

### Responsible User Agreement – Secondary Pupils

The use of digital devices, the Education Network and the Internet is a privilege, not an automatic right. The digital devices and the Education Network in the school are for use in connection with your school work and school activities. Access is given to a wide range of resources to assist with your learning.

The authority logs all Internet and email activity, and if requested, any individual's use of the Internet and email can be provided to the school. The email is not guaranteed to be private, and this logged record will be examined if it is thought that the system has been misused. Depending on the nature of the misuse, access to the network may be denied and you should be aware that further disciplinary action may be taken. This applies to the misuse of any resources using a personally owned device.

Security on digital devices and the network is extremely important. You should:

- Keep your username and password secure;
- Log off the network at the end of every session;
- Be careful not to give out any of your personal details or those of anyone you know when using the Internet, such as your name, address, phone number, email address, picture or the name of the school;
- Immediately inform a member of staff if you are aware of a security problem;
- Ensure that settings and controls are not tampered with;
- Never attempt to log on using another person's account details;
- Never attempt to change, damage or destroy another person's data;
- Avoid introducing computer viruses onto the network by obtaining permission prior to using media brought from outwith the school.

Network Etiquette (Netiquette) principles should be used to ensure courtesy or politeness, and you are expected to abide by these principles. You should:

- Show fairness and consideration to other network users by ensuring messages sent are not threatening, rude or abusive, including the use of vulgar, racist or obscene language;
- Show respect for privacy and the rights of others by not sending inappropriate sound or visual material, including photographs and video.

When using the Internet you should:

- Log on at appropriate times;
- Search for and print information for school related activities only;
- Be careful not to access inappropriate websites;
- Leave a site immediately if inappropriate content is accidentally accessed and inform a member of staff;
- Ensure that downloaded material is not of an offensive or inappropriate nature;
- Be careful not to give out any of your personal details or those of anyone you know, such as your name, address, phone number, email address, picture or the name of the school;
- Treat chat rooms with extreme caution due to their anonymous nature, and never attempt to meet anyone contacted through chat rooms. Immediately inform a member of staff if such a request is received;
- Be careful not to participate in any activity that may give offence to another person or organisation;
- Never use your access for commercial advertising;
- Ensure copyright free material is used whenever possible and if necessary, seek permission to use copyrighted material.

When using email you should:

- Only use the email accounts provided by the school;
- Only use your own email accounts;

- Ensure that messages and files sent are not threatening, racist, sexist, contain offensive or obscene language, pictures, photographs, sound or video recordings;
- Inform a member of staff if you receive any messages or files that are of the above nature;
- Treat emails from unknown individuals with caution and never arrange to meet any person who contacts you through email. Immediately inform a member of staff if such a request is received.

Mobile technologies include but are not limited to laptops, tablet devices, phones, cameras, virtual reality headsets and USB drives. When using mobile technologies you should:

- Ensure that you have prior permission before connecting any mobile technologies to a device on the network;
- Ensure that mobile technologies are not used during lessons/meetings or assemblies unless with the express permission of the class teacher. Any device which remains “on” during such times must be set to a silent mode;
- Ensure text messages sent are not threatening, rude or abusive, including the use of vulgar, racist or obscene language;
- Show respect for privacy and the rights of others by not sending inappropriate sound or visual material, including photographs and video;
- Store any received messages, sound or visual material that are of the above nature and immediately inform a member of staff, parent or carer;
- Be careful to whom you give your mobile phone number;
- Pass on another person’s mobile phone number only if you have their permission to do so;
- Respect others’ rights to privacy and only take photographs, record voice and video footage with their permission;
- Store copies of original files on USB drives, rather than the original files themselves;
- Carefully consider whether information stored on a USB drive is of a confidential nature;
- Ensure that stored, uploaded and downloaded material is not of an offensive or inappropriate nature.

Personally owned devices may be connected to ERC’s Education Network to support your learning. However, it is not a requirement for you to bring your own device to school even if you own one. When using personally owned devices you should note:

- Use of 3G or 4G service will not provide the safety benefits of ERC’s Education Networks’ filtered Internet access; and
- Use of a 3G or 4G service may cost money.

You should note that the Scottish Qualifications Authority prohibits taking mobile phones or other electronic communications devices into examination rooms. There are also rules surrounding the use of calculators, on which your head teacher, subject teacher or SQA can provide advice.

If you agree to abide by the rules you may apply for access to the network by completing the contract below and requesting that your parent or carer also signs the contract.

Please return this section to the school.

## Pupil Responsible User Agreement – Secondary

The information you supply on this form will be used by East Renfrewshire Council as pupil administrative information. We will use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information because we need to do so to perform a task carried out in the public interest. The information will be shared with SEEMiS, CRB, ParentPay, the Diocese of Paisley (in Roman Catholic schools), Scottish Government including their Analytical Services, Education Scotland, Glow (Scotland's national education network), SQA, 2Cqr, BAM FM (Carlbar Primary, Barrhead Mearns Castle, Williamwood, Woodfarm High Schools), Bellrock FM (Mearns Primary and St Ninian's High), Skills Development Scotland, Scholar (Heriot Watt University) and East Renfrewshire Culture and Leisure Trust to provide this service and to protect public funds by preventing fraud. If you do not provide us with the information we have asked for then we will not be able to provide this service to you. We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as outlined in law. If you do not have access to a digital device and wish a paper copy please let us know by contacting your child's school. If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to East Renfrewshire Council. We will only use this information in the event of an emergency. If you or they want any more information on how we will be using and handling this information, visit our web site at [www.eastrenfrewshire.gov.uk/privacy](http://www.eastrenfrewshire.gov.uk/privacy).

<b>To be completed by Pupil:</b>	Agree	Disagree
I understand and will abide by the Responsible User Agreement.		
I understand that any violation of the regulations is unethical and may constitute a criminal offence.		
Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or any appropriate legal action.		
I wish to apply for access to East Renfrewshire's Education Network, Internet and email.		

School			
Pupil		Class	
Signature		Date	

<b>To be completed by Parent/Carer:</b>	Agree	Disagree
As the parent or carer of this student, I have read the Responsible User Agreement.		
I understand that the access to the network is designed for educational purposes		
I recognise that it is not possible to block access to all controversial materials.		
I will not hold the school or council responsible for materials accessed on the network.		
I hereby give permission for my child to have access to the Education Network, Internet and email.		

Parent or Carer Name			
Signature		Date	