

Responsible Use Policy

Responsible Use Policy through the IB Learner Profile

Developed through the IB Learner Profile, this Responsible Use Policy inspires students and teachers to be effective contributing members of our digital community.

- **Inquirer:** I will use technology to guide and support my inquiry.
- **Knowledgeable:** I will be knowledgeable about how to best use effectively, appropriately and safely use technology for academic and personal purpose.
- **Thinker:** I will think critically when using technology to find and share information.
- **Communicator:** I will use a variety of technology tools to communicate effectively and creatively. I will use technology to collaborate with others, both locally and globally.
- **Principled:** I will use technology with integrity and honesty, with respect for myself and others. I will take responsibility for my use of technology as well as the accompanying consequences.
- **Open Minded:** I will use technology to grow as an open-minded individual, seeking out, appreciating and evaluating the perspectives and values of others with respect while reflecting on my personal culture and experience.
- **Caring:** I will care for myself, others and technology equipment. I will use technology to make a positive difference in my life and the lives of others.
- **Risk Taker:** I will use technology to explore new roles, ideas and strategies with courage and forethought.
- **Balanced:** I will balance my use of technology for academic, social and personal purposes.
- **Reflective:** I will give thoughtful consideration to my use of technology, reflecting and my strengths and limitations in order to improve my skills and my digital presence.

PYP Student Agreements

Inquirer

- I will use effective search strategies when conducting my inquiry.
- I will use search engines shared with my by my teacher and will use safe search settings when these are available.
- I will follow classroom expectations when posting and sharing my work and will share information that I have discussed with my teacher or parent.

Knowledgeable:

- I will follow my schools guidelines for using digital devices and use hardware and software in the manner for which it is intended.
- I will use only my personal information and passwords.

Thinker:

- I will not post personal information about myself or my peers online.

Communicator:

- I will use words and language that reflect the learner profile.
- I will consider language and tone when I communicate online.
- I will communicate with my teacher when I am unsure of how to use the technology at hand.

Principled:

- I will behave online in a way that represents myself and my school positively.
- I will source information appropriately and respect others intellectual property rights.
- I will report to an adult if I come across any information that makes me or my peers uncomfortable.

Open Minded:

- I will respect the rights and views of others.
- I will encourage tolerance and acceptance in digital environments.

Caring:

- I will contribute positively to online communities.
- I will be responsible with all the digital devices I use.
- I will only print when it's absolutely necessary.

Risk Taker:

- I will be open to using technology to enhance my learning .
- I will be open to sharing my creations with others.
- I will remind others of the RUP agreements when needed.

Balanced:

- I will only go online at school for school work and when a supervising adult is present.
- I will use technology only during the designated times set by my school.
- I will communicate with my parents about how I use technology.

Reflective:

- I will reflect on my limitations as a technology user and and pursue learning formally and informally to improve as a used of technology user.
- I will reflect on how I can meet the agreements put forth in this responsible use policy.

MYP Student Agreements

Inquirer

- I will use a variety of tools to conduct my inquiry, such as subject specific search engines, databases, and curated collections
- I will evaluate web sites and other technology resources for reliability before using them to satisfy my inquiry.

Knowledgeable:

- I will regularly update the systems and security on my digital devices.
- I will use reliable resources to understand the best programs and systems for my technology devices.
- I will review and consider Terms of Service/Terms of Use.

Thinker:

- I will consider my profile and the purpose of accounts I create.
- I will consider the source and impact of information and materials I choose to share and create

Communicator:

- I will consider language, register and tone when I communicate online.
- I will consider my purpose and my audience when selecting a tool to share or create information.
- I will use technology to communicate beyond the walls of my classroom.
- I will license my work to be clear to others how it is intended to be used and shared.

Principled:

- I will behave online in a way that represents myself and my school positively.
- I will use and share media legally. I will respect the intellectual property rights of other digital citizens.
- I will give attribution in the manner appropriate to the task and the creator's wishes.
- I will respect the school and other people's digital property and data.
- I will adhere to [Canadian Academy's Publishing Protocols](#)

Open Minded:

- I will respect the rights and views of others.
- I will encourage tolerance and acceptance in digital environments.

Caring:

- I will be responsible with all the digital devices I use.
- I will contribute positively to online communities.
- I will offer constructive feedback and commentary on the work of others.
- I will only print when it is absolutely necessary.

Risk Taker:

- I will participate in the open culture of the Internet by sharing my work and accepting critical feedback.

Balanced:

- I will balance how much technology I consume by creating products with technology.
- I will experiment with a variety of technology tools. I will choose the most effective technology tools for the tasks at hand.
- I will manage my time spent with technology, ensuring that it is a tool which complements but does not control my life.

Reflective:

- I will regularly reflect on and update my digital footprint, updating my online presence so it accurately represents who I am.
- I will make informed, considered choices about what and how I share online.

