

ICT stands for Information, Communication Technologies – This includes the wireless network, internet, email, computer, laptop, tablet, or other electronic devices.

Safe and Responsible Use of ICT

The bullet points below have been designed to help you get the most out of the technology that is available to you. They provide helpful tips and guidance for everyday life as well as setting out the expectations for using the ICT equipment in school.

1. Be Secure

I will keep passwords to myself and not share them with anyone, even my close friends.
I will always log out and log off my account on any the device that I am using.
I will always lock my computer when I walk away from the screen (even for a short while).

2. Be Respectful

I will always be polite and use appropriate language.
I will not access, create, store or distribute files that could be thought of as offensive, indecent or cause hurt or upset to anyone.
I will not look at anyone else's files without their permission.
I know that bullying by the use of text, multimedia messaging, email or on social sites is unacceptable and may lead to very serious consequences.

3. Be Safe

I will not share my personal information or other people's (home address, phone number etc.)
I will be wary of emails that ask me for any personal information.
I will check with an adult about anything I see that concerns me or report it to a teacher.
I will not put any personal details about other people into emails, posts, comments or updates.
I will never meet up with anyone offline that I have only met online without a parent/carer or trusted adult.

4. Be Responsible

I will think carefully about the places I go online and keep focussed when on learning tasks.
I will take good care of the ICT equipment I use. I understand that if I am irresponsible in my use of ICT, I may lose my access to it.
I understand that I may be able to use my own device or mobile phone in school only at agreed times. If I use it in class without permission, my device may be temporarily confiscated and my parent / carer informed.

5. Be Legal

I will only copy / upload / publish / distribute materials that are appropriate.
I will only take images or video of other pupils, friends or staff with their full knowledge and permission.
I will not copy / upload / publish / distribute images or videos of others without their permission.
I know that I should not copy materials, music, videos or pictures from the internet and use them in my own work unless they are copyright free.
I will remember that anything I do can be traced back to me including my browsing history and content that I may copy / upload / publish or distribute.

If you want to find out more information on how to keep safe with any aspect of online / digital safety please go to

www.thinkuknow.co.uk or www.childnet.com