



ICT Responsible Use Agreement: Year 9-13

Name:

Year:

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

- **Will be a capable and confident 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.

- **Will use ICT for learning, as well as other activities.**

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

- **Will think carefully about whether the information I see online is true.**

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.

- **Will be able to speak the language of digital technologies.**

When people speak 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 understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

- **Understand that I may experience problems when I use technology but that I will learn to deal with them.**

There will be times when technology does not work as I expect 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 do not know what to do next

- **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 affect that my actions have on other people.

- **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 do not break the rules of websites that I use. When I am not sure of what I am doing, I will ask for help.



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- **Will always respect people 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 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.

- **Will help others to become a better digital citizen.**

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 treated unfairly online then I will speak up rather than just let it happen.

Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst 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 if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, on school owned devices or any bring your own device used at school.

Name _____ Signature _____ Date _____



ICT Responsible Use Information: Year 9-13

Dear parents and caregivers

Collingwood Area 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 responsible use looks like while we are using technology in our learning.

We know that a good digital citizen is someone who:

- Is a confident and capable user of 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
- Understand 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 respect people's privacy and freedom of speech online
- Will help others to become better digital citizens
- Will not attempt to get around, or bypass, security monitoring and filtering that is in place at our school

Because we know that this is important for us all, we ask everyone, the staff, students and volunteers 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 a Responsible Use Agreement like this one.

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