



RATIONALE

The purpose of this document is to ensure that users of the St Joseph's Primary School's digital technology equipment are aware of the rules that govern their use of the equipment. This includes both fixed and mobile internet and technologies provided by the school such as laptops, iPads and Chromebooks. This policy applies to all St. Joseph's Parish Primary School's parents and carers. All users of the equipment have a responsibility to read the policy and familiarise themselves with its contents. Parents should note that compliance is mandatory.

This is an important set of guidelines which sets out the rules for digital technology usage.

As a user of digital technology, parents/carers are responsible for any activity undertaken on digital equipment.

Parents should ensure that:

- any information accessed on digital technology is kept secure and that no personal, sensitive, confidential or classified information is disclosed to any unauthorised person.
- no unauthorised persons are allowed access to the equipment that has been provided to you.
- all electronic communications with pupils and staff are compatible with their professional role.
- they do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- the school approach to online safety is supported.
- No images of pupils or family members are to be stored on the school device.
- they do not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- only the approved, secure email systems are used for any school business (the school's G Suite for Education account).
- no school equipment is to be taken out of the family home unless essential to the learning.
- no school equipment or accounts are used for commercial purposes, financial gain or fraud.

Care of equipment

As a user of digital technologies at St. Joseph's, you are responsible for the care of all equipment.

To do this parents should ensure that:

- all digital devices are transported in a safe manner and using storage and carrying materials that are provided.
- all devices allocated to parents should always be securely stored and either taken home or locked away at the end of the day.
- no digital equipment should be left unattended in easily accessible areas, (e.g. visible in a car, etc.).
- all digital equipment must be made available for inspection, maintenance, repair, upgrading as necessary.

Use of equipment

- It is acceptable to install home printers and your home broadband to your device.
- It is not acceptable for parents or students to browse for and download programmes and apps such as social media platforms, eg YouTube.

Extra information

- **If a tablet and/or laptop is lost, stolen or broken so that it has to be replaced by a new device parents will be asked to pay FULL price.**

N.B. St Joseph's Primary School reserves the right to amend this policy and agreement as new equipment, software and modern online technologies develop and change and are added to the school resources.

Parent Digital Technology User Agreement

1. Parents must ensure they have read and adhere to the ICT Technology Usage policy.

2. Parents are asked to sign this agreement

I have read and agree to the conditions laid down in the Parent Digital Technology Users Policy.

- I agree that as new equipment, software and modern online technologies are added to the school resources, the conditions of this policy and agreement may change.

ASSIGNED DEVICES				
Parent Name	Model & Charger	Serial No.	Date assigned	Acknowledge Receipt

Signed

Date