



## Student Responsible Use Agreement

When using information & communications technologies (ICT) such as Xboxes, laptops and any other internet enabled devices at TenForward, I will always be a good digital citizen. **This means that I;**

### **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. I will protect my own privacy and not share my passwords. I will log out of my accounts when I have finished.

### **Will use ICT for learning as well as other activities.**

I understand that technology can help me to learn. I also 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.

### **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.

### **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, 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 will think about the effect that my actions have on other people. Trolling and other disruptive communications reduce fun for everyone, and I want to ensure everyone I play with has a good time.

### **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.

### **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.

### **Will help other to become a better digital citizen.**

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 to seek help.

## Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology whilst at TenForward. I am aware that this may include the use of a device that TenForward does not own.

I understand that if I breach this responsible use agreement, I may lose access to TenForward.

Name \_\_\_\_\_ Date \_\_\_\_\_



## Parent Declaration

I understand that TenForward is supporting students as they learn the skills required to become successful digital citizens. TenForward 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 TenForward has a policy and associated procedures which outlines our digital citizenship approach and how this supports teaching and learning. These documents are available on our website.

I understand that TenForward provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that TenForward 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 TenForward 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 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.

### Social Media

As TenForward is a learning environment to inspire online citizenship and entrepreneurship through content creation, the children will have every opportunity to be involved in videos and photos that will be uploaded to the TenForward social media accounts (and the children's accounts). They may be identified by their first names, their gamer tags, their school uniform or other generally identifying information.

Name & Signature \_\_\_\_\_

Date \_\_\_\_\_