



Sawley Junior School



Pupil Use of IT Policy:

Safer Computing – being wise, keeping safe

When using devices in school, all pupils agree to the following rules:



- Keep your passwords safe and secure. Do not share these with anyone.



- Treat all digital devices with respect to avoid damage. Report any damage to your teacher or to Mr. Smith as soon as possible.



- Log off and shut down devices properly when finished with them.

- Make sure that devices are stored correctly and charged when you have finished so they are ready for use in lessons.



- Only use devices for learning activities approved by the class teacher.

- Keep the volume at an acceptable level or use headphones to avoid distracting others from working.



- Do not post personal information, pictures or videos online.
- Do not take videos or photos using school devices (unless approved by a teacher).



- Don't change settings on any school devices.
- Treat others with respect and kindness online.



- Only use apps, websites and software that is approved by your teacher.



- Tell an adult if you see anything that may be inappropriate or makes you feel uncomfortable.

We understand if the rules are not followed this could mean consequences such as: being banned from school devices, our parents being called or the police being informed if we do something illegal.