THE PARENT COUNCIL OF ST NINIAN'S HIGH SCHOOL

PARENT COUNCIL MEETING

11 MARCH 2024

Present:
J. Stewart (Joint Chair) ("JS")
S. Reid (Joint Chair)
A. Wilmott (Vice-Chair)
Mukesh Poddar
Meenal Poddar
Mo Wright
Christopher McLaughlin
Iltaf Dean
Dougie Wilson
Anne-Marie O'Brien
Lorna McIntosh
Mairead Brophy
Elizabeth McHaffie
Katrina Adams
Lynsey O'Dwyer
Joanne Logan
Julie Flaherty
Gerard McLaughlin (Church Representative)

Apologies:
Samantha MacConnell
Michela Pagliocca
Helen Alagbe
Adeolu Alagbe
Jennifer Clare Abalo
Chimezie Umeh

School:
G. O'Neil (Head Teacher) ("Mr O'Neil")
C. McCrea
T. Creighton
C. McCallum

1. **Welcome**

The Office-Bearers ("OB") welcomed the Parent Council ("PC") Members in attendance. JS led the meeting in an opening prayer.

2. **Apologies**

A note was taken of the PC Members & School staff in attendance, and of intimated apologies.

3. **Adjustment/Approval of Previous Minutes**

The draft Minutes of the Parent Council Meeting on 29 January 2024 were proposed and approved.

4. **Brief Updates on Action Points from last Meeting**

The following updates were noted:

(1) **School Photographs** – Mr O'Neil will has arranged a meeting with the external school photographers to discuss concerns previously raised by parents (regarding pricing structure, withdrawal of offered discounts, and quality).

(2) **Fair Access to University** – A Report has now been published by the new Fair Access Commissioner. It is available on the Scottish Government ("SG") website Among other things, it reviews whether the SG's targets to achieve "fairer access" to University education are being attained – and whether the appropriate criteria are being applied to measure those targets. The OB will consider the Report and update the PC in due course

(3) **Additional Learning Support** – Around 25% of SNHS pupils are registered with an Additional Support Need (though that reported figure is occasionally stated to be as high as one third).

Mr O'Neil observed that many ASL support resources are available to parents and children within the School. However, the spectrum of ASL needs is very wide. One size does not fit all. (Mr Creighton mentioned a specific device known as "Ibona" which helps to read text for dyslexic children.)

The Vice-Chair suggested that it would be useful for parents to have a clearly accessible record of the devices, resources and support that are currently available – as the state of knowledge within the Parent Forum is patchy and incomplete.

See also Item 6 below (Autism & Neuro-divergence: Consultation).

(4) **RSHP Education** - Again, the OB reported to the Meeting that no response has yet been received from the Scottish Government to the PC's Submission last year on SG's draft Statutory Guidance on RSHP (2023).

(5) **PE Sports Kit** - Mr O'Neil has made enquiries with Stevensons to obtain information on a "Dry Fit" option for PE/sports kit. A "Dry Fit" top sample was sent to him, but he has requested further colour options (double and single colours differ in price, apparently), whereupon he will instigate a competitive tender procedure.

(6) **School Choir** - A parent had previously asked whether the School might wish to start a Choir. The OB also suggested that there may be particular merit in having a Male Voice Choir, to encourage boys into singing.

The School staff had previously reported that there was presently no available resource within the Music Department to develop the idea. Mr O'Neil reiterated

that he would be happy to received support from the Parent Forum to advance the proposal.

(7) **Vaping** – The OB reported their understanding that a statutory consultative process is ongoing to determine how best to implement the Scottish Government's announced commitment to ban single use vapes. The OB will monitor progress.

AGREED ACTION

The agreed action points were:

1. **Mr O'Neil will consider whether an accessible comprehensive list of resources for ASL needs can be collated for parents.**
2. **The OB will notify parents of the Scottish Government's ASL consultation, albeit the deadline for responses has closed.**
3. **Mr O' Neil will pursue his discussions with the external school photographers to raise concerns previously ventilated by parents (regarding pricing structure, withdrawal of offered discounts, and quality).**
4. **The OB will consider the Fair Access Commissioner's latest Report.**
5. **The OB await a response from the Scottish Government to its Submission on the new draft Statutory Guidance on RSHP (2023).**
6. **Mr O'Neil will make further enquiries regarding the sports kit options.**
7. **The OB will make further enquiries to ascertain whether there is capacity within the Parent Forum to take on the role of organising a School Choir (and/or a Male Voice School Choir).**
8. **The OB will monitor progress on implementation of the Scottish Government's commitment to legislate to ban single use vapes.**

5. **The new Learning Base**

Mrs McCallum delivered a wonderful presentation to the PC Meeting on the current and proposed use of the new Learning Base.

