

## Digital Devices Guidelines for Parents and Children

To ensure that the children are afforded proper protection it is vital that the following guidelines are strictly enforced. The Guidelines have been written with regard to *The Prevent Duty: Departmental advice for schools and childcare providers*, DfE, June 2015.

For advice on keeping children safe online at home, we recommend reading the Digital Parenting magazine produced by ParentZone (<https://parentzone.org.uk>).

### **E-readers**

The children may use their own E-readers (by E-Readers we mean Kindles or tablets) only for reading books that they have downloaded at home.

E-Readers may be used only when permitted by a supervising teacher during lessons or in the Library when the Library is supervised outside of lesson times.

### **Phones**

Children may bring phones to school only to enable them to contact parents/carers or be contacted by them at the end of the school day.

They are not to be used during the day and are not to be used for any purpose other than for contacting parents/carers. Children wishing to make a call during the day must go to the School Secretary's desk.

### **Trips out of School**

No digital devices are to be taken by children on trips out of school. This includes away matches, day trips and extended or overnight trips. Supervising staff will always have a school mobile phone and if required will leave messages with the School Secretary and on the message line for parents. If a child is to be collected by a parent/carer from an away match, all digital devices must remain at school in the child's locker.

Rules for Chorister tours are determined by the College.

If a child is using a digital device in breach of the above rules, the device should be confiscated and given to the Assistant Head (Pastoral), with an account of the nature of the breach.

### **Personal Devices**

The school may allow the use of a personal digital device, subject to the following rules:

- Personal digital devices may only be used under the supervision and with the permission of a member of staff.
- Charging facilities will not be available in school so the device will need to be charged at home.
- The user must not have on the device any files that may cause offence or be considered inappropriate by the teaching staff.
- Digital device may be linked to the School's network (SJCSBYOD) and children must not connect to any other internet provider via mobile tethering - express permission must be given for connecting a device.

### **Home-Owned Laptops for Individual Needs**

The school may recommend the use of a home-owned laptop for children with Individual Needs. Such a recommendation would normally be supported by an Educational Psychologist's report and will set out in which lessons the child will benefit from the use of a laptop.

Home-owned laptops can be connected to the school's network (SJCSBYOD).

The laptop must have Google Chrome installed and updated to the latest version.

The laptop must have anti-virus protective software installed and updated regularly by the user.

The laptop user must ensure that the laptop is in good working condition and that the battery is charged.

***NOTE TO PARENTS: The school accepts no responsibility for the maintenance, upkeep, loss or theft of an individual's device. The school's insurance does not cover home owned digital devices so please make sure that your own insurance covers them for use in school.***

## Digital Devices Guidelines for Children

### General Rules

- Ask permission before using the Internet.
- If allowed to connect to the internet, only use the school's Wi-Fi connection. Tethering to mobile phones on school equipment is prohibited.
- Only use your own password, not anyone else's.
- Only look at other people's files with their permission.
- Use digital devices only for educational purposes.
- For social networking only use your SJCS Google account.
- Only send polite messages.
- Do not change any system settings or install or run application files without a teacher's permission.
- Check your document carefully and then ask for permission from a teacher before you print.

### For your safety

- Keep your password secret.
- At school, only use the Google account and only email people you know, or people that your teacher has approved.
- Do not give your name, address or telephone number to anyone, or arrange to meet anyone, unless your teacher has given permission.
- Report any unpleasant material or messages sent to you and give us any information that will help to protect you and other pupils.

### Home-Owned Devices

You are responsible for looking after any home-owned device you are allowed to bring to school.

- You may not use any home-owned device at school to connect to the Internet unless permission is granted.
- E-Readers may only be used when a teacher allows this in a lesson or when you are supervised in the Library outside of lesson times.
- Mobile phones may only be used for making essential phone calls to your parent/carer at the end of the school day. If you wish to make a call during the day, you must go to the School Secretary's desk.
- You may not take digital devices on trips out of school. This includes away matches, day trips, overnight or extended trips. Your teacher will always have a mobile phone and if required will leave messages with the school secretary and on the message line for parents. If you are to be collected by a parent/carer from an away match, your devices must remain at school in your locker.

The school may check your device files. If you break these rules you may not be allowed to use digital devices.