



# HKIS Technology Responsible Use Agreements

2026-27 Academic Year

## **Our Belief**

Technology tools are a powerful means of learning, creating, and connecting. At HKIS, we use them to support meaningful, creative, and responsible work, aligned with our mission and values and informed by local and global best practice. Technology can extend learning, support inquiry, and enable collaboration, but it does not replace human connection, productive struggle, critical thinking, or ethical decision-making.

## **Learning with Technology**

As a community, we share responsibility for:

- Protecting personal information, passwords, and account credentials, including our own and our students.
- Engaging with emerging tools when they enhance learning, creativity, or connection, and putting them aside when they do not.
- Selecting and evaluating tools thoughtfully against learning purpose, student wellbeing, and developmental appropriateness.
- Valuing in-person interaction, movement, rest, and reflection as part of a balanced learning experience.
- Asking permission before sharing images, recordings, or media of others
- Using technology responsibly and lawfully to create and share content that is accurate, respectful, and constructive, and refraining from producing or distributing content that misleads or harms others
- Caring for and using school-owned devices and equipment responsibly including following checkout and handling expectations, and reporting loss or damage promptly.
- Applying the same standards of honesty, attribution, and academic integrity to all work, regardless of the tools used to create it.

## **Privacy, Security, and Personal Data**

HKIS-issued accounts are managed by the school and may be monitored to ensure safeguarding and responsible use. The school manages personal student data in accordance with Hong Kong's Personal Data Privacy Ordinance (PDPO). For full details, refer to the [HKIS Data Privacy Policy \(4430-12a\)](#).

## **Digital Behavior, Integrity, and Community**

The way we treat each other in digital spaces is no different from how we treat each other in person. Responsible use includes respect for intellectual property, originality, and honest representation of our work, alongside a shared commitment to protecting one another's privacy and dignity online. For detailed guidance, refer to the [HKIS Digital Communications and Social Media Policy \(3180\)](#) and divisional-specific Academic Integrity agreements.

By acknowledging this agreement, staff, faculty, students, families, and the school accept a shared responsibility for the responsible, balanced, and ethical use of technology at HKIS.