



NAME: _____ Whānau/Rōpū: _____

Thames High School

Te Kura Tuarua O Te Kauaeranga

Information Technology Responsible Use Agreement

TAIOHI/STUDENTS

Introduction

Thames High School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who;

- is a confident and capable user of Information and Communication Technology (ICT)
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become a better digital citizens.

(Source: Netsafe)

Because we know this is important for us all, we ask everyone, the staff, taiohi/students and visitors working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in this Responsible Use Agreement.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.

This agreement will be completed with a staff member (rōpū or whānau teacher). The agreement must be read and signed by a parent or caregiver before access to the internet and school network is granted.





Responsible Use Agreement

When using information & communications technologies (ICT) at Thames High School I will always be a good digital citizen. This means that:

1. I will be a responsible user of ICT at Thames High School.

This means I will...

- Take responsibility for my actions on the network and internet.
- Keep my passwords private.
- Treat all ICT devices with care and respect.
- Log off when leaving a device.

2. I will be a confident and capable user of ICT.

I know what I do and do not understand about the technologies that I use. I will get help where I need it.

This means I will...

- Take responsibility for learning how to use my device.
- Ask another person for help if needed.
- Access help online if possible.
- Look for opportunity to learn about the technologies I use.

3. I will use ICT for learning as well as other activities

I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

This means I will...

- Use the technologies at school for learning purposes.
- Only use social media and shopping sites in my own time - not class time.

4. I will think carefully about my privacy online

I know that people will judge me in the future by what I post online now. I understand that I need to control what information is online about me as best I can. I understand I need to construct my online profile carefully. I can find ways to protect my privacy online.

This means I will...

- Check my privacy settings are correct on social media sites.
- Never give out personal details online unless I trust the site.
- Never post anything that I wouldn't want my future employer (or my Nana!) to see.
- Set passwords on my devices.

5. I will think carefully about whether the information I see online is true or valid.





I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.

This means I will...

- Read carefully what is written, looking for clues as to its authenticity (**real and true**).
- Check the source. I can start by looking at the URL (address).
- Use reliable search engines and recommended sites.

6. I will be able to speak the language of digital technologies.

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

This means I will...

- Get someone else to read and give their interpretation before responding.
- Check with the actual person face-to-face if possible.
- Never respond to an email or post when I am angry or upset.

7. I understand that I may experience problems when I use technology and that I will learn to deal with them.

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

This means I will...

- Report any abuse or hurtful comments to a reliable adult.
- Never respond to abusive or hurtful comments.
- Think before I act (or do something I will regret).

8. I will always use ICT to communicate with others in positive, meaningful ways.

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

This means I will...

- Treat other people online the way I would like to be treated.
- Never say anything online that I wouldn't say face-to-face.
- Remember that everything posted online can be kept and not be in my control anymore.

9. I will be honest and fair in all of my actions using ICT.





I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

This means I will...

- Learn about copyright and the law.
- Check before I download or upload anything, that I am keeping within the law.
- Treat people online the way that I would want to be treated.
- Acknowledge sources (do not copy other people's work and claim it as your own).

10. I will always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

This means I will...

- Check with people before tagging them online.
- Never give out personal information about other people.
- Not comment unless I can comment constructively or kindly.
- Get permission before publishing photos of people online.

11. I will help others to become better digital citizens. Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

This means I will...

- Listen to my friends when they have a problem online.
- Speak up to support people who are being treated badly online – report incidents where necessary.

12. I will treat devices with care and respect.





Devices are expensive and need to be treated with respect. The school has invested (and will continue to invest) a lot of money into improving taiohi/students access to ICT at Thames High School. Devices, whether personal or school-owned need to be looked after. **I am responsible for the security of my own device at all times.**

This means I will...

- Make sure that I do not cause any damage on a device.
- Keep food and drink away from devices at all times.
- Report any damage that I notice on a device.
- Take responsibility for the security of my own device





Information Technology Responsible Use Agreement

Taiohi/Students Declaration I understand that these guidelines for responsible use are to be followed when using any technology while at school or while on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that I am responsible for all actions that happen using my logon and password. I understand that the school has the right to monitor all use of the network and Internet, including that accessed on privately-owned devices. I understand that any devices that I connect to the school wireless network may be audited by the school on request.

I understand that if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, school owned devices or any personally owned device used at school.

Signed

Signed

Taiohi/Students Name

Parent/Caregiver Name

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Date /...../.....

Date /...../.....

