

International School of Beijing Responsible Use Agreement



The International School of Beijing believes that technology is an essential element for an authentic learning environment and that it is the shared responsibility of the school and the ISB community to guide students in becoming **responsible and ethical citizens in a digital world**. This is in line with our mission and vision as a school, and with our six **core values** that we strive to embody: global-mindedness, integrity, respect, balance, service and creativity.

Regardless of device ownership and location of use, as members of the ISB community we agree to use the following principles to help guide our actions:

*We will be responsible and ethical when **interacting with others** by:*

- Protecting our own privacy and personal information, and respecting the privacy and personal information of others;
- Seeking permission when taking or sharing images or videos of others, and respecting their wishes of privacy;
- Ensuring that our communication, whether through email, chat, comments or other means, is not offensive, inappropriate or denigrating;
- Ensuring that our actions online are not disruptive to our learning environment.

*We will be responsible and ethical **members of our community** by:*

- Seeking a healthy balance of online and offline activity;
- Standing up for ourselves and others by taking positive action when we are aware of inappropriate, harmful or unsafe actions of others;
- Representing ISB in a positive manner through our online actions and interactions;
- Being aware of and respecting the diverse cultures at ISB, including the laws of China.

*We will be responsible and ethical **users of information** by:*

- Seeking permission to re-use content that has been created by others;
- Appropriately attributing the work of others, including work created by generative AI tools;
- Using academic citation (e.g. APA or MLA) appropriately;
- Thinking critically about the currency, relevance, authority, accuracy and purpose of information that we use and share.

*We will be responsible and ethical **users of devices** by:*

- Ensuring that devices used at school are ready for learning, including fully charged batteries, sufficient storage, and updated software;
- Caring for school-owned equipment appropriately, and reporting any loss or damage as soon as possible;
- Using legally licensed software;
- Considering the effect of our devices on ourselves and those around us.

Student Agreement:

I understand that responsible citizenship in a digital world is an important aspect to maintaining a caring and supportive community. This is true not just of the ISB community but of all communities now and in the future. I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these principles will have consequences. These consequences may include, but are not limited to, the removal of unsupervised computer access and/or other disciplinary action.

Student
Name _____
HR/Mentor
Group _____

Student
Signature _____
Date _____

Parent/Guardian Agreement:

As the parents or guardians of _____, we have read the Responsible Use Agreement. We understand that students will be given guidance on how to be responsible digital citizens and we will attempt to model and reinforce that at home as well. We understand that these principles of digital citizenship apply to all members of the ISB community, including parents, and we will abide by them when interacting with the ISB community. We understand that, to an age-appropriate level, student technology activities at home should be supervised to provide the highest level of academic and social support.

Parent/
Guardian 1: _____

Parent/
Guardian 2: _____