

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 in schools should always be in the context of 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

- Be mindful in the way you use and create online content.
- Is it your own work? Remember that **plagiarising** others' **intellectual property** is illegal.
- Get permission before sharing or using another person's personal details, 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

Examples

3 things to remember

Logging on	Use of CEDP network	<ol style="list-style-type: none"> Keep your password safe and secure. Don't attempt to access data or systems which you are not authorised to access. 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 own school username to create new accounts. Keep your password safe and secure. 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-related 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 to an individual space (e.g. cloud storage, network storage) or device (e.g. USB, flash drive).
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"> Only install and use apps for which you have a license. Do not copy or modify programs and apps provided by your school. Do not share programs and apps provided by your school.
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. Ensure the images, video and audio files you take and use are appropriate and comply with copyright licences. Do not modify images or videos to present others in a bad or offensive way or to change the intent of the content.
Research	<ul style="list-style-type: none"> ▶ Internet for research 	<ol style="list-style-type: none"> Check the validity and accuracy of your sources. Attribute your sources. Report any inappropriate content to your teacher.
Social Media	<ul style="list-style-type: none"> ▶ Online communication and collaboration tools ▶ Social networking ▶ Social media 	<ol style="list-style-type: none"> Do not post any personal, inappropriate or hurtful images or information about yourself or others. Do not engage in cyberbullying. Everything you post and store online is permanent: it may affect your future and could have legal consequences. Get permission before using or posting any material you did not create or to which you don't have rights.

