



# Senior School Responsible Use Agreement

## **Looking After Me by**

- Choosing online names that are suitable and respectful.
- Not telling anyone my username and password.
- Logging out of every computer every time I use it to keep my online environment safe.
- Only inviting people you actually know in the real world to be your friends in the online world.
- Only visiting sites that are appropriate and respecting the rules that web sites have about age. (Some sites are only for adults. If you wouldn't feel comfortable showing the web site to you parents or grandparents then it's inappropriate. These sites can include online age restricted games that are not for children to use. Make sure you do not visit these sites as they are not for you.)
- Setting your privacy settings so only the people you know can see you and your personal information.
- Only putting information online that is appropriate and posting pictures that are suitable. (Not everyone seeing your profile or pictures will be friendly or kind.)
- Always reporting anything that happens online which makes you feel uncomfortable or unhappy.
- Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

## **Looking After Others by**

- Showing you care by not sending hurtful or nasty messages to other people, or by forwarding messages that are unkind or inappropriate.
- Not getting involved in conversations that are unkind, mean or bullying.
- Reporting any conversations you see that are unkind, mean or bullying. (Imagine if the things being written were about you. If you would find these hurtful then they are wrong.)
- If you visit a disrespectful or inappropriate online site by accident, close it and tell your teacher or an adult. (Some websites are disrespectful because they show people behaving inappropriately or illegally- or are racist or unkind. Show respect for others by avoiding these sites.)
- Showing respect for other's privacy by not trying to get into their online spaces without invitation, by not annoying them or copying their pictures.

## **Looking After Property by**

- Looking after all of the computers/tablets/SMART TVs/ digital cameras at school.
- Not plugging my USB or any other storage device into any school computer or TV.
- Not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not purchased) is just the name given to stealing online.
- Not sharing with others the music, movies, games and other software that you own.
- Checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.
- Looking after other people's web sites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you finds.

## **Student Declaration**

I understand that these guidelines for responsible use are to be followed when using any technology while at Silverdale Normal School or while on any school activity.

I understand that Silverdale Normal School reserves the right to refuse ICT services, including the use of the internet.

Signed..... Name ..... Rm..... Date..... /...../.....

Written for Silverdale Normal School by Gavin Clark

Sources: From Literacy is Not Enough - 21st Century Fluency Project [www.fluency21.com](http://www.fluency21.com)