



## The Canadian International School of Hong Kong Upper School Responsible User Agreement

The purpose of our Responsible User Agreement (RUA) is to provide guidelines for the CDNIS community to ensure that digital technology is used in a safe, responsible and respectful manner.

Digital technology refers to interactions with digital devices and includes laptops, mobile phones, desktops, tablets, etc.

### **Knowledgeable:**

- I know that as a student of CDNIS, I am expected to use digital technology safely, responsibly and respectfully.
- I know the importance of protecting my passwords and personal data: I will regularly update systems and security on my digital devices and I will not share personal data online.
- I know how to manage and backup my files and do so regularly.
- I know that some forms of digital use (e.g. playing of violent games) are not acceptable in the school environment.
- I know that some individuals can take on the identity of an online 'friend', but may have malicious intent (stranger danger).
- I know that on social media, individuals can falsely represent their lives and themselves ('perfect' lives on facebook, digitally altered images, etc.) and that comparing myself and others to these false representations can lead to negative body image, low self-esteem and other negative impacts.

### **Thinker:**

- I regularly think about how my online actions can affect my current and future digital footprint and reputation.
- I will think before I react to an opinion or information, knowing that individuals and organizations deliberately use social media to influence my thoughts and actions.
- I will consider the suitability of my language, register and tone when I communicate online because I understand that online communication can be open to misinterpretation.

### **Inquirer:**

- I will regularly question whether the information I access online is true and/or accurate.
- I will explore new software and applications that enhance my learning.



### **Principled:**

- I will behave online in a way that represents myself and my school positively.
- I will never do anything online that I know will hurt anyone (harassment, bullying, sexting, creating or forwarding hurtful images or messages)
- I will respect instructions from school staff on digital use in classrooms and the school.
- I will respect the school's and other people's digital property, media and data.
- I will only take or share photos or recordings of others when I have their consent.
- I will not take on another individual's identity.
- While inappropriate sites (eg. porn, hate sites) are easily accessible, I understand how much harm they can cause and will not access them.

### **Caring:**

- I will always strive to connect with people online in a caring and respectful manner.
- I will tell a trusted adult if I am concerned about the well-being of someone based on their online communications.
- I will treat all of my digital devices and those of others with care.

### **Communicator:**

- I will use appropriate and non-offensive language.
- I will always consider that too much online communication can negatively impact my ability to communicate face-to-face and that it may affect my ability to connect in 'real life' with friends and family.

### **Open Minded:**

- I will recognize and appreciate that there are many viewpoints online that differ from my own.
- I will accept constructive feedback in the spirit in which it was delivered which is to help me improve.

### **Risk Taker:**

- I will be courageous and speak up when someone is being treated unfairly online.
- I will 'unlike' posts that negatively affect others or that are inappropriate.

### **Balanced:**

- I will manage my time spent with technology, ensuring that it is a tool that aids my learning and enriches my life, but does not control my life.
- I will strive to limit the impact that digital technology has on the amount and quality of my sleep by 'unplugging' well before bedtime.
- I will seek out opportunities to 'unplug' my device and respect the school's digital-free zones and times.



- I understand that the internet, social media and games can provide an easily accessible distraction that facilitates procrastination so I will strive to manage my time on the internet carefully.
- I will seek assistance if I am having trouble achieving a healthy balance between my online and offline time.

**Reflective:**

- I will reflect on the fact that the material I upload, share or post online is viewed as a personal reflection of who I am.
- I will use my devices to make a positive difference in my life and the lives of others.

(Thank you to the Canadian Academy of Kobe for providing inspiration for the creation of our own Responsible User Agreement.)

I understand that the CDNIS administration has the right to access, open and examine electronic files on my digital devices when there is suspicion that I have violated this RUA.

I understand that the CDNIS administration has the right to take action against me even in a situation out of school if it involves substantial disruption of the school community, or interference with another student's education or well-being. Examples would be cyberbullying, inappropriate use of images or personal information, etc.