



Lawmuir Primary School Digital Acceptable Use – Pupils

You will ensure that you are respectful and responsible when using ICT equipment & the internet at school:

- Take care of the schools devices and protect them from damage.
- Always be careful with equipment and report it to a teacher if something goes wrong
- If a device becomes damaged report this to your teacher immediately.
- Make sure you have permission from a member of staff before using any device.
- Do not download apps or software to school devices without permission.
- Think about what you post online, after you have posted it, it is out of your control.
- Keep your name, age, phone number & address to yourself.
- Strangers may not be who they say they are – be careful.
- Keep your username & password private. Do not share with friends.
- Only download material if asked to do so by staff.
- Communicate respectfully online e.g. in teams and through Glow for collaborative tasks.
- Always treat others with respect. The same behaviour applied online as it would in class.
- Never create or post anything you would not want an adult to see.
- Never post or share inappropriate, disrespectful or harmful content.
- Remember to sign out when you are finished using it.
- Always shut down your device properly after use.



I understand that my access to iPads, Laptops, Computers and the Internet will be withdrawn if I do not follow these guidelines and act responsibly when using ICT for school.

Pupil Name

Class

Pupil Signature

Parent/Carer Signature