The base has developed quickly into a safe place for children who require extra support in the short to medium term. It is a referral-based facility. About 30/35 children currently attend individually, but another 60 attend group meetings (such as Resilience Group, Mindfulness Group, and a Carers/Recently Bereaved Group). One-to-one supports are also in operation to assist children with various well-being coping strategies. The Base also has a Well-Being Library which helps to calm children and encourages readings.

It is perceived by pupils as a positive space. The "vibe" is very good.

Work is ongoing to secure third party funding to develop the garden and patio area adjoining the Base.

Mr O'Neil spoke of there being a "mental health epidemic" in society and in schools. The Base allows specific and group interventions to be put in place, not just reactively, but also pre-emptively, following "screening" of pupils to try to identify any issues in advance. Reference was made to the "Warwick/Edinburgh screener" which is a mechanism

allowing data to be collected on the mood of children who do not wish to articulate their feelings.

Mr O'Neil confirmed that "emotional based absence" is being monitored as part of the overall focus on measuring attendance rates. Post-Christmas 2023, attendance has improved.

6.   **Autism & Neuro-divergence Consultation**

The OB reminded the Meeting that a Scottish Government Consultation had been launched in August 2023, with very little publicity, on the issue of Additional Learning Support, but that the period of the consultation had closed. Mr O'Neil confirmed that he too had been unaware of the Consultation

As a result, disappointingly, here had been insufficient time available to gather views from the Parent Forum.

There was discussion as to whether the PC should try to collate a response.

It was decided that it was not feasible to do so, at this late stage. The spectrum of ASL need was perceived to be so wide and diverse that a meaningful aggregate response was unlikely to be capable of being collated within a reasonable time-frame.

Instead, it was decided that the Consultation (though now closed) should be publicised to the Parent Forum and that parents should be encouraged to submit individual responses. These were likely to be better-informed.

AGREED ACTION

The agreed action point was:

1.   **The OB will publicise the Consultation (though now closed) to the Parent Forum and encourage parents to submit individual responses.**

7.   **Review of Constitution**

The Meeting discussed the details of the draft Amended Constitution that had previously been circulated to PC Members for comment.

On a show of hands (one member formally dissenting), the PC endorsed the draft Amended Constitution and agreed that it should now be issued to the Parent Forum for approval or non-approval, as the case may be.

The "requisite consent" of the Parent Forum (as that term if defined by statute) will require to be obtained before any amendment can be made to the existing Constitution.

AGREED ACTION

The agreed action point was:

1.   **The OB will issue the draft Amended Constitution (and a copy of the existing Constitution) to the Parent Forum (via the School email facility) for approval or non-approval, as the case may be.**

8. **Anti-Bullying Policy**

The OB reported to the Meeting that they had attended the ERC Equalities Forum Meeting on 28 February 2024 at which a draft Circular had been issued to PC representatives for comment.

The document is a revised draft Circular to ERC Head Teachers. The draft seeks to define, and establish a reporting mechanism for incidents of, bullying, prejudiced-based bullying and racism in ERC's schools.

The OB reported that the draft appears to be entirely laudable in its aims, but that certain discrete elements may be worthy of comment.

The OB agreed to prepare, for consideration by PC Members, a draft letter to ERC commenting on the draft Circular.

AGREED ACTION

The agreed action point was:

1. **The OB will circulate a draft letter to the PC members for revisal/approval, commenting on ERC's draft Circular on Bullying.**

9. **Mobile Phone Policy**

The OB reported to the Meeting that, by letter dated 24 February 2024 (Annex 1), they had written to ERC to request copies of ERC's Policy on the use of mobile phones within ERC schools.

The following three questions were put to ERC:

(i)   Has ERC issued any policy, protocol, guidance, advice or the like (to head teachers or otherwise) regarding the use of mobile phones (specifically smart phones) by children in EC's schools?

(ii)   If not, is the regulation of such mobile phone use by children left to the discretion of individual head teachers?

(iii)   Has ERC carried out any assessment of the risks, benefits or impact of such mobile phone use by children in ERC's schools. If so, may we please see a copy?

A prompt and helpful response was received from ERC by letter dated 28 February 2024 (Annex 2).

In summary:

- In August 2020, ERC issued Guidance to Head Teachers on the use of mobile phones in ERC's schools (Annex 3)

- The Guidance states:

    "Regretfully, there is a growing portfolio of examples of issues arising from inappropriate use of such devices and technologies by a minority. Some examples include:
    o   mobile phones ringing during lessons;
    o   young people "texting" during lessons;

- o devices being used to take and send images inappropriately;
  - o using mobile technologies to connect to internet sites with inappropriate content;
  - o using mobile technologies to store unacceptable content, either pornographic, sectarian or racist;
  - o bullying by text or phone."

- Notwithstanding the foregoing, ERC decided that it was "not appropriate" to implement an outright and universal ban on such devices, given (i) their "perceived benefits"; (ii) that "the vast majority" of users deploy them for their intended purpose; and (iii) that a ban was thought "likely to generate complaints from young people and parents" who "will reasonably quote child safety requirements in the case of mobile phones".

- Instead, ERC supports the so-called "BYOD" scheme ("Bring your own device").

- This scheme encourages (but does not require) children to bring a mobile device to school by enabling children to access the internet, on any personal device, through the Council's own secured, filtered network.

- The BYOD scheme is viewed by ERC as a "key" element "in improving digital access".

- The scheme has also been commended in the context of inspections by Education Scotland.

- Currently, all ERC secondary schools, and "around half" of ERC's primary schools utilise the BYOD scheme.

- An initial review of the BYOD scheme was carried out in 2019 – and the most recent evaluation was considered by the ERC Education Committee in November 2023.

- These reviews were said to have found that BYOD "allowed teachers to effectively use digital technology to develop learners' digital literacy skills" and "encourage safe, responsible and appropriate online behaviours on [personal] devices"

- Before being able to use a personal device through the BYOD scheme, pupils and parents are required to complete a "Responsible User Agreement" Form (Annex 4). This sets out the standards of behaviour expected of children accessing the network.

- The Head Teacher of SNHS considers that the current approach around mobile phone use in SNHS is "generally working well".

- ERC also consider that its teaching staff "promote the use of digital technologies in a safe and responsible manner".

The PC Members then engaged in a general discussion regarding the regulation of mobile phone use within the School.

Mr O'Neil reiterated his opinion that a ban on mobile phone use in schools was "a non-policy for a non-issue". He did not wish to be "policing" such a ban. He reported that it was very rare for children to have to be told to put their mobile phones away. He considered that it was more important to teach children how to use mobile phones properly.

Other teaching staff noted that vulnerable pupils need to have access to their mobile phones during school hours.

Differing views were expressed from within the PC.

The OB agreed to consider the ERC response in more detail.

In the event, no resolution was proposed. No vote was taken.

AGREED ACTION

The agreed action point was:

1.   **The OB will digest and consider the ERC response dated 28 February 2024, and revert to the PC with proposals.**

10.   **Head Teacher's Report**

Mr O'Neill reported the following to the PC Meeting:

(i)   The S1 Information Evening was very successful and busy
(ii)   School staff are heavily engaged in multiple school trips. The School's Girls Football Team will be playing at Hampden shortly. The Girls' Netball Team is also doing extraordinarily well.
(iii)   Saturday morning Maths classes are progressing well.
(iv)   The School has a new rugby team, created on the initiative of pupils, and supported by enthusiastic teachers.
(v)   Easter School was immensely popular among pupils and has been "massively over-subscribed". Mr O'Neil explained that there are extreme staffing constraints. Teachers are already giving up holidays to participate. Some views were expressed within the PC that the selection process could be improved.

11.   **Parent Questions**

A concern was raised by a parent that teacher feedback on tests and prelims was too slow in some Departments.

It was observed that substantial gaps are emerging between unit tests and detailed feedback to pupils in some Departments. It was suggested that formative assessment is only of value if it is given quickly. By way of example, the Maths Department will provide feedback on unit tests in no more than one week. In other Departments, the time lag is much longer, sometimes extending to months.

A discussion then followed, during which it emerged that the Science Department had taken a decision to defer feedback on unit tests until after conclusion of the course.

AGREED ACTION

The agreed action point was:

1.   **Mr O'Neil agreed to look into the matter and to revert once he had full information.**

The business of the Parent Council Meeting was then concluded.

The next PC Meeting is on Monday 13 May 2024.

SUMMARY

OF

ACTION POINTS

Ensuring fair access to University	Who?	Timescale
1. The OB will consider the latest Report of the Fair Access Commissioner, and revert with proposals.	OB	Ongoing

ERC's draft Anti-Bullying Guidance to Head Teachers		
1. The OB will circulate a draft letter to the PC members for revisal/approval, commenting on ERC's draft Circular Guidance on Bullying, Prejudice-based Bullying and Racism	OB	May 24
Additional Support for Learning		
1. Mr O'Neil will consider the feasibility of a Parent Workshop to disseminate information on available supports for pupils with ASL needs.	HT	Ongoing
2. Mr O'Neil will consider whether an accessible comprehensive list of resources for ASL needs can be collated for parents.	HT	Ongoing
3. The OB will notify parents of the Scottish Government's ASL consultation, albeit the deadline for responses has closed, and encourage submission of individual responses	OB	May 24
School Photographs		
1. Mr O'Neil will pursue discussions with the external photographers regarding parental concerns surrounding pricing structure (including the withdrawal of discount offers) and product quality.	HT	May 24

