Guidance on Data Sharing in Glow

Glow has several Community Rules (https://glowconnect.org.uk/security-and-privacy/glow-community-rules/), which should be discussed with young people. A range of resources available on Glow Connect (https://glowconnect.org.uk/) can also support learners in the safe use of the various tools within Glow.

As well as these Glow Community rules, education staff should:
- Not let anyone else access Glow using their account
- Not access Glow with another person's account
- Take care when accessing Glow in a public space
- Not use Glow to contact learners unless it is part of the staff member's job
- Not use Glow for promoting commercial ventures
- Report any concerns about inappropriate use of Glow. The "Report a Glow Concern" process (https://reportaconcern.glowscotland.org.uk/) should be used for making reports (there is also an orange button labelled "Report a Glow Concern" on many Glow sites and pages, shown below).

Only information related to the delivery of education should be created, stored and shared in Glow.
Sensitive information should not be stored in Glow, but rather only in systems designed for those specific purposes (e.g. SEEMiS). Before any information is stored or shared on Glow, potential consequences for an individual, school or local authority in the event of the information being lost, stolen or misused should be considered.

The below table may help you identify the suitability of Glow for storing or sharing information:

Scenario	Examples	Suitability for Glow
I would be happy for this information to be openly shared in the classroom.	• Learning/teaching resources • Information relevant to the curriculum • Lesson plans • School websites • Blogs relating to class activities	Suitable for Glow
I would be happy for this information to be shared and overheard amongst colleagues in the staff room.	• Information relating to individual children's preferences, likes and dislikes • Exchanges between teachers regarding learning journeys of individual children • Exchanges between teachers regarding additional support provision within the classroom • Information relating to pupils and staff absence. • Personal Learning Plans	Use Glow in line with the Council's acceptable use policy, taking care to protect the content for the appropriate audience.
I would only want this information discussed in private; I would not be happy for this information for be seen or heard by others outside of my control.	• Staged Intervention reports • Information relating to disciplinary procedures in respect of a member of staff • Information regarding a pupil's attendance at a Children's Hearing • Information regarding a criminal investigation • Commercially sensitive information • Information relating to health concerns	Not suitable for Glow. Other systems are more appropriate for storing such information (e.g. SEEMiS). However, Glow is not precluded from having a role, particularly in creation and collaboration, with subsequent deletion and more appropriate storage elsewhere.