

CYBERWISE

3 THINGS TO REMEMBER

Use of any technology (ICT) in schools should be under the direction, supervision and approval of your teacher. Use of ICT should always support and promote being a responsible digital citizen:

BE SAFE

- Keep your **personal information** and **password** safe and secure.
- Tell a trusted adult when anything you access online is inappropriate or makes you feel **uncomfortable**.
- Remember that everything you post and store online is **permanent**.

BE RESPECTFUL

- Think about how others might feel when you are working online.
- Is it your own work? You cannot **plagiarise**.
- You must have the person's **permission** before sharing or using his or her **personal information**, including photographs and videos.

BE RESPONSIBLE

- Be careful of **what you say and how you say it**.
- Be healthy. Sit correctly and take breaks.
- Be balanced. Enjoy family, friends and physical activity.

Using ICT

Using ICT	Examples	3 things to remember
Logging on	Use of CEDP network	<ol style="list-style-type: none"> Keep your password safe and secure. Only use and access what your school allows. Logout at the end of each session.
Using online accounts	<ul style="list-style-type: none"> ▶ Logging on to online services ▶ Learning Management Systems ▶ Virtual Learning Environments 	<ol style="list-style-type: none"> Only use your school username when creating accounts. Keep your password safe - you may tell your parents. Use your account only for class related tasks. No one else should use your account.
Devices	<ul style="list-style-type: none"> ▶ Shared devices ▶ Personal devices ▶ Mobile devices ▶ School equipment 	<ol style="list-style-type: none"> Look after the equipment. Use personal devices at school only for school work. Be body-smart: care for your back, eyes, hands.
Completing work electronically	<ul style="list-style-type: none"> ▶ Document creating ▶ Document sharing ▶ Document storing ▶ Downloading 	<ol style="list-style-type: none"> Comply with copyright rules. Use content-appropriate language. Save work correctly.
Applications	<ul style="list-style-type: none"> ▶ Installing applications ▶ Using applications ▶ Using mobile applications (apps) ▶ Use of online applications e.g. ebooks. 	<ol style="list-style-type: none"> Apps can only be installed with permission. Apps cannot be copied or changed. Apps provided at school cannot be shared without permission.
Multimedia	<ul style="list-style-type: none"> ▶ Cameras including mobile devices ▶ Audio recording devices ▶ Inserting images, video clips or music ▶ Playing videos or music 	<ol style="list-style-type: none"> Ask people's permission before capturing and using their images, video or audio. You must have permission to take and use images, video and audio files from the internet. You must not change images or videos to misrepresent people.
Research	<ul style="list-style-type: none"> ▶ Internet for research 	<ol style="list-style-type: none"> Use trusted sources. Attribute your information. Tell a trusted adult if you see any inappropriate content.
Social Media	<ul style="list-style-type: none"> ▶ Online communication ▶ Social networking 	<ol style="list-style-type: none"> Do not post any inappropriate or hurtful images or information about yourself or other people. Everything you post online is permanent and may have legal consequences. Get permission before using or posting any material you did not create.

