

# RESPONSIBLE USE OF ICT AGREEMENT



Takapuna  
Grammar School

Please refer to the Enrol section of our website for our Digital Citizenship Policy before reading this document and signing the Student and Parent Declarations overleaf.

When using information & communications technologies (ICT) at Takapuna Grammar 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.

**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.

**I 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.

**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.

**I 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 unkind to me online. I know that there are ways I can deal with these things. I also know there are people I can go to to get help.

**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.

**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 ensure 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.

**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.

**I will help others to become better digital citizens.**

Being a good digital citizen is something 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 will respect all ICT systems in use at school and treat all ICT equipment/devices with care.**

## 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 personally owned device used at school.

NAME ..... YEAR LEVEL .....

SIGNATURE ..... DATE .....

## Parent Declaration

I understand that Takapuna Grammar School is supporting students as they learn the skills required to become successful digital citizens.

I understand that our school has a policy and associated procedures which outlines the school's digital citizenship approach and how this supports teaching and learning. This policy is available on the website or from the school office.

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

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 child about what it means to them. I am happy that my child understands what this means, and that they are 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 child 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.

NAME..... DATE .....

SIGNATURE .....