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

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

### BE RESPONSIBLE
- a. Be careful of what you say and how you say it.
- b. Be healthy. Sit correctly and take breaks.
- c. Be balanced. Enjoy family, friends and physical activity.

### 3 THINGS TO REMEMBER

<table>
<thead>
<tr>
<th>Using ICT</th>
<th>Examples</th>
<th>3 things to remember</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging on</td>
<td>Use of CEDP network</td>
<td>1. Keep your password safe and secure.</td>
</tr>
<tr>
<td>Using online accounts</td>
<td>Logging on to online services</td>
<td>2. Only use and access what your school allows.</td>
</tr>
<tr>
<td>Devices</td>
<td>Learning Management Systems, Virtual Learning Environments</td>
<td>3. Log out at the end of each session.</td>
</tr>
<tr>
<td>Completing work electronically</td>
<td>Document creating</td>
<td>1. Only use your school username when creating accounts.</td>
</tr>
<tr>
<td>Applications</td>
<td>Document sharing</td>
<td>2. Keep your password safe - you may tell your parents.</td>
</tr>
<tr>
<td>Multimedia</td>
<td>Document storing, Downloading</td>
<td>3. Use your account only for class related tasks.</td>
</tr>
<tr>
<td>Research</td>
<td>Internet for research</td>
<td>No one else should use your account.</td>
</tr>
<tr>
<td>Social Media</td>
<td>Online communication, Social networking</td>
<td>1. Comply with copyright rules.</td>
</tr>
</tbody>
</table>

**Examples**

- **Logging on to online services**
- **Virtual Learning Environments**

**3 things to remember**

1. **Logging on to online services**
2. **Virtual Learning Environments**
3. **Logout at the end of each session.**

**Devices**

- **Shared devices**
- **Personal devices**
- **Mobile devices**
- **School equipment**

**Completing work electronically**

- **Document creating**
- **Document sharing**
- **Document storing**
- **Downloading**

**Applications**

- **Installing applications**
- **Using applications**
- **Using mobile applications (apps)**
- **Use of online applications e.g. ebooks.**

**Multimedia**

- **Cameras including mobile devices**
- **Audio recording devices**
- **Inserting images, video clips or music**
- **Playing videos or music**

**Research**

- **Internet for research**

**Social Media**

- **Online communication**
- **Social networking**

**Using ICT Examples 3 things to remember**

1. **Logging on**
   - Use of CEDP network
   - Logging on to online services
   - Logging on to the end of each session.

2. **Using online accounts**
   - Only use and access what your school allows.
   - Keep your password safe - you may tell your parents.
   - Use your account only for class related tasks.

3. **Devices**
   - Look after the equipment.
   - Use personal devices at school only for school work.
   - Be body-smart: care for your back, eyes, hands.

4. **Completing work electronically**
   - Comply with copyright rules.
   - Use content-appropriate language.
   - Save work correctly.

5. **Applications**
   - Apps can only be installed with permission.
   - Apps cannot be copied or changed.
   - Apps provided at school cannot be shared without permission.

6. **Multimedia**
   - 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.

7. **Research**
   - Use trusted sources.
   - Attribute your information.
   - Tell a trusted adult if you see any inappropriate content.

8. **Social Media**
   - 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.