



Technology is a part of everyday life. It is a helpful tool to find information and communicate with others. At St. Andrew's we encourage appropriate, effective and safe digital learners. Everyone who uses technology in St. Andrew's must agree to use digital devices as instructed.

### **My Responsibilities**

I understand that I have rights and responsibilities when using ICT and must act responsibly when using computers, devices or the Internet.

I will report any problems or misuse to a teacher or other responsible adult.

I will make sure there I have permission to use any materials that I find.

I will maintain a healthy lifestyle by not spending too much time using technology.

### **Internet, Communication and Cyberbullying**

I will only use websites that I have been advised to and I will not try to access sites that are blocked or that are unsuitable.

If I see anything that I am uncomfortable with on the computer I will click on Hector the Dolphin to cover the screen and then tell a teacher.

I will not write anything that could be seen as insulting to the school.

I understand that the school will not accept bullying of any sort and that I should report any incidents to an adult.

I will be careful with all communications making sure not to write anything that is unkind or could be mistaken as bullying.

I understand that the school may investigate incidents that happen outside of school.

### **DB primary**

I will keep my password safe and not share it with others.

I will never try to access another person's homepage.

I will not open emails from people I do not know.

On my page I will be careful to use only suitable pictures and not to put up any personal information.

I understand that the school will monitor my use of computers and other technology. I understand that there are rules in place when pupils use ICT and there are sanctions in place if I do not follow the rules.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Signed on pupil's behalf \_\_\_\_\_