



### Responsible User Agreement – Primary Pupils Rules

The digital devices and network, Internet access and email available in school are for school work. There are rules about how these are to be used. You must keep to the rules or you will not be allowed to use the network.

Do not pretend to be someone else when you are using the computer.

Do not give out your name, address, phone number, email address, picture or the name of your school when using the Internet or email

Do not give out anyone else's name, address, phone number, email address, picture or the name of your school when using the Internet or email

Do not send nasty emails or emails which contain bad language.

If you receive any emails that are nasty or have bad language, tell your teacher straight away.

Do not reply to emails from people you do not know.

If anyone you do not know contacts you by email, tell your teacher.

Never agree to meet anyone you do not know who contacts you by email or on a mobile phone.

Only use the class email address and your Glow email address for school work.

Only use the Internet for school work.

Only print information for school work.

Take care of your own files and do not throw away or damage files that belong to someone else.

Do not use your own USB drive without your teacher's permission.

Do not use your mobile phone or camera without your teacher's permission.

Do not take photographs or record voice or video without your teacher's permission.

Do not send photographs, sound or video without your teacher's permission.

If you connect your own equipment to the Internet in school, only use it for school work.



**Dear Parent/Carer,**

There is no doubt that Information and Communications Technology (ICT) can bring benefits to young people and enhance their learning experience. The vast array of information, often from the original source, and the instantaneous communication using a variety of media will change the way we experience life and work. It is essential that young people have the opportunity to experience these new technologies and to develop the searching, sorting and filtering skills that are likely to be part of their everyday life.

In our school most digital devices are connected to the school network and have access to the Internet. The use of digital devices, the Education Network and the Internet is a privilege, not an automatic right. The digital equipment and the Education Network in school are for use in connection with pupils' schoolwork and school activities. Access is given to a wide range of resources to assist their learning.

Your child will make supervised use of the Internet and send and receive emails as part of their schoolwork. The Internet is a rich source of resources and a valuable place to look for information. The council has a single connection to the Internet for schools and maintains systems which prevent pupils having access to unsuitable material. It must be understood, however, that it is not possible to guarantee that pupils will not come across inappropriate material. 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 mail 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 further disciplinary action may be taken. This applies to the misuse of any resources using a personally owned device.

We talk with pupils about using the network responsibly and how they should react to inappropriate material. We make sure that Internet access is supervised. It is important to teach pupils about the safe use of the computer systems and the network, network etiquette principles, the Internet and email and the increasing use of mobile technologies. The following points are explained to the pupils:

Security on computer systems and the network is extremely important. Pupils should:

- Keep their username and password secure;
- Log off the network at the end of every session;
- Be careful not to give out any personal details or those of anyone they know when using the Internet, such as their name, address, phone number, email address, picture or the name of the school;
- Immediately inform a member of staff if they 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 pupils are expected to abide by these principles. Pupils 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; and
- Show respect to privacy and the rights of others by not sending inappropriate sound or visual material, including photographs and video.

When using the Internet pupils should:

- Log on at appropriate times;
- Search for and print information for school related activities only;



**ICT USER AGREEMENT 2020-2021**  
**ST. MARK'S PRIMARY SCHOOL**  
**Use of Internet, E-mail and Mobile Technologies**



- 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 their personal details or those of anyone they know, such as their 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 their access for commercial advertising;
- Ensure copyright free material is used whenever possible and if necessary seek permission to use copyrighted material.

When using email pupils should:

- Only use the email accounts provided by the school;
- Only use their 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 they 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 them 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 pupils should:

- Ensure that they 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 they give their 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.

Pupils may connect personally owned devices to ERC’s Education Network to support their learning. However, it is not a requirement for them to bring their own device to school even if they own one. When using personally owned devices it should be noted that:

- 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.



Primary 4-7 will be registering with East Renfrewshire's 'Bring Your Own Device' initiative. Pupils will be allowed to bring devices to use in class.

As a class, each child's device will be set up the secure ERC WIFI. This means they can use this in school as part of planned educational experiences. **Please remember, the school has a lot of digital devices available for your children so there is no obligation to bring in a device as the school cannot be held responsible for any items being lost or damaged.**

The ERC network is filtered to allow for a range of educational websites, but will block inappropriate content, social media, etc. Please discuss and remind your child of the importance of their '**user responsibility**' agreement. Once registered, devices are **only** to be brought in/out at specific times at the request of a teacher.

**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, which your child's head teacher, subject teacher or SQA can provide advice.**  
**Mobile Devices and Communication between home and school**

For the safety and welfare of pupils, we ask for the support of parents/carers in ensuring that effective communication using appropriate channels is maintained. While pupils may choose to use mobile devices to communicate with parents/carers during the school day, we encourage pupils to first raise any concerns with their pupil support teacher or a member of the senior leadership team who will then initiate communication with parents/carers if required.

#### **Internet and Online Safety within and outwith school**

Further advice on Internet and online safety, including use of social media, can be found on the school website. The information on the website provides guidance on setting parental controls for social media. During the school day, pupils will require to follow the ICT user agreements as outlined above. Outwith the school day, safe use of Internet remains the responsibility of parents/carers. Parents and carers who have concerns over unacceptable use of the Internet, email and mobile technologies including use of social media may seek advice from the campus officer.

#### **DIGITAL PHOTOGRAPHY/FILMING**

We often take photographs/films of our pupils while they are at work in class, engaged in leisure activities or participating in trips or excursions. These photographs are a valuable record of life in school and may also be used in display boards around the school or in our school handbook or for publicity material, online within the school website, GLOW and school related media sites and any other educational purposes and local publications. **If you, as a parent or guardian, do not want your child to participate please indicate below. Otherwise please sign to confirm you give your permission.**

***\*Pupils, parents/carers should not photograph any children during school trips or when volunteering within the school.\****



**Please return this section to the school.**

Pupil Responsible User Agreement - Primary

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 (Carlibar 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).

School \_\_\_\_\_

Pupil \_\_\_\_\_

Please tick as appropriate

	Agree	Disagree
I would like my child to have access to the Education Network, Internet and e-mail with the arrangements described above.		

School \_\_\_\_\_

Pupil \_\_\_\_\_

Signature of Pupil \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_

Date \_\_\_\_\_