

## Old Hutton School Digital Literacy and E-safety Policy

Prepared by Key Stage 2 pupils, Spring Term 2017 and discussed with the whole school.

### **Keep the school safe:** I will...

Ask an adult if I need to download software, apps or other programs.  
Only use the devices and technology that are approved in school.  
Don't go on websites that haven't been pushed or put on Classroom for you.  
Share documents and files on Google Drive sensibly.  
Look after your Google account in school and at home.  
Print my work after I have the permission of an adult.

### **Cyber-bullying:** I will...

Be polite and respectful if I am communicating with anyone online.  
Tell an adult if I am upset about comments from someone else online.

### **E-safety:** I will...

Only use our Safesearch with permission from an adult in school.  
Not give any details about myself to anyone online that I do not know.  
Ignore inappropriate requests - if someone contacts online, tell a teacher.  
If something appears that upsets you, close your Chromebook or turn your tablet over and tell an adult.  
Never fill a form in or register for something in school.  
Never share passwords with anyone - they are my way of staying safe.  
Make my passwords hard to guess.  
Ensure I trust the site I am using for information - be aware of 'Fake News'.  
When I am unsupervised, such as in wet breaks, only play games available through the school website or that a teacher has allowed me to.  
Only use Scratch games that you or a friend in school has written.  
Never watch something on the internet unless I have been given permission.  
The only social media we use is Classroom: don't use anything else.

### **Protecting our data:** I will...

Only open my own files or shared files I have been given permission to open.  
Be careful where I save things and keep my files and folders tidy.