DP Student Agreements

Inquirer

- I will use a variety of tools to conduct my inquiry, such as subject specific search engines, databases, and curated collections.
- I will evaluate web sites and other technology resources for reliability before using them to satisfy my inquiry.
- I will participate positively in online learning communities of my choice, seeking and sharing information relevant to my subject of inquiry.

Knowledgeable:

- I will regularly update the systems and security on my digital devices.
- I will use reliable resources to understand the best programs and systems for my technology devices.
- I will review and consider Terms of Service/Terms of Use.

Thinker:

- I will consider my profile and the purpose of accounts I create
- I will consider the information and materials I choose to share and create.

Communicator:

- I will consider language, register and tone when I communicate online.
- I will consider my purpose and my audience when selecting a tool to share or create information.
- I will use technology to communicate beyond the walls of my classroom.
- I will license my work to be clear to others how it is intended to be used and shared.

Principled:

- I will behave online in a way that represents myself and my school positively.
- I will use and share media legally. I will respect the intellectual property rights of other digital citizens.
- I will give attribution in the manner appropriate to the task and the creator's wishes.
- I will respect the school and other people's digital property and data.

Open Minded:

- I will respect the rights and views of others.
- I will encourage tolerance and acceptance in digital environments.

Caring:

- I will be responsible with all the digital devices I use.
- I will contribute positively to online communities.
- I will offer constructive feedback and commentary on the work of others.
- I will only print when it is absolutely necessary

Risk Taker:

- I will participate in the open culture of the Internet by sharing my work and accepting critical feedback.

Balanced:

- I will balance how much technology I consume by creating products with technology.
- I will experiment with a variety of technology tools and choose the most effective technology tools for the tasks at hand.
- I will manage my time spent with technology, ensuring that it is a tool which complements but does not control my life.

Reflective:

- I will regularly reflect on and update my digital footprint so it accurately represents who I am.
- I will make informed, considered choices about what and how I share online.
- I will reflect on my limitations as a technology user and pursue learning formally and informally to improve as a user of technology

Faculty Responsible Use Agreements

Leading by Example

Inquirer

- I will use a variety of tools to conduct my inquiry, such as subject specific search engines, databases, and curated collections.
- I will evaluate web sites and other technology resources for reliability before using them to satisfy my inquiry.
- I will participate positively in online learning communities of my choice, seeking and sharing information relevant to my subject of inquiry.

Knowledgeable:

- I will regularly update the systems and security on my digital devices.
- I will use reliable resources to understand the best programs and systems for my technology devices.
- I will review and consider Terms of Service/Terms of Use.

Thinker:

- I will consider my profile and the purpose of accounts I create
- I will consider the information and materials I choose to share and create.

Communicator:

- I will consider language, register and tone when I communicate online.
- I will consider my purpose and my audience when selecting a tool to share or create information.
- I will use technology to communicate beyond the walls of my classroom.
- I will license my work to be clear to others how it is intended to be used and shared.

Principled:

- I will behave online in a way that represents myself and my school positively.
- I will use and share media legally. I will respect the intellectual property rights of other digital citizens.
- I will give attribution in the manner appropriate to the task and the creator's wishes.
- I will respect the school and other people's digital property and data.

Open Minded:

- I will respect the rights and views of others.
- I will encourage tolerance and acceptance in digital environments.

Caring:

- I will be responsible with all the digital devices I use.
- I will contribute positively to online communities.
- I will offer constructive feedback and commentary on the work of others.
- I will consider the impact and limit my printed assignments and use of the copier.

Risk Taker:

- I will participate in the open culture of the Internet by sharing my work and accepting critical feedback.

Balanced:

- I will balance how much technology I consume by creating products with technology.
- I will experiment with a variety of technology tools and choose the most effective technology tools for the tasks at hand.
- I will manage my time spent with technology, ensuring that it is a tool which complements but does not control my life.

Reflective:

- I will regularly reflect on and update my digital footprint so it accurately represents who I am.
- I will make informed, considered choices about what and how I share online.
- I will reflect on my limitations as a technology user and pursue learning formally and informally to improve as a user of technology.

CA Faculty Rights and Responsibilities

- Internet site addresses accessed, including web sites and email, are retained in electronic logs. ICT staff do not track individuals inside our network, but evidence of unacceptable activities found in school logs will be investigated.
- ICT staff have the right to access, open, examine and/or delete electronic files that violate this Responsible Use Policy on school owned computers (not including those rented or leased from the school by families under the Laptop Usage Agreement), and remote or local school servers without the users consent.
- CA staff do not have the rights to search personal computers, without the consent of the principal and parents. This includes computers rented or leased from the school by families under the Laptop Usage Agreement.
- Canadian Academy is not responsible for any loss of data.
- Elementary Teachers may access the following on student used school computers:
 - any student work stored
 - student web browsing history
 - anything in addition can only be done with Principal permission