



THE GRAMMAR
JUNIOR SCHOOL



Digital Citizenship Policy

POLICY APPROVED: SEPTEMBER 2025

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PERSON IN CHARGE: MRS ANNA KONI

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Digital Citizenship Policy

1. Introduction

The Grammar Junior School recognises the increasing importance of technology in learning and communication. We are committed to providing a safe and responsible digital environment for all students, staff, and families. This policy outlines our expectations for digital citizenship and aims to equip students with the skills and knowledge to navigate the digital world safely and ethically.

2. Guiding Principles

Our approach to digital citizenship is founded on four key values:

Respect

We treat others online as we would in person, showing kindness and empathy.

Responsibility

We use technology responsibly and understand the consequences of our actions.

Safety

We protect ourselves and others from online risks and know how to seek help.

Integrity

We act honestly and ethically in the digital world.

3. Age-Specific Guidelines

Ages 4-7 (Early Years & Lower School):

- **Supervised Use:** Technology use is primarily supervised by teachers and staff.
- **Basic Online Safety:** Students learn about staying safe online through age-appropriate stories and activities.
- **Respectful Communication:** Students are taught to use kind words and images when using digital tools.
- **Privacy Awareness:** Students learn not to share personal information online.
- **Responsible Device Handling:** Students learn to handle devices carefully.

Ages 8-12 (Upper School):

- **Independent Use with Guidance:** Students begin to use technology more independently with guidance from teachers.
- **Online Safety Skills:** Students learn to identify and avoid online risks, such as cyberbullying, inappropriate content, and online predators.

- **Digital Footprint:** Students learn about the permanence of online information and the importance of responsible posting.
- **Copyright and Plagiarism:** Students learn about respecting intellectual property and avoiding plagiarism.
- **Critical Evaluation of Information:** Students begin to evaluate the credibility of online sources.
- **Responsible Social Media Use:** Students are introduced to the concept of social media and learn about responsible online interactions (age-appropriate social media substitutes or educational platforms).
- **Cyberbullying Prevention:** Students learn how to identify and report cyberbullying incidents.
- **Digital Wellness:** students begin to learn about balancing screen time with other activities.

4. Specific School Rules

- Devices are used only for educational purposes during school hours, unless otherwise instructed.
- Students must obtain permission before accessing the internet or downloading files.
- Students must not share personal information online, including names, addresses, phone numbers, or photos, without teacher or parent permission.
- Students must not engage in cyberbullying, harassment, or any form of online abuse.
- Students must report any online safety concerns to a teacher or trusted adult.
- Students must respect copyright and avoid plagiarism.
- Students must handle school devices with care.
- Students must only use school provided accounts and must not attempt to bypass school security.

5. Parental Involvement

- Parents are encouraged to discuss online safety and digital citizenship with their children.
- Parents are expected to support the school's digital citizenship policy.
- Parents are encouraged to monitor their children's online activities at home.
- Parents are encouraged to attend school workshops and information sessions on digital citizenship.

- Parents are encouraged to communicate with the school about any issues or concerns.

6. Consequences of Policy Violations

- Violations of this policy will be addressed on a case-by-case basis.
- Consequences may include:
 - o Verbal warnings
 - o Loss of device privileges
 - o Parent-teacher conferences
 - o Referral to school administration
 - o Suspension or expulsion (in extreme cases)

7. Policy Review

This policy will be reviewed regularly to reflect evolving technology, emerging risks, and best practices in digital safety and citizenship.

8. Resources

- <https://www.commonsense.org/education/digital-citizenship>
- <https://www.overcomingobstacles.org/>
- <https://www.childnet.com/>
- <https://www.kidsnet.com/>
- <https://saferinternet4kids.gr/>
- https://beinternetawesome.withgoogle.com/en_us
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/talking-child-online-safety/>



Appendix A: Digital Citizenship Policy Agreement

The Grammar Junior School Digital Citizenship Policy Agreement

Student Information

Student Name: _____ Date: _____

Class/Grade: _____

Parent/Guardian Name(s): _____

Student Agreement

I agree to:

- Use technology responsibly and respectfully.
- Follow all school rules regarding technology use.
- Keep my personal information safe and not share it online without permission.
- Treat others kindly and respectfully online.
- Report online safety concerns to a teacher or trusted adult.
- Respect copyright and avoid plagiarism.
- Handle school devices with care.
- Use only school-provided accounts and not attempt to bypass school security.

I understand that violating this policy may result in consequences such as warnings, loss of privileges, parent-teacher conferences, or other disciplinary actions.

Student Signature: _____

Parent/Guardian Agreement

We agree to:

- Support the school's Digital Citizenship Policy.
- Discuss online safety and responsible behaviour with our child.
- Monitor our child's online activities at home.
- Attend workshops or information sessions when possible.
- Support the school in enforcing the policy.
- Ensure, to the best of our ability, that our child adheres to this policy at home.

Parent/Guardian Signature(s): _____

Contact Information

Parent/Guardian Email: _____

Parent/Guardian Phone Number: _____

Please return this signed agreement to your child's teacher by: _____