



Be Responsible

- I will always follow the school guidelines and policies for the use of digital technology.
- I will use devices / online tools responsibly, under the direction and supervision of the teacher.
- I will be mindful that once something is online, that information may be beyond my control.
- I will **never** create / share / post anything I would not wish other learners, teachers or parents to see.
- I am aware that EVERYTHING I do can be traced back to me at all times, as I will be logged onto the network using my own individual login.
- I will only take photographs and videos of my own work. If I am creating videos or photos with others in, this will always be done ONLY with permission, and only on school devices. If I am uploading photos or videos to GLOW, I will ensure the connection is secure, I have permission from anyone in them, and I will only upload to GLOW, never any other website or social media.
- I will make sure that I am only using devices for educational / work related tasks and activities, and that I know that playing games is not permitted unless it is used for educational purposes or I am given permission by the teacher.
- **I understand that unacceptable behaviour remains unacceptable, whether it occurs in an online environment, the playground, the classroom or anywhere else.**

Be Respectful

- I will be respectful of others, and others' use of resources at all times.
- I will ensure all my posts / comments / messages are kind, helpful or informative.
- I'll never post anything which is inappropriate or likely to cause harm, offence or upset to others.
- I will interact positively and respectfully in online communities, contributing to a safe and supportive digital environment.

Be Safe

- I will log out of shared devices effectively, and I will keep all devices locked when not in use.
- I will keep all personal information private and safe (including name, address, age, phone numbers and passwords).
- I will reflect on the credibility of online information, to recognise potential risks.

- I will only share / comment / post on my secure GLOW account (this includes GLOW email, Teams, Sway, OneDrive, PowerPoint, Word, Forms).
- If I am unsure whether information is appropriate, I will speak to an adult before I search.
- If someone asks me for personal information I will tell my teacher straight away.
- I will always speak to an adult immediately if I see anything online which concerns me.
- I will report any technical issues or inappropriate content to a teacher or parent immediately.
- I will not use social media at all, and I will only use age-appropriate websites and apps in school, at all times.
- I understand that any attempt to bypass or get around the schools' network security and/or filtering policies is forbidden. This includes downloading programs to bypass security or accessing and setting up proxies.