Safe, responsible and acceptable online behaviour

When I use digital technologies I **communicate respectfully** by:

* always thinking and checking that what I write or post is polite and respectful
* being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel*.)
* not sending mean or bullying messages or forwarding them to other people.
* creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

* protect my friends’ information in the same way
* protect my passwords and don’t share them with anyone except my parent
* only ever join spaces with my parents or teacher’s guidance and permission
* never answer questions online that ask for my personal information
* know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

* stop to think about what I post or share online
* use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
* protect my friends’ full names, birthdays, school names, addresses and phone numbers because this is their personal information
* speak to a trusted adult if I see something that makes me feel upset or if I need help
* speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
* don’t deliberately search for something rude or violent
* turn off or close the screen if I see something I don’t like and tell a trusted adult
* am careful with the equipment I use.

At school and at home we/I have:

* discussed ways to be a safe, responsible and ethical user of digital technologies.
* presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies