

## Digital Responsible User Agreement

- Digital devices (like desktop computers, laptops, Chromebooks and iPads), internet access and email available in school are for school work only.
- These rules show you how you should use these in school.
- You must keep to the rules or you will not be allowed to use a desktop computer, laptop, Chromebook or an iPad in school.




Ask your teacher before you use a digital device like a desktop computer, laptop, a Chromebook or an iPad




Always write happy and polite messages, and only to people you know



Keep your name, your address, your school and your pictures top secret



Keep your passwords safe, and try to remember them in your head



Tell your teacher or another adult if you see something on a device that you don't like



Ask your teacher or another adult before you take pictures or make videos

Parent/Carer signature: 

Child's signature: 

## Responsible User Agreement – Primary Pupils

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.
Only connect your own device to the wireless network when you have approval and asked to use your device for school work.
When using Google Meet or Microsoft Teams for a video lesson, behave as you are expected to in a real classroom during a face-to-face lesson.
Make sure your microphone is on mute, unless you would like to speak.
Make sure that you choose an appropriate place to join the video lesson and that no personal items can be seen by others.

## **Letter to 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;
- 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.

As all educational establishments have wireless access, pupils may connect personally owned devices to ERC's Education Network to support their learning. Schools should encourage approaches to 'Bring Your Own Technology/Device' (BYOT/D). When personally owned devices are being used for school work, they should be connected to the wireless network, this will ensure that pupils benefit from firewall and filtering settings. Using personally owned devices with 3G or 4G service will not provide the safety benefits of ERC's Education Networks' filtered Internet access and may cost money.

During times of remote or distance learning and teaching, schools will use Google Classroom, Google Meet and Microsoft Teams to enable learning with pupils and keep in contact with classes. This may involve the use of video conferencing, video lessons and live lessons. Due to the timing of instrumental music lessons, it may be necessary for some pupils to access online/live video lessons from within the school building.

On these occasions, pupils would be expected to adhere to the same guidelines set out below, as applicable.

Pupils should:

- Be aware of and limit any background noise – e.g. pets, tv, radio etc
- Behave as they are expected to in a real classroom during face-to-face lessons.
- Sit with their backs to a wall and try not to have personal items on display that could be seen by others. If using Teams, pupils should blur their background.
- Log on to live lessons in an appropriate space at home but not from their bedroom.
- Dress appropriately.
- Consider who else might be able to hear what they are saying and see them on screen
- Not record or take photographs during the live lesson
- (If using a laptop) consider raising it so that they are looking directly into the screen
- Follow all guidance and instructions from their teacher during the lesson
- Leave the video lesson when asked to do so by their teacher.
- Contact their teacher if there was anything during an online lesson that concerned them, as they usually would in school.