

# KWS Primary School Responsible STUDENT Use Agreement

When using information & communications technologies (ICT) at KingsWay School I will always be a good digital citizen. **This means that I will:** (tick the box if you agree to)

- Guard my mind and heart by being wise with what I view.**  
Be careful when searching. Click X to close anything inappropriate and tell an adult when at school or outside school.
- Be a confident and capable user of digital technologies.**  
I know what I do and do not understand about the technologies that I use. I will get help where I need it. I will learn a range of skills so that I can use technologies effectively myself.
- Use ICT for learning as guided by the teacher.**  
I follow the teacher instructions at all times. I follow the school expectations including using the Chrome browser and only my own KWS account. I will leave my cell phone in my school bag during school hours.
- Think carefully about whether the information I see online is true.**  
I know that it is easy to put information online. This means that what I see is not always real or right. I will always check to make sure the information is real before I use it.
- Be able to speak the language of digital technologies.**  
If I am not sure what someone is saying online I will ask a person to explain this to me before I respond. I understand digital vocabulary, acronyms and emoticons etc.
- Understand that I may experience problems when I use technology.**  
I will seek help to get equipment fixed. I will learn to deal with simple technological problems.  
I know people I can go to for help if someone was unkind to me online or I was worried about anything.
- Always use ICT to communicate with others in positive, meaningful ways.**  
I know that technology can be used to communicate with people and to express my views. I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect of my actions.
- Be honest and fair in all of my actions using ICT.**  
I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. I will not post images of people without their permission.
- I will protect my passwords and personal details online.**  
I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I will not communicate with people unless I have my parent's permission.
- Help others to become a better digital citizen.**  
If I know that my friends are having problems online, I will help them by telling an adult.
- I am a good steward of digital resources.**  
I will look after devices. I charge them overnight, handle them carefully and store them responsibly.

**I understand that a breach of the above agreement could result in consequences including limited access to devices at school. I also understand that damage to school devices could result in an invoice to cover repairs or replacement.**

Signed .....

Name .....

Date ...../...../.....