

Introduction to the Responsible Use Agreement

As Carmel College is a Catholic school in the Mercy tradition, we are guided in our decision making by our five Core Mercy values; justice, compassion, service, respect for human dignity and, care for the poor and vulnerable. These values are the roots from which Carmel College activities, decisions, and behaviours flow. The vision of Carmel College is to develop and inspire our young women who are:

Centred in God, Carmel College educates and inspires young women to be confident, connected Catholic learners for life; committed to excellence and the Mercy values; prepared to challenge and shape the future.

Carmel College's Digital Citizenship model is for supporting safe and responsible use of the internet in learning and teaching. 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.

At Carmel College, 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
- understands they may experience problems when using technology and 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 other to become a better digital citizen

Because we know 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 the Responsible Use Agreement.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then this may result in them being removed from accessing the internet or other technology at school.

Your user account is provided for your exclusive use. You are responsible for all the activity that is associated with your account. Please don't share your account details with anyone. To help maintain the security of your account please use a strong password. If you suspect that your account details are known by someone else, then please let the school know. The school monitors all your activity through the school's ICT infrastructures. This includes websites you access and emails you send/receive. Remember this is a school email and is provided to support your learning. We ask that you use a personal email address for non-school related activities.

Student Responsible Use Agreement

When using information & communications technologies (ICT) at Carmel College, I will always be a responsible digital citizen. This means that I:

- **will work to become a confident and capable user of ICT.**

I will identify what I do and do not understand about the technologies that I use. I will ask for help when 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.

- **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 true. I will always check to make sure information is accurate before I use it. I will always acknowledge when I use other people's work.

- **will be able to speak and understand the language people use on 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. I know there are people I can go to, to get help, if I don't know what to do next. I also know people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it - such as reporting to online authorities like Netsafe or speaking to an appropriate adult such as my parents, my teacher, my dean, the counsellor.

- **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, embarrass, 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 before I post anything online.

- **will be honest and fair in all of my actions using ICT.**

I will never do anything online that I know may 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 from someone appropriate such as my parents, my teacher, my dean, the counsellor.

- **will always respect people's privacy and different views to mine 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.

- **will work towards becoming a better digital citizen and will help others to do this as well.**

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 to an appropriate adult (such as my parents, my teacher, my Dean, the counsellor) rather than just watch it happen.

Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or 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 personally owned device at school

Name: (print) _____ Atawhai group _____

Signature: _____ Date: _____



Parent Responsible Use Agreement

I understand that Carmel College is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that our school has a guidelines and associated procedures* which outlines the schools digital citizenship approach and how this supports teaching and learning.

*These documents will available [on the school website shortly]

I understand that the school provides access to the internet and other communications technologies (for the time your daughter is at school throughout the day) because it believes that they enhance the teaching and learning process.

I understand Carmel College is unable to supply technical services for student owned devices and you will be responsible for the repair of any malfunctioning / damaged devices. This includes insuring your device which is usually covered by home contents insurance

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this "Responsible Use Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my daughter about what it means to them. I am happy that my daughter understands what this means, and that she is capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively.

I understand that by learning to deal with them in a safe environment with the appropriate support, they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my daughter at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Parent Declaration

Name (print): _____

Signature: _____

Date: _____