



مدرسة جيمس وينشستر  
**GEMS Winchester School**  
FUJAIRAH

## **GEMS WSF Secondary School Technology Responsible Use & Online Wellbeing Policy**

<b>NAME OF POLICY</b>	GEMS WSF Secondary School Technology Responsible Use & Online Wellbeing Policy
<b>Policy Owner</b>	Assistant Principal (Teaching, Learning & Innovation)
<b>APPROVED BY</b>	Principal
<b>DATE APPROVED</b>	October 2021
<b>DATE OF REVIEW</b>	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, students are empowered to be responsible for their actions, to value others' rights and to practise safe and legal behaviours.

As a condition of using technology and the Internet at GEMS WSF, we ask that you read and agree to the following Responsible Use Policy.

\* Required

1. Your Name

2. Your Class

## Communicating Respectfully

1. I will never send hurtful or offensive messages or pass them on. This includes by email, on websites, in forums 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 a website link where appropriate to reference my research.

3. 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 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.

4. I agree \*

- Yes
- No
- Unsure

## Look After Yourself and Others

1. I will never share my friends' names, photos, 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 inappropriate 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.



5.I agree \*

- Yes
- No
- Unsure

## Look After Equipment

1. I will look after the equipment I use.
2. I will keep my device secure and close my device when moving.
3. I will store my device securely when I'm not using it.
4. I will look after any technology equipment provided by the school in the same way.
5. If any device is damaged, I will report it to my teacher and IT Support immediately.
6. I understand that I may be held responsible for the partial or whole cost of a repair or replacement device in the event of damaged caused by negligence or misuse.

6.I agree \*

- Yes
- No
- Unsure

## Using My Own Device(s)

I will not use my personal computing device(s) during school hours/school activities unless given permission by my teacher.

7.I agree \*

- Yes
- No
- Unsure



## Responsible Use Policy Learner Agreement

Having read the Responsible Use Policy, I understand that once it has been completed, I 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 an amount of time.

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

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.