



## Carlogie's Digital Technologies Code of Conduct

The digital technology in school (computers, chromebooks, iPads and any other internet devices, including personal devices and mobile phones), is there to help with teaching and learning. At Carlogie we follow these rules to ensure safe and responsible use:

### **We are secure:**

- I will keep logins and passwords to myself and not share them with anyone, even my friends.
- I understand the importance of having strong and secure passwords.
- I will always lock a device when not in use and log out of all apps when no longer using a digital device.

### **We are respectful:**

- I will always be polite and will not use inappropriate language.
- I know that harassment of any kind or ongoing bullying behaviours by the use of text, multimedia messaging, emails, social networking or blog sites is unacceptable and may lead to very serious consequences.
- I will not access, create, store or distribute files that could be thought of as offensive or inappropriate, or that harass or insult others.

### **We are safe:**

- I will not share my personal/private details (home address, phone number etc.) with other people.
- I will only send emails to people I know or my teacher knows and will inform an adult if an unknown person emails me.
- I will not put any personal information about other people into emails, onto the internet or Glow.

### **We are lawful:**

- I know that what I do online can be traced back to me.
- I will only share materials I am allowed to via the internet or Glow.
- I will never photograph or video staff or other pupils without their knowledge and permission.
- I will never upload/share photographs or videos of others to the internet without their permission.
- I know that I should not copy materials or pictures from the internet and use them in my own work unless I have appropriate copyright permissions.

### **We are responsible:**

- If I see or hear something that is wrong or that upsets me online, I will tell an adult and/or use the 'Report Unsuitable Content' button if it is on the screen.
- I will not try to use internet sites which have unsuitable content, including social networking sites.
- I will take good care of the digital technology I use. I will handle them with care, ensure my working environment is safe and return them to their charging points.
- I understand that no external devices (e.g. a USB device) should be connected to the school network.

### **We are resilient:**

- I am aware of potential dangers and risks.
- I recognise, react and can recover from risks when using technologies.

**If someone breaks these rules when using digital technologies, the internet or Glow, access in school may be removed or restricted.**



# Carlogie's Digital Technologies Code of Conduct



At Carlogie we follow these rules to ensure safe and responsible use of our digital technologies and the Internet.



## We are **secure**.

- We use strong passwords.
- We keep logins and passwords private.
- We lock/log out of devices and apps.

## We are **respectful**.

- We are polite and use appropriate language.
  - We know the impact of online bullying.
- We consider others in the work we share and/or create.



## We are **safe**.

- We do not share our own or others' personal details.
- We only communicate with people we know.

## We are **lawful**.

- We only share/use materials or pictures we are allowed to when we are creating online.
- We always have permission to video or photograph someone and to share it.

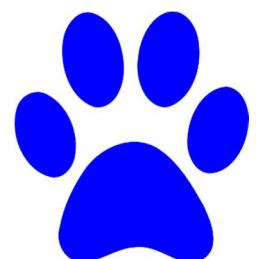


## We are **responsible**.

- We report anything we see or hear online that is wrong or upsets us.
- We only access what we are allowed to online or on devices.
- We take care of the digital technologies we use.

## We are **resilient**.

- We are aware of potential dangers and risks.
- We can recognise, react and recover from risks when using technologies.



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# Carlogie's Digital Technologies Code of Conduct

At Carlogie we follow these rules to ensure safe and responsible use of our digital technologies and the Internet.



We are **respectful**.



We are **lawful**.



We are **secure**.



We are **responsible**.



We are **safe**.



We are **resilient**.



If someone breaks these rules when using digital technologies, the internet or Glow, access in school may be removed or restricted.

