



Harbour International School

Safe Use of Digital Technology Policy

School Profile Statement

Our school recognises the need for students to be safe and responsible users of digital technologies. We believe that teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At our school we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- Teach students the importance of the proper handling of technology.
- Supervise students when using digital technologies for educational purposes.
- Respond to issues or incidents that have the potential to impact the wellbeing of our students.
- Know that some online activities are illegal and, as such, we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and the strategies that they can implement at home to support their child.

Safe and Responsible Behaviour

When I use digital technologies I will **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means:

I never send mean or bullying messages or pass them on, as this makes me part of the bullying.

I don't use actions online to be mean to others. (This can include leaving someone out to make them feel bad).

I don't copy someone else's work or ideas from the internet and present them as my own. (I will include the website link).

I use the internet and other Technology equipment only for positive purposes and will not tamper with settings, switches, buttons or cables.

I will respect and not tamper with other people's work; therefore I will not be mean, rude or unkind to or about other people.

When I use digital technologies, I will **protect private information** by being aware that my full name, photo, birthday, address and phone number is private information and **is not to be shared online**.

This means:

I protect my friends' information in the same way.

I protect my password and I don't share it with others.

I don't join a space online without my parents or teacher's guidance and permission.

I never answer questions online that ask for my private information.

When I use digital technologies I will **look after myself and others** by thinking about what I share online.

This means:

I will never share my friends' full names, birthdays, school names, addresses and phone numbers because this is their private information.

I will speak to a trusted adult if I see something that makes me feel upset or if I need help.

I will speak to a trusted adult if someone is unkind to me online.

I will speak to a trusted adult if I know someone else is upset or scared because of something online.

I will stop to think about what I post or share online.

I will use platforms, spaces or websites that are right for my age.

I will not deliberately search for or create something rude or violent.

I will either turn the screen off or use the back button if I see something I don't like and tell a trusted adult.

I am careful with the equipment I use by:

Not being silly and playing around with it.

Not trying to hack or gain access into any other system.

Telling a teacher about anything wrong or damaged.

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I have read and agree to follow the Harbour International School's Safe Use of Digital Technology Policy and am aware that if I don't, there will be consequences for my behaviour.

Name of student and signature: _____

Parents/guardians' responsibilities include:

- Discussing information about responsible computer use and cyber safety with my child and explaining why it is important.
- Supporting the school's Technology programme by emphasising to my child the need to follow the cyber safety strategies.
- Contacting the Technology coordinator to discuss any questions I may have about cyber safety and/or this Technology Policy.

I have read the information relating to the responsible use of the school's Technology resources and have discussed them with my child. He/she has permission to use the internet and I understand that access to hardware, software and the internet may be denied if any of the above expectations are breached.

Name of parent/guardian: _____

Signature of parent/guardian: _____