Education Services
Procedures and Guidelines

Digital Citizenship - Pupil Safe and Responsible Use of Technology Guidelines
[Including Pupil Agreement]

2015

Dumfries
& Galloway
COUNCIL

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Digital Citizenship - Pupil Safe and Responsible Use of Technology Guidelines

Technology is an integral part of the lives of children and young people across Scotland. In Dumfries and Galloway, we aim to promote safe and responsible use of technology encouraging children and young people to develop positive relationships and behaviour. This aim recognises the important role of educators in preparing children and young people to become 'digital citizens'.

Children and young people need to understand that unacceptable behaviour remains unacceptable whether it occurs in an online environment, the playground, the classroom or anywhere else. Expectations for responsible conduct remain consistent, regardless of the context and any breach of expectations should be treated in accordance with the school's behaviour policies. It is expected that staff will model good practice and respond consistently to any irresponsible use of technology.

In order to promote digital citizenship, schools should consider how they will deliver learning and teaching. This will link well with the ongoing work in schools to develop responsible and global citizens, recognising and respecting children's rights, creating an anti-bullying culture and raising awareness of digital and online safety. This learning can be delivered through the Curriculum for Excellence and, in particular, through the Health and Wellbeing experiences and outcomes.

The **Pupil Safe and Responsible Use of Technology Agreement** can be found overleaf. As a minimum, this should be completed **when a pupil starts your school** and a copy of the signed agreement held securely. Schools can choose to complete this more regularly to meet their needs.

Pupil Safe and Responsible Use of Technology Agreement

In Dumfries and Galloway, we aim to promote safe and responsible use of technology encouraging children and young people to develop positive relationships and behaviour. It is important that everyone takes responsibility for their actions when using technology, as they would any other time. The following key principles outline the expectations for all:

Be Secure
- Always keep your passwords to yourself
- Always sign off devices when you are no longer using them
- Never log in for someone else

Be Polite
- Always treat others with respect
- Never post or share a message, document, image, video or any other content that is inappropriate or likely to cause harm or offence to others

Be Safe
- Always remember to be careful when communicating over the internet, other users may not be who they seem
- Don't share your personal details with other people. This would include your name, age, phone numbers, address, photos etc.
- Never agree to meet someone in person who you have only met on the internet unless accompanied by a parent, carer or other known and trusted adult
- Always speak to an adult immediately if you see anything online that concerns you

Be Legal
- Never post or share a message, document or image, video or any other content that you do not have permission to use
- Only copy and use material as is allowed by Copyright legislation. If unsure of the legal position, always ask your teacher for advice first.

Be Responsible
- Always look after the equipment you are using
- Always be mindful that once something is in the public domain including online, that information may be beyond your control
- Never create, post or share a message, document or image, video or any other content that you would not wish other learners, teachers or parents to see
- Print only what is necessary and in accordance with your school guidelines
- Remember that anything you do can be traced back to you

Pupils are expected to be responsible and safe at all times when using technology. Unacceptable behaviour remains unacceptable whether it occurs in an online environment, the playground, the classroom or anywhere else. Anyone who is not following the above expected behaviours will be treated in accordance with the school's behaviour policies and may be denied access to ICT resources.

Pupil Safe and Responsible Use of Technology Agreement

I understand and agree to follow the expectations set out above in the **Pupil Safe and Responsible Use of Technology Agreement.**

Pupil Signature:…………………………………………………………………..

*Parent/Carer Signature:…………………………………………………………..

Parent/Carer Name:…………………………………………………………..

Date Signed:………………………….

*Parent/Carer Signature is required for all pupils