



# Aoraki Mount Cook Digital Technologies Responsible Use Agreement

When using information & communications technologies (ICT) at Aoraki Mount Cook School I will always be a good digital citizen. This means that 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.

**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. I know that I am not permitted to access material through the Internet which is offensive, dangerous, inappropriate at school, or illegal.

**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 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.

**Understand that I may experience problems when I use technology but 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. I will be respectful of the equipment I am using.

**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 impact 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 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.

**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. I will tell the teacher if I come across a virus or security problem. I will remember to keep my passwords and login details private and not share this information with anyone except a teacher or my parents.

**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.

**I understand that if I breach this responsible use agreement, I may lose access to school ICT services.**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

For Parents - I have read this agreement with my child and support the school's right to remove digital technology access where a breach of this agreement has occurred.

Parent/Caregiver Signature: \_\_\_\_\_