

IGBIS Digital Citizenship & Responsible Use Agreement

As a secondary student at IGBIS and a good digital citizen, I agree to:

Be responsible. I will ...

- Be fully responsible, at all times, for devices that I bring to (or use at) school. I will make sure my device is fully charged before each school day begins. I will make sure my devices are safely stored when not in use.
- Use my devices at or during school only for the purpose of enhancing my learning and the learning of my fellow students.
- Make sure that the digital contents (for example: videos, documents, apps, music) of devices I bring to school are obtained legally and do not violate normal standards of what is acceptable for my age and appropriate for a secondary school environment.
- Keep my macbook computer in good functioning condition (including camera, microphone, software and app updates etc.).
- Only touch or use someone else's device with their explicit knowledge and permission.
- Avoid using any device in ways that have a negative effect on my learning or the learning of others. Examples include - browsing websites or apps not connected to the lesson, engaging in chats, emails or social media unrelated to the lesson, gaming, or any other behaviours that might distract myself or others from learning.
- Use the school network responsibly. Inappropriate use may include, but is not limited to, downloading files not connected to schoolwork, trying to bypass security measures, using excessive bandwidth to stream, torrent, game, attempting to interfere with other devices on the network or trying to introduce malicious programs or malware into the network.
- Download the Hapara Extension and log into Google Chrome using my school account. I understand that teachers can monitor what I'm working on.
- Engage in gaming **only** in my own time. I know I am not allowed to game while at school or during online classes (without explicit permission from a teacher)

Stay safe. I will ...

- Responsibly keep my logins and passwords secure and I will not share them with others.
- Check my privacy settings on all my accounts, including my school Google account and my social media accounts and make sure my account is secure.
- Ask for help if I don't know how to keep my accounts safe.
- Help keep other people secure and I will inform another person if I become aware of their password or login details.
- Not distribute or post videos, images or messages from or of other people without their permission.
- Even with relevant permission, I will never post or distribute messages, images or other media that is likely to hurt, cause offense or harm the reputation of myself, other people or the school.
- Always use appropriate and respectful language when communicating online.
- Not view, distribute, talk about any material that is not age appropriate.
- Not download any program, app, or file that looks suspicious or that comes from a website I don't know as it might carry malware.
- Never falsely represent myself or others online.

Think first. I will ...

- Save and back up my work on a regular basis and create habits of working that will protect my data in the event of hardware failure or loss.
- Give proper credit whenever I use, reference, or share someone else's work or ideas. (If I need help, I will ask my teacher or the librarian).
- DP/CP Students are expected to complete all final assessments on a single doc, which is shared with the teacher/supervisor.
- Check my Managebac, school email and chat daily and respond to messages from teachers promptly, and definitely within 24 hours.
- Act cautiously. I understand that everything I post or do online can influence my digital footprint and reputation.
- Only post things online that I am happy for my family, teachers, college admissions officers, or future employers to see (I know that my posts and comments can be saved and shared without my knowledge).
- Critically evaluate everything I see online and remember that not everything I read online is true. (If I need help evaluating the credibility of information or sources, I will ask a teacher or the librarian).
- Use my name (with my preferred name in brackets) on my school Google Account profile and I will avoid using nicknames.

Speak up. I will ...

- Communicate with my teacher if I'm confused about or need help with anything, if I'm having trouble managing my workload, or if I can't access something I need for class.
- Tell a teacher or an adult I trust if anything makes me feel uncomfortable online, or if anyone acts inappropriately toward me.
- Be an upstander when I witness others being inappropriate or unsafe in their digital interactions. If the actions can bring harm or hurt to others or their reputation, I will immediately report the cyber-bullying.

Stay balanced. I will ...

- "Pause for people" by looking up and paying attention if someone wants to talk to me when I'm on my device.
- Include time in my day for getting some exercise, eating healthy food, and doing activities that don't involve electronic devices.
- Manage my notifications on my devices to avoid being distracted by chats and other social media.
- Balance my face-to-face interactions with my digital interactions. I will prioritise face-to-face interactions during breaks and lunchtime.
- Avoid using any device for at least 30 minutes before I try to sleep.
- Store (and charge) my devices away from my bed while I sleep at night (preferably outside the bedroom, and definitely switched off or on silent).

I know that ...

General

- Teachers and administrators use a variety of tools to monitor my digital behaviour. The school can

see much of what I say and do on my device during classes, video meetings, in emails and chats, and on shared documents.

- The definition of acceptable materials may differ from person to person and culture to culture. The final decision of what constitutes acceptable is made by the school. If I am unclear, I will ask for guidance before bringing those materials into school or putting them on my devices or systems.
- The school may ask to see the contents of any device I bring onto campus or use during online classes. Such a request will only be made by a member of the Leadership Team, and the reason will be explained when the request is made. I understand that if I refuse access or if I delete or tamper with browser or document history, this may be considered an admission of guilt and allows the school to draw its own conclusions and to take actions based on those conclusions.

Mobile Phones

- Students in Gr.11 & 12 are permitted to use their phone during lunch and breaks. Other grades must turn phones off and put them away once school starts (unless a teacher requests me to use of a phone)
- If I want to use my phone during a class (Gr.11 & 12) or during the school day (Gr.6 to 10), I must get permission from a teacher or from someone in the secondary office.

STUDENT PLEDGE:

- ☐ **I have read, and agree to comply** with the IGBIS Digital Citizenship and Responsible Use Agreement.
- ☐ **I understand** that if I breach this agreement then I will be subject to consequences as determined by the IGBIS behaviour procedures.

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