



Educational Technology Responsible Use Agreement

Technology is ever-evolving, and we want you to do amazing things with it. The Education Technology (edTech) team at HKIS wants to help students, staff, and our community to keep up as well as to stay safe as it expands its use of technology to extend learning. Although not every learning opportunity involves technology, when it is needed, you need to be a flexible problem solver open to new technologies. It is okay not to know the answers to questions; questions are encouraged in our learning community. We all struggle with information overload, focus, and distraction. Responsible use of technology involves a mixture of common sense, honesty, and respect for others.

As a global digital citizen and a member of the HKIS Community you are expected to follow these guidelines:

Privacy & Security - I manage my personal data to maintain digital privacy and security and am aware of data-collection technology used to track my navigation online.

- I know software is not free and that my personal data is valuable and a form of payment.
- I am careful with my personal data as online companies monitor and track it. (Students need to seek/discuss with parents before registering for software or providing personal data.)
- I understand, and my parents are aware that my [G Suite Education account](#) is an integrated communication and collaboration solution issued and managed by HKIS and that no personal information gets shared with third parties.
- I understand that by changing my password(s), I safeguard my personal information.
- I take care of my MacBook & digital devices. I know resources are limited and will let the edTech Team know of any issues.
- I secure my MacBook & digital devices when doing other tasks.

Digital footprints - I cultivate and manage my digital identity and reputation and am aware of the permanence of my actions in the digital world.

- I know when I access the Internet, I am leaving permanent digital footprints of my actions.
- I know these digital footprints may always be available and accessible to anyone online.
- I use only first names online when referring to myself, classmates, or staff. I do not provide the personal data of other HKIS community members (i.e., full names, student numbers, addresses, telephone numbers).

Digital behavior - Students engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.

- I know that my digital behavior serves as a model for others.
- I am kind and only post positively about others. While I may not agree with individuals online, I do not use this as an excuse to be unkind to them.
- I post images and media of others only with their permission.
- I am responsible for the HKIS community's online safety. I am aware HKIS may monitor its technologies and network activities.
- I keep a healthy and balanced relationship with technology.

Copyright & Intellectual Property - I demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.

- I know that I should only use and download legally purchased or licensed software and media.
- I know that if I use the work of others, I must give due credit by citing sources for information and images.

Students & Families: Before the beginning of each school year, please [login to PowerSchool](#), click on "Forms", then "Schoolwide Yearly Agreements" and complete the "Educational Technology Responsible Use Agreement" form to acknowledge that you have read and will adhere to this agreement.