

## **St Thomas CE School - Laptop and ipad Policy**

Children should be given the opportunity to choose how they present their work using laptops or ipads if desired.

Children should not be staring at a screen for more than 30 minutes without a break.

Children are not allowed to unplug chargers from the trolleys or sockets in the classroom.

Children must not walk around school with the lid of a laptop open.

Laptops are to be kept clean and in good working order, if a laptop is not working properly this should be reported to either Miss Stubbs or Mr Kirk.

### **Internet**

Children in KS1 must only use the internet when it can be closely monitored by a teacher/ ESO and only visit websites approved by the teacher.

Children in KS2 must ask a teacher/ESO before using the internet and only use it when a teacher/ ESO is in the same room.

If a child does access a website that is unsuitable, this must be reported to their teacher.

### **Printing**

All children should print to the bizhub and should only print after permission from a teacher/ESO.

Children should only print documents once and if the document has not printed off, seek help from an adult, as it may be that there is a simple explanation such as a queue at the printer or it is out of paper.

Children should always attempt to print documents in black and white where possible, not colour.

Children should not attempt to clear jams in the printers, but seek the help of an adult.

### **Free Choice**

Laptops and ipads are not to be used during lunchtime, as there are no teachers to monitor how they are being used.

Laptops and ipads may be used during golden time and/or wet playtimes, but this is at the teachers discretion and children must not be on the internet.

### **Storage**

When laptops and ipads are not being used they must be plugged in, with the lid open. No laptop should be left so that the battery goes flat.

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