



CARMEL SCHOOL

Excellence • Community • Tradition

ICT Responsible Use Policy and Agreement

Students

As a student of Carmel's Elsa High School, I recognise that I have access to world-class equipment and connectivity, and I commit to use this to further my education. I specifically commit to:

1. Taking good care of all electronic equipment with which I am entrusted. This includes computers, tablets, mobile phones and wearable technology. It also includes my personal property, that of my family and that belonging to the School.
2. Responsibly using the network connectivity at the School. When within the School, I will use the School network exclusively for all internet connectivity.
3. Thinking about the websites and services I visit, considering whether they add value to me, or my education.
4. Considering when it is appropriate to use ICT, and which ICT is appropriate at different times. I will only use my mobile phone in lessons with the express permission of my teacher.
5. Carefully considering any message I upload to the internet, whether email, social media or other comments, being sure that it is respectful of others and myself. I will remain positive, supportive and constructive in all messages.
6. Only posting appropriate photos or videos of friends and with their express consent.
7. Recognising that ownership of information found on the internet, whether directly accessible or behind a paywall, belongs with the author. I will not present it as my own, and if I do use it in academic work, I will reference it fully.
8. Keeping all usernames and passwords given to me confidential.

Furthermore, I recognise that the use of ICT carries many risks, personally and communally. I undertake to reduce this risk by doing the following:

1. Safeguarding my own usernames and passwords. I will not write them down, nor post them publicly. I recognise that if any of the online services School grants me access to is compromised as a result of failing to safeguard my passwords, this will have a consequence. If I believe that my access has been compromised, I will inform my form tutor.
2. I will never provide my photo, location or any private information to individuals, social media or internet forums without discussing it with a teacher.
3. I will never divulge details of the School's future plans (e.g. educational visits, School outings) to individuals, social media or internet forums.
4. In order to protect my classmates, I will inform a teacher if I come across any bullying, harassment or victimisation of me or my classmates online.

I also understand that my parents and my school will try to assist me in developing good ICT habits, and I understand that:

1. My parents are encouraged by the School to restrict my usage of technology at home.
2. My School will conduct a cyber safety, and healthy technology use course at the beginning of each year.
3. My School monitors all internet access throughout the School, and there will be consequences should I be found to use the internet inappropriately.

Parents

I understand that my child(ren) have access to world class ICT, including laptops, tablets, mobile devices and wearable technology. I also understand that they have access to broadband internet at the School. I state that I:

1. Have read the ICT agreement with my child, and ensured that they have understood it.
2. Will reach an agreement with my child regarding the responsible use of technology, the type of use of technology and a fixed arrangement for technology-free times.
3. Support the responsible use of technology at home including Technology free time.
4. Support School-based initiatives to increase healthy use of technology.
5. Support the School in internet monitoring, recognising that the School does not use this punitively, but rather to assist parents and students to recognise unhealthy habits, which can then be improved upon.