

When using Information & Communications Technologies (ICT) at Welbourn School, I will always be a good digital citizen. This means that;

1. I will be a confident and capable user of ICT

- Use devices responsibly
- Know basic functions well e.g. on/off, wait time, volume, home screen, saving, charging
- Deal with problems I can solve, ask when unsure
- Independently use selected apps / educational programmes

2. I will use ICT for learning as well as other activities

- Researching on sites that the teacher has approved
- Use games and apps approved by the teacher
- Work on practical ICT skills in a range of school settings

3. I will think carefully about whether the information I see online is true

- Ask questions to check information
- Filter information to find the most accurate and relevant
- Be a critical thinker

4. I will be able to speak the language of digital technologies

- Expand my digital vocabulary words to help me understand and explain my device

5. I understand that I may experience problems when I use technology but that I will learn to deal with them

- Ask for help when I need it
- Tell someone if I am unsure or if things are inappropriate

6. I will always use ICT to communicate with others in positive, meaningful ways

- Respond not react - Make only positive and respectful comments
- T.H.I.N.K. (True, Helpful, Inspiring, Necessary, Kind)

7. I will be honest and fair in all of my actions using ICT

- Give credit to others work and ideas
- Be honest when I make a mistake
- Take turns & share, be fair

8. I will always respect people's privacy and freedom of speech online

- Passwords are private / don't share
- Not accessing others accounts, folders, files or work
- Not using others' devices without their consent

9. I will help others to become a better digital citizen

- Helps others use devices responsibly
- Not tolerate cyber bullying



ICT Responsible Use Agreement

Signing page

Student declaration

I have discussed my 'ICT Responsible Use Agreement' with my parent(s)/caregiver(s) and understand the responsibilities involved in being a good digital citizen.

I understand that these guidelines for 'Responsible Use' are to be followed when using any technology whilst at Welbourn School or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I breach this 'Responsible Use Agreement', I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

My parent/caregiver gives me permission to use the internet and other ICTs while at school.

Student full name: _____

Date: _____

Parent/Caregiver

As a parent of the student identified above, I have discussed the "Responsible Use Agreement" with my child and ensure they understand to the best of their ability, the responsibilities involved in being a good digital citizen, embracing the need for a good digital footprint.

I have read the 'Information & Communications Technologies (ICT) Parent/Caregiver Information' relating to the use of the internet, ICT and displaying of information online, and I understand that the intention of the use of these within the school, is for educational purposes.

I understand that Welbourn School has taken all possible precautions to make the internet and ICT as safe as possible for all of our users, and while it I will do its best to restrict student access to offensive, dangerous, or inappropriate material on the internet or through e-mail, it is the responsibility of individual students to have no involvement with such material.

I agree to support the school in any action it may take to ensure that the code of conduct as described in the agreement is enforced.

I agree with and accept the statements in 'Responsible Use Agreement' and 'Information & Communications Technologies (ICT) Parent/Caregiver Information'

I give permission for the student identified above to use the internet and other ICT equipment at Welbourn School.

Name of parent/caregiver: _____

Signature: _____

Date: _____