



مدرسة جيمس وينشستر
GEMS Winchester School
FUJAIRAH

GEMS WSF Primary School Technology Responsible Use & Online Wellbeing Policy

NAME OF POLICY	GEMS WSF Primary School Technology Responsible Use & Online Wellbeing Policy
Policy Owner	Assistant Principal (Teaching, Learning & Innovation)
APPROVED BY	Principal
DATE APPROVED	October 2021
DATE OF REVIEW	October 2022



Becoming a responsible Digital Citizen involves using technology to make informed and ethical choices while acting with integrity and honesty. In a globally connected digital world, learners are empowered to be responsible for their actions, to value others' rights and to practice safe and legal behaviours.

As a condition of your child using technology and the Internet at GEMS WSF, we ask that you read and agree to the following Responsible Use Policy. We recommend that this is done with your child to enable you to explore and reinforce the expectations as a family.

* Required

1. Parent's name

2. Parent's email address

3. Child's name

4. Child's class



Communicating Respectfully

1. I will never send hurtful or bullying messages or pass them on, as this makes me part of the bullying. This includes by email, on websites, in chat rooms or on other websites and spaces.
2. I will not use actions online to be mean to others. This can include excluding someone to make them feel bad.
3. I will not copy anyone's work or ideas from the Internet and present them as my own. I will include the website link.

5. I agree *

- Yes
- No
- Unsure

Protect Personal Information

1. My personal information includes my name, photo, birthday, address and phone number. Personal information should never be shared online, even when I think I might know the person I am talking to.
2. I will treat my friends' information in the same way and not share it with anyone.
3. I will protect my passwords and not share them with others, even friends.
4. I will not join a space or website online without my parent's or teacher's guidance and permission.
5. I will never answer questions online that ask for any of my personal information.

6. I agree *

- Yes
- No
- Unsure



Look After Yourself and Others

1. I will never share my friends' names, birthdays, school names, addresses or phone numbers because this is their personal information.
2. I will speak to a trusted adult if I see something that makes me feel upset or if I need help.
3. I will speak to a trusted adult if someone is unkind to me.
4. I will speak to a trusted adult if I know someone else is upset or scared.
5. I will stop to think about what I post or share online.
6. I will only use spaces or sites that are for my age group.
7. I will not deliberately search for something rude or violent.
8. I will either turn off the screen or use the back button if I see something I don't like and tell a trusted adult.

7. I agree *

- Yes
- No
- Unsure

Look After Equipment

1. I will look after the equipment I use.
2. I will keep my device secure.
3. I will store my device away when I'm not using it.
4. I will look after any technology equipment provided by the school in the same way.
5. If I drop or damage my device, I will report it to my parent or teacher immediately.
6. I will only use devices that my parent has given me permission to use.



8.I agree *

- Yes
- No
- Unsure

Responsible Use Policy Student & Parental Agreement

Having read the Responsible Use Policy, I understand that once it has been completed, my child will be given continued access to the Internet in the school as appropriate, and will be able to continue to use devices owned by the school.

If any of the provisions within the policy are breached, access to the Internet and/or IT equipment will be withdrawn for a proportionate amount of time.

For serious violations, a parental meeting may be requested and further action taken where deemed necessary by the Head of Primary.

I understand that GEMS WSF does not accept responsibility for theft of or damage to devices brought into the school and on school activities.

I have read and understand the above and agree to abide by the school's Responsible Use Policy.

9.I agree *

- Yes
- No
- Unsure