



Ready

Respectful

Safe

When I use digital technologies I **communicate** respectfully by:

- Always thinking and checking that what I write or post is polite and respectful
- Being kind to my friends and classmates and thinking about how the things I do or say online might make them feel
- Not sending mean or bullying (inappropriate) messages or forwarding them to other people.
- Creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect** personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.

This means I:

- Protect my friends' information in the same way
- Protect my passwords and don't share them with anyone except my parent
- Only ever join spaces with my parents or teacher's guidance and permission
- Never answer questions online that ask for my personal information



When I use digital technologies I **respect** myself and others by thinking about what I share online. This means I:

- Stop to think about what I post or share online
- Use sites that are appropriate, and if I am not sure I ask a trusted adult for help
- Protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- Speak to a trusted adult if I see something that makes me feel upset or if I need help
- Speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- Don't deliberately search for something rude or violent (inappropriate or unsafe)
- Turn off or close the screen if I see something I don't like and tell a trusted adult

RESPECT

Student Agreement/Licence

Mrs Gordon (Headteacher)

Acknowledges the commitment of (student) to being a polite, safe, responsible and ethical user of digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature _____

Teacher/Head Teacher's signature _____

Date _____