

# RESPONSIBLE USE OF DIGITAL TECHNOLOGY

## Usage

Treat all devices that you use with respect and only use the devices that your teacher or responsible adult has allowed you to use.

Plugging in phones or external drives can only be done with permission.

Only use the school computers when given permission to do so by a member of school staff.



## Access

Only access computer files that your teacher has given you permission for, unless the files or folders are necessary to continue your work and you have created them.

Only access the internet with permission from your teacher.

Access the school network using your password only.



## Safety & Security

Keep all your usernames and passwords private. Only use your own login details and never share these with anyone else.

When using the internet and sending e-mails, do not share personal details relating to yourself, peers or teachers.

Do not take or share any photographs or video footage of staff or peers on any social media platform.

Tell a member of teaching staff of any concerns that you have.

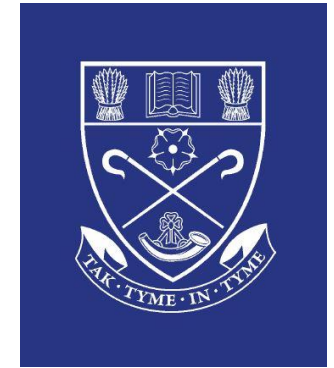


## Communication

Always be polite, respectful and responsible when you are communicating digitally.

Only send e-mails to people you know or who are approved by your teacher when using the school network.

Use the school email system to send or forward emails in school unless permission has been given by a teacher to use your personal email.



The appropriate and effective use of digital technology gives all Greenfaulds High School learners the opportunity to further engage in learning as well as developing digital skills that are vital for learning, life and work.

We want learners to be able to maximise the benefits that digital technologies can provide whilst remaining safe, secure, and respectful at all times.