Education Services
Procedures and Guidelines

ICT in Schools - Policy & Procedure Overview
2017

Dumfries & Galloway

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*
- Dumfries and Galloway_Online Safeguarding Guidance v10.13082020
- 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.

Susan Martin
Service Manager - MISS
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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.

Dumfries and Galloway Online Safeguarding Guidance v10.13082020	This document • contains information on how to promote safe and responsible use of technology encouraging pupils to develop positive relationships and behaviour. • outlines the responsibility for pupils when using technology contains a Pupil Agreement for completion.
Mobile Phone Agreement – A Template for Headteachers and Guidance for Staff 2015	This document • contains a School Mobile Phone Policy Template • contains a Pupil Use of Mobile Phone Agreement • provide further guidance for staff based on the Policy Template
Digital Images Policy 2015	This document • Outlines how schools should proceed with regard digital images of pupils • contains draft letter to obtain permission in Appendix 1.
Guidance on the Use of Social Networking Sites - 2015	This documents • contains support and guidance for staff in their use of Social Networking Sites • 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. contains a sample letter for school use in the event inappropriate use of Social Networking
Staff Guidance on the Use of Glow 2015	This guidance note includes the following aspects of Glow: • DG Glow Terminology • DG Glow Partner & Guest Account Creation • Glow Community Rules (All Users) • DG Glow Guidance and Related Links
Guidance for Staff on Use of Glow and Personal Data	This guidance outlines the appropriate use of some of the tools available in Glow (including E.mail) and sets put some good practice examples.

Procedures for Assessing Suitability of Websites which Require Pupil and/or Staff Personal Details to be Registered 2015	This document: • Is a tool for assessing the suitability of websites, use of the privacy risk matrix and risk assessment template • Contains consent forms for registering pupils personal details on websites • NB - Completed Risk Assessment forms along with confirmation that consent has been obtained should be submitted to ICT Strategy Group via MISS@dumgal.gov.uk
Acceptable Use Policy for D&G Council's IT and Mobile Facilities	This document • sets out the authorised and acceptable use of Dumfries and Galloway Council's ICT Facilities by **all** employees • outlines staff responsibilities for ensuring that the Council is protected from risks that might affect the confidentiality, integrity or availability of Council information
Respect for All – Anti-Bullying Guidelines	This policy does not form part of this framework, however contains a helpful section on Cyberbullying that schools might find helpful.
DGC Social Media Policy	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.