understand that the different forms of information I encounter may not be appropriate for my age. I will use ratings and my common sense to guide my behaviour
- I value the reliability, authority and purpose of information. I will take steps to validate the information I use



- I value my computer working at its' greatest efficiency therefore I will be mindful of what, and the amount, I download or install on it
- I agree not to download anything illegal, inappropriate or that will damage my reputation
- I know that not everything I read or see is true, and I will critically consider the sources I use
- I will save playing games and social online talk to times outside of my classroom learning time
- I will respect other people's property.

**I will maintain a positive digital footprint...**

- I understand that everything I post has the potential to be online forever and may impact on my future including education, career and family
- I will be positive and constructive with all that I post online
- I value my online reputation and those of others so I will be mindful of the content I post online about my friends and myself
- I will not put anything online that I don't mind everyone seeing now or in the future.

**I will be a good digital citizen...**

- I value personal relationships and the emotional well being of others so I will refrain from harming another person through defamation, bullying, harassing, embarrassment, discrimination and exclusion.
- I will not be a bystander in times when others are suffering negative online experiences such as cyberbullying.
- I have integrity so I will use technology ethically and responsibly. I agree to respect the creative work of others by not; using cracked software, pirated music or movies and using copyrighted materials

I agree to respect other people's work by not presenting it as my own and to respect the creative work of others by not; using cracked software, pirated music or movies and using copyrighted materials

- I will let my friends, family and teachers control their own digital footprints by not posting videos, photos or information about them, without seeking their permission first.



### **I will keep a healthy balance...**

- I value having a healthy balance in my life and I will be mindful of the amount of time I spend on screens
- I value the trust of my parents therefore I will gain and maintain their trust by demonstrating appropriate access to digital media.

### **Use of Laptops....**

When I bring my laptop to school I know I must:

- backup my data regularly
- install personal firewall and antivirus software on my laptop and ensure that it is regularly updated
- ensure that my laptop battery is fully charged at the beginning of each day
- ensure that my laptop has sufficient memory and storage capacity to allow learning to occur efficiently
- use my laptop only for learning related tasks when in lessons.

### **Care of digital devices...**

When I bring any personal property to school (including laptops and digital devices) I know that:

- I must take responsibility for care and security (not leaving devices where they can be walked or sat on and securing them when not in use)
- I must take responsibility for any damage or loss to my devices
- I will be held responsible for damage to other parties' laptops if this results from willful damage, behaviour that does not follow the 'Island School Code' or carelessness
- Island School cannot be held liable for any accidental or willful damage to student devices.

### **Guidelines**

This agreement covers (but is not limited to) the use of electronic devices owned by Island School and by students that are brought onto school premises, or on excursions, camps or other official school functions.

Island School reserves the right to monitor user data and internet access and check the contents of any electronic device brought onto the school premises or to any official school event. We reserve the right to access and use any data going through the school's network in order to implement this policy.



Curriculum use of the network and computer resources takes precedence over non-curriculum use including games not related to classwork.

Island School reserves the right to ensure all student laptops have sufficient space to support learning activities. This may include the school deleting non-essential games, music and video files.

### **Audit of electronic devices**

The school reserves the right to audit and use auditing software on any electronic devices brought onto the school premises or to official school events off-site by students. This may be done randomly or as a result of teacher request. If breaches to the Responsible Use Agreement are found, House staff are informed, and the sanctions below may be applied.

### **Consequences**

Where possible an approach will be used to understand and address the needs of any victim and help the wrongdoer understand the impact of their actions on others. This may involve meetings with other students, staff and parents. In addition to this, other consequences may be implemented.

For violations stated above, possible consequences include:

- confiscation of the device for a defined period
- withdrawal of privileges including online access for breaches of online policy
- withdrawal of the right to bring or use electronic devices to the school or to school activities
- community work for the school outside school hours
- payment for cost of repairs or replacement.

For serious breaches of this agreement:

- suspension or expulsion
- law enforcement agencies may be involved.

## **SCREEN**

### **A Commitment to Being Safe and Responsible in the Online World**

Keeping myself safe online

I understand that anything I post online can be public and permanent



I will only share personal information with people I trust

I will only download content from sources that I trust

I will only download and or share content that is appropriate and legal for my age

I will remember that accessing inappropriate websites may have legal consequences that will affect me

### **Behaving positively online**

I understand that cyberbullying will not be tolerated in any shape or form

I will not participate in online conversations that are unkind or might be hurtful

I will only post content with the express permission of its owner(s)

I will not ask for, accept or share content of a sexual or inappropriate nature

I will not access another person's account(s) without their permission Being honest about my work

I will ensure that my work is my own and not copied from other sources

I understand that according to Island School's Academic Honesty Guidelines, plagiarism will not be tolerated and will result in serious consequences

### **Taking care of property**

I will take responsibility for the security of my digital devices

I will ensure the safe usage, handling and transport of my digital devices

I will not touch another person's digital device without their permission

I will take responsibility for damage I cause to any device

I will report instances of damage or loss of school equipment immediately

### **What to do if...**

Your device has been damaged or you have damaged someone else's device

- Report this to your class teacher, form tutor or Senior Head of House
- Seek support from the ICT department



Your device has been lost

- Check possible places you may have left it
- Report this to the General Office
- Inform your form tutor or Senior Head of House

You come across unattended property

- Hand the item(s) in to the General Office immediately

You see others going against these guidelines

- Tell a trusted senior student or staff member

*Island School Values Project Group 2018*