



**Sancta Maria  
Catholic Primary School**

*'Growing in Faith Together'*

## **RESPONSIBLE USE AGREEMENT**

### **Introduction**

Sancta Maria Catholic Primary School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that *Responsible Use* looks like while we are using technology in our learning.

We think a good digital citizen is someone who;

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help others to become a better digital citizens.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at Sancta Maria Catholic Primary School, to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.

# Responsible Use Agreement

When using information & communications technologies (ICT) at Sancta Maria Catholic Primary School I will always be a good digital citizen. This means that I;

## 1. will be a confident and capable user of ICT.

I know what I do and do not understand about the technologies that I use. I will get help where I need it.

This means I will...

1. Ask for help when I don't understand from...:
  - Teachers
  - Classmates
  - Family
  - Friends



## 2. will use ICT for learning as well as other activities.

I understand that technology can help me to learn. I know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

This means I will...

1. be honest and use ICT only for school activities whilst at school.
2. show respect for other people's opinion and the way I communicate with others.



## 3. will 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 right. I will always check to make sure information is real before I use it.

This means I will...

1. recognise some sites are more reliable than others
2. cross check my information by going to more than one site
3. act with understanding and fact check



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

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

This means I will...

1. STOP and THINK before I publish anything online.
2. ask permission before I use names and photos.
3. publish only things I would be happy to share with EVERYONE including my parents and teachers.



#### 5. **understand that I may experience problems when I am online and that I will learn to deal with them.**

I understand that there may be times when inappropriate or unexpected content could come up or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

This means I will...

1. STOP and logout
2. TELL an adult immediately



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

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 that my actions have on other people.

This means I will...

1. ALWAYS treat others the way I would like to be treated
2. remember whatever I put online is there forever



### **7. will 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. When I am not sure about what I am doing I will ask for help.

This means I will...

1. show respect and truthfulness in what belongs to others
2. make sure I obey the law and rules of websites I use
3. I will know what I am legally allowed to belong to and sign up to
4. know what I am legally allowed to download



### **8. will always respect people's privacy and freedom of speech 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 also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

This means I will...

1. only use first names online
2. have secure passwords
3. protect my passwords and not give them to others except my parents and teachers



### **9. will help others to become better digital citizens.**

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

This means I will...

1. always do my BEST to be an active digital citizen, with Mary as my guide.
2. look out for others who may be treated unfairly online
3. SPEAK to an adult about it.



## Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology while at Sancta Maria Catholic Primary School or while 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 Sancta Maria Catholic Primary School ICT services, including the use of the internet, on school owned devices or any personally owned device used at school.



Signed .....

Name .....

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

# Parent Declaration

I understand that Sancta Maria Catholic Primary School is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that Sancta Maria Catholic Primary School has a Digital Citizenship policy and procedures\* that outline the school's digital citizenship approach and how this supports teaching and learning.

\*These documents are available on the school website/ at the school office

I understand that Sancta Maria Catholic Primary School provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that Sancta Maria Catholic Primary School encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this "Responsible Use Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that Sancta Maria Catholic Primary School makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at Sancta Maria Catholic Primary School, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Signed .....

Name .....

Parent of .....

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

