

Janvrin School: Digital Safety
Responsible Use Policy and agreement

Children and Pupils:

1.	I will always follows these rules when using school digital devices in school and at home. I understand that these rules are to keep me safe and should be applied to all my digital access.
2.	I am responsible for my school laptop as well as the IT equipment provided for me at school. If anything goes wrong with my equipment or it gets broken, I must report this to a teacher immediately.
3.	I cannot bring my IT equipment into school unless I have been given direct permission from a teacher, even if it is kept in my bag or locker.
4.	I Years 5 and 6 I can bring my phone to school so that I can contact my parents or carers on the way to and from school if I am walking on my own. My phone has to be handed to the class teacher on arrival in the classroom and only collected and used at the end of the day when I am leaving the classroom. The teacher will hand my phone back to me.
5.	I will always log-in using my own user-name and password. I will not tell my log-in details to anybody else. I know that I will be responsible for everything that is done using my log-in details. If I think that somebody else knows my log-in details then I will tell a teacher so that my log-in details can be changed.
6.	I know that my use of IT in my school can be watched and recorded at all times. By using IT equipment in my school I agree that everything I do can be watched and recorded and that other people may be told about the things I have done.
7.	I will not access any websites or files that I know I am not allowed to use. If I do not know whether access is allowed, I will check with a teacher first. My use of IT in my school will only be for school purposes unless a teacher has given me permission to do other things at certain times
8.	I will never download music or video files unless a teacher has given me permission. I understand that music and video files are often put on the Internet illegally and that by using those files I would be breaking the law.
9.	I will not try to view or share any material that is unsuitable for my school. If I accidentally see any material of this type then I will close the window and immediately tell a teacher. I will not be told off if I accidentally view unsuitable material and by reporting this I know that I will help to improve the digital safeguarding of my school
10.	I will never pass-on personal details such as my home address and telephone numbers when I am using school IT equipment, especially when I am on the Internet. I will never pass-on the personal details of another person
11.	I will behave properly at all times when I am using ICT, especially email and messaging. I will not bother, bully, lie, insult or behave badly towards other people. I will be polite at all times.

I understand that if I break any of these rules then my access to IT devices and IT in school may be limited or suspended (or even stopped). My activities may also be reported to other people (such as the Police).

Child's name:

Signature:

Date:

Parent/carer's name:

Signature:

Date: