

Education Services  
Procedures and Guidelines

# ICT in Schools - Policy & Procedure Overview 2015

## 1 Vision

## 2 Overview of the ICT related documents used in school

- Acceptable Use Policy for D&G Council's IT and Mobile Facilities 2015\*
- Digital Citizenship – Pupil Safe and Responsible Use of Technology Guidelines 2015
- Guidance on the Use of Social Networking Sites - 2015
- Staff Guidance on the Use of Glow 2015
- Procedures for Assessing Suitability of Websites which Require Pupil and/or Staff Personal Details to be Registered 2015
- Digital Image Policy 2015
- Mobile Phone Agreement – A Template for Headteachers and Guidance for Staff 2015

### Documents Linked within Education Services ICT Policies

- Respect for All - Anti-Bullying Guidelines 2015\*
- DGC Social Media Policy \*

\*This is a Dumfries & Galloway Council Policy. It is not Education Services specific, but schools should still adhere to these policies.

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## ICT in Schools – Policy & Procedures Overview

**1.0 Vision:** "To enable all schools and local authorities to develop an ethos of digital citizenship that leads to safe and responsible use of mobile technology. This will encourage schools to positively embrace mobile technology to enhance learning now and in the future whilst helping them protect staff, children and young people from possible harmful consequences of misuse."

**2.0 This document provides an overview of the ICT related documents used in school.** It aims to bring together both Council and School policy and guidance documents which relate to staff and pupils in their use of ICT. It will also provide a number of links to external sources of supporting information. As new policy/guidance documents are created, these will be added to this framework.

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| <p><a href="#"><u>Digital Citizenship – Pupil Safe and Responsible Use of Technology Guidelines 2015</u></a></p> | <p>This document</p> <ul style="list-style-type: none"> <li>• contains information on how to promote safe and responsible use of technology encouraging pupils to develop positive relationships and behaviour.</li> <li>• outlines the responsibility for pupils when using technology</li> </ul> <p>contains a Pupil Agreement for completion.</p>  |
| <p><a href="#"><u>Mobile Phone Agreement – A Template for Headteachers and Guidance for Staff 2015</u></a></p>   | <p>This document</p> <ul style="list-style-type: none"> <li>• contains a School Mobile Phone Policy Template</li> <li>• contains a Pupil Use of Mobile Phone Agreement</li> <li>• provide further guidance for staff based on the Policy Template</li> </ul>  |
| <p><a href="#"><u>Digital Images Policy 2015</u></a></p>   | <p>This document</p> <ul style="list-style-type: none"> <li>• Outlines how schools should proceed with regard digital images of pupils</li> <li>• contains draft letter to obtain permission in Appendix 1.</li> </ul>  |
| <p><a href="#"><u>Guidance on the Use of Social Networking Sites - 2015</u></a></p>                              | <p>This documents</p> <ul style="list-style-type: none"> <li>• contains support and guidance for staff in their use of Social Networking Sites</li> <li>• outlines the recommended steps which can be taken in the event of schools and/or individual members of staff who are subjected to threatening and abusive comments and actions.</li> </ul> <p>contains a sample letter for school use in the event inappropriate use of Social Networking</p> |
| <p><a href="#"><u>Staff Guidance on the Use of Glow 2015</u></a></p>   | <p>This guidance note includes the following aspects of Glow:</p> <ul style="list-style-type: none"> <li>• DG Glow Terminology</li> <li>• DG Glow Partner &amp; Guest Account Creation</li> <li>• Glow Community Rules (All Users)</li> <li>• DG Glow Guidance and Related Links</li> </ul>   |

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| <p><a href="#"><u>Procedures for Assessing Suitability of Websites which Require Pupil and/or Staff Personal Details to be Registered 2015</u></a></p> | <p>This document:</p> <ul style="list-style-type: none"> <li>• Is a tool for assessing the suitability of websites, use of the privacy risk matrix and risk assessment template</li> <li>• Contains consent forms for registering pupils personal details on websites</li> <li>• NB - Completed Risk Assessment forms along with confirmation that consent has been obtained should be submitted to ICT Strategy Group via <a href="mailto:MISS@dumgal.gov.uk"><u>MISS@dumgal.gov.uk</u></a></li> </ul> |
| <p><a href="#"><u>Acceptable Use Policy for D&amp;G Council's IT and Mobile Facilities</u></a></p>   | <p>This document</p> <ul style="list-style-type: none"> <li>• sets out the authorised and acceptable use of Dumfries and Galloway Council's ICT Facilities by <b>all</b> employees</li> <li>• outlines staff responsibilities for ensuring that the Council is protected from risks that might affect the confidentiality, integrity or availability of Council information</li> </ul>  |
| <p><a href="#"><u>Respect for All – Anti-Bullying Guidelines</u></a></p>   | <p>This policy does not form part of this framework, however contains a helpful section on Cyberbullying that schools might find helpful.</p>   |
| <p><a href="#"><u>DGC Social Media Policy</u></a></p>  | <p>This policy does not form part of this framework, however outlines the process for schools who wish to establish a presence on Social Networking sites.</p>  |