



St Martin of Tours Primary School

DIGITAL TECHNOLOGY USER

Code of Practice

1. I will always use language and behaviour that I know is appropriate, polite and respectful to others when using the school's technology and online learning spaces.
2. I will follow instructions from teachers about the Internet and use of school digital devices.
3. When accessing the internet, **I will only use websites, searches or applications that the teacher has recommended.** If I come across any inappropriate material, I will turn the screen off and tell the teacher.
4. I will not attempt to access any social networking sites (Facebook, Instagram etc) while at school from any digital device.
5. I will not attempt to access any online streaming service (such as YouTube or other television show or movie streaming services) without the express consent of my teacher.
6. I will keep my password private and log off at the end of each session as I know that anything that happens on a digital device when I am logged on is my responsibility.
7. I understand that privacy is important when working online. I will not give out my personal information or information about another person such as their name, address, email address or telephone numbers. I will always let the teacher know if someone is asking for these.
8. I will only use the school email for school work purposes. **I will not subscribe to any websites (such as YouTube)** using my school email and I will not open any emails, attachments or links in an email from anyone that I do not know.
9. I will care for and respect the school's Information Technology resources at all times. This means that I will also not attempt to change settings unless asked to do so and I will pack any resources away in their correct places so they are charged and ready to use for the next user.
10. When using the school network or online collaborative spaces (such as Google Docs), I understand that my teachers have access to all my documents, including chats and revision.
11. I understand that my teachers may gain access to my search history (even when searching in private) along with all revisions, edits and unsaved versions of my documents both on the school server and those stored online (such as Google Docs).

I understand that if I do not follow this Code of Practice I may have my school accounts suspended or restricted resulting in me losing the privilege of access to the School's Network, Email and Internet facilities.