

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**

- Handle devices with care and respect
- Log on and off independently
- Navigate controls e.g. keyboard, on/off, wait time, volume, home screen, saving, charging

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

- Use apps appropriately to support learning
- Take photos only when I am meant to
- Only use the internet with a teacher in class e.g. YouTube, safari, web games

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

- Check (use black thinking hat) buddy, teacher or adult
- Understand not everything I see is true or correct

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

- Use the correct terms that I know ie: save, app, IWB, delete, Internet, search

**5. I understand that I may experience problems when I use technology but I will learn to problem solve**

- Passwords – I may make an error and need to try once again
- Take time for something to load
- See a buddy / ICT expert if I get stuck
- Check that devices are charged

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

- Think carefully about the words I use
- Make only positive and respectful comments about others work online
- T.H.I.N.K True, Helpful, Inspiring, Necessary, Kind

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

- Be honest when I make a mistake
- Take turns and share fairly

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

- T.H.I.N.K True, Helpful, Inspiring, Necessary, Kind
- Only use my own login

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

- Work collaboratively, buddies / digi expert
- Explain key words to others
- I know my work will always be there – this is a digital footprint
- If unsure, get an adult



# 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: \_\_\_\_\_