



# ICT Responsible Use Agreement

**Weka Team**

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
- Know basic functions well e.g. on/off, wait time, volume, home screen, saving, charging
- Independently use selected apps / educational programmes

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

- Focussed – 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
- Only use teacher approved sites

**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 is true / correct

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

- Learn words to help me understand my device and learn new digital vocabulary

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

- Passwords – they may make an error and need to try again
- Take time for something to load
- Go to an expert or class expert if I can't solve the problem
- 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**

- 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

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

- Not tolerate cyber bullying
- Share my knowledge and understanding of technology and how it works



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