**Pupil Safe and Responsible Use of Technology Agreement**

**(including Online Learning)**

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 pupils:

***Be Secure***

• Only use GLOW email address for class communication.

• Always keep your passwords to yourself.

• Always sign off devices when you are no longer using them.

• Never log in for someone else.

• Keep your device up to date by ensuring that any updates are installed.

***Be Polite and Prepared***

• Always treat others with respect.

• Be punctual for online lessons.

• Dress appropriately for all online classes e.g. no swimwear, sleepwear etc.

• Ensure the location for online lessons is appropriate, i.e. consider background, camera

angle, privacy etc.

• Contribute to online lessons in a positive manner.

• Access the files for online lessons in advance and have the materials to hand.

• Always have all power adaptors, laptops, screen connections ready before the lesson

begins.

• Submit all assignments on time in accordance to the agreed protocols.

• 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.

• Do not share recordings/images of the class.

***Be Safe***

• Always remember to be careful when communicating over the internet, other users

may not be who they seem.

• Do not 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.

**Appendix 1(b)**

**Recording Permission**

Please note that in Dumfries & Galloway some lessons may be recorded. This should only happen:

• where it is necessary as part of a course requirement/assessment.

• to allow for pupils who miss a lesson to catch up afterwards and also provide pupils with the opportunity to consolidate/revise their learning.

• to ensure the safety of staff and pupils should a 1:1 situation ever be required.

Staff should **ALWAYS** inform pupils that a session is about to be recorded and remind anyone who has not given permission for this to switch their camera off or not take part in the recording.

These recordings are the property of the Dumfries and Galloway Council and will not be shared with any other body unless for the purpose of assessment e.g. SQA and other awarding bodies, or where a Safeguarding concern requires investigation. The recordings will be stored securely and accessed within GLOW.

Recordings will be available throughout the school year, and ordinarily will be deleted at the end of the school year unless there is a requirement to maintain these for assessment e.g. where a course spans two years.

Where permission is not given below, your teacher will be aware of this. Pupils should ensure in online lessons that they switch their camera off, or are not visible in the background, and that they do not use a photo of themselves as their profile picture.