



## **Digital Technologies Responsible Use Agreement**

Discovery College values the use of technology and encourages its use in creative ways to support student learning in safe and secure real world and online environments. To ensure this occurs, the College community needs to be clear as to what is regarded as responsible use. This agreement was developed with the help of Primary/Secondary administrators, teachers and representatives from the 2010/11 student council. These rules apply to any device including; iPads, iPods, laptops, mobile & smart phones, MP3 players, gaming devices, digital cameras etc.

### **Year 10+**

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

- I will be protective of my personal information, security and privacy and cultivate a positive online presence, e.g. password protection, social network sharing, and personal data.
- 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 inform a trusted adult of any inappropriate contact after blocking or taking appropriate immediate action.

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

- I recognise that information in all mediums has different ratings for different ages and I need to be mindful of what is really appropriate for me.
- I value the reliability, authority and purpose of information and know how to recognise the validity of information.
- 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 will be a good digital citizen...**

- I value personal relationships and emotional well being of others so I will refrain from harming another person through defamation, bullying, harassing, embarrassment, discrimination and exclusion.
- I have integrity so I will use technology ethically and responsibly.
- I agree to respect other peoples' work by not presenting it as my own.
- I will be upstanding in times when others are suffering negative online experiences such as cyberbullying.

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

- I value having a balance in my life and will be mindful of the healthy use of technology.
- I value the trust of my parents, therefore I will gain and maintain their trust by demonstrating appropriate access to digital media.

### **Year 6 - 9**

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

- I will get the permission of a trusted adult before giving out any personal information about myself like; my age, last name, address or phone number.
- I will seek a trusted adults permission before I meet someone in person that I've only met online.
- I will not put myself at risk by taking and 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 block and report to a trusted adult, inappropriate messages that I receive from others.



- I will tell a trusted adult if anything happens online that makes me feel uncomfortable and/or harassed.
- I will not share my passwords with anyone other than a trusted adult.

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

- I understand that not all TV shows, movies, games, music and websites are right for me. I will talk to a trusted adult and come up with rules that are suitable for me.
- I will follow rules about ratings, in whatever environment I may in at the time (school, home, country).
- I agree to not download anything illegal, inappropriate or that will damage my reputation.
- I know that not everything I read or see is true, and I will think about whether a source is credible.
- I agree not to download anything or fill out surveys without a trusted adults permission.
- I will not put anything online that I don't mind everyone now and in the future seeing.
- I will save playing games and social online talk to times outside of my learning time, and away from school.
- I will respect other people's property.

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

- I agree not to bully anyone online or on my mobile/smart phone by taking and sending pictures or sharing videos, spreading gossip, setting up fake profiles or saying cruel/inappropriate things about people.
- 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 peoples' work by not presenting it as my own.
- 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...**

- Even though I love technology, there are other things in my life that I'm interested in. So I will set time limits that are healthy and realistic and then I will follow them.
- I understand that adults value my safety above everything else, so I will try to help them understand why technology is so important to me.

## **Year 1-5**

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

- I will not share my password with anyone other than a trusted adult.
- I will not give out any personal information, including my birthday, last name, address, school, picture or phone number.
- I will not upload or download photos or videos, or fill out surveys, without a trusted adults' permission.
- I will not meet someone in person who I've met online without my parents' permission.
- I will tell a trusted adult if anything happens online that makes me feel upset, sad or not safe.

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

- I will make smart decisions about what I watch, play and send, and will ask a trusted adult if I'm not sure what's appropriate.
- I will follow the rules my family and school has about ratings.
- I will respect other people's property.

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

- I will not bully anyone online or on my mobile phone by sending pictures, sharing videos, spreading gossip, setting up fake profiles or saying cruel things about people.



- I agree not to use technology to cheat in games or on schoolwork.
- I agree to tell a trusted adult if I see something that is inappropriate online or on my phone.
- I will respect other people's privacy and creativity.

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

- I understand adults set time limits for online use that make sense for me so that I keep a balanced lifestyle, and then I will follow them.

### **Guidelines**

Discovery College will monitor user data and internet access and check the contents of any electronic device brought onto the College premises or on any official College event

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

This agreement covers (but is not limited to) the use of electronic devices owned by the College and by students that are brought onto College premises, or on excursions, camps or other official school functions including computers, laptops, storage devices, digital video and music players, cameras, other recording devices, mobile phones and organisers.

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

### **Laptop Audits**

The school audits four laptops everyday from the one to one laptop users in Year 6 – 11. This is either done randomly or as a result of teacher request. If breaches to the above Responsible Use Agreement are found, depending on the age level, either the PYP or MYP administration is informed, and the sanctions below are applied.

### **Sanctions**

Sanctions for violations stated above may include the following measures:

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

For serious breaches of rules:

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