RSHP Education: Scottish Government Consultation		
1. The OB will report on any response from the Scottish Government to its submission on the RSHP Consultation.	**OB**	**Ongoing**
Vaping		
1. The OB will monitor progress on the proposed UK and Scottish legislative interventions to restrict the sale of single-use disposable vapes (as part of a wider strategy to restrict vaping by children)	**OB**	**Ongoing**
Review of the PC Constitution		
1. The OB will issue the draft amended Constitution to the Parent Forum to seek "requisite consent" to the proposed amendment.	**OB**	**May 24**
PE/Sports Kit		
1. Mr O'Neil will pursue discussions with suppliers on "Dry Fit" options for PE/sports.	**HT**	**May 24**
School Choir		
1. The OB will make enquiries of parents to ascertain whether there is scope to enlist parental assistance/support in the creation and running of a School Choir (including a Male Voice Choir).	**OB**	**Mar 24**
Mobile Phone Policy in School		
1. The OB will digest and consider the ERC response dated 28 February 2024, and revert to the PC with proposals	**OB**	**May 24**

ANNEX 1

MOBILE PHONE POLICY

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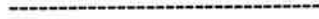
1. Letter dated 20 February 2024 from SNHS PC to ERC

Joint Chair:
Jacqueline Stewart
Stuart Reid

Vice Chair
Aundrie Wilmott

c/o St Ninian's High School
Eastwood Park
Rouken Glen Road
Giffnock
Glasgow
Email: pcstniniansgiffnock@gmail.com

The Director of Education
Education Services Department
East Renfrewshire Council
Rouken Glen Road
Glasgow G46 6UG

20th February 2024

Dear Sir,

Mobile phone use by children in schools

The use of mobile phones (specifically, smart phones) by children in school is a subject of increasing public discussion.

Concern has been expressed as to the implications of allowing unregulated use of such phones on the mental health of children, and its impact upon educational attainment.

In order to inform our own discussions on the subject, we would be grateful if you would clarify the following:

1. Has East Renfrewshire Council ("ERC") issued any policy, protocol, guidance, advice or the like (to head teachers or otherwise) regarding the use of mobile phones (specifically, smart phones) by children in ERC's schools?

2. If not, is the regulation of such mobile phone use by children within ERC's schools left to the discretion of individual head teachers?

3. Has ERC carried out any assessment of the risks, benefits or impact of such mobile phone use by children in ERC's schools? If so, may we please see a copy.

Yours sincerely,

J. Stewart

Joint Chair

S. Reid

Joint Chair

ANNEX 2

MOBILE PHONE POLICY

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1.   Letter dated 28 February 2024 from ERC to SNHS PC

East Renfrewshire
COUNCIL

Education Department
211 Main Street
Barrhead
G78 1SY

<u>pcstniniansgiffnock@gmail.com</u>

Ms Stewart and Mr Reid, Joint Chairs
The Parent Council of St Ninian's High School

Dear Ms Stewart and Mr Reid

Thank you for your letter, dated 20 February 2024, on behalf of St Ninian's High School Parent Council regarding mobile phone usage in schools.

As you have noted, the subject of unregulated mobile phone use within school has become an increasing topic of public discussion over recent months, with recent statements by both the UK and Scottish Governments on this matter. I would note that this discussion tends to focus on the use of phones without teacher permission, which I appreciate can cause disruption, and not in the context of supporting pupils' learning. This is an important distinction which can be lost in the public debate on this matter.

I am also aware that the use of mobile phones in school has been discussed at the St Ninian's Parent Council. In preparing this response I have spoken to Mr O'Neill and understand that in his view the current approach around mobile phone use in St Ninian's is generally working well.

Over recent years in seeking to ensure that young people have the skills needed for life, learning and work, the Education Department has been increasing the support provided for schools in the use of digital technologies, including introducing the Bring Your Own Device (BYOD) programme. For background, BYOD is a scheme which enables pupils to access the internet through the Council's secured, filtered network on any personal device. This has enabled pupils to access the internet safely through the device of their choice, for example, through a personal smart mobile phone, iPad or other tablet, or through a personal laptop. Since its introduction, the BYOD scheme has been key in improving digital access for all of our learners, complementing the Council's targeted efforts to provide devices and connectivity to lower income households. An initial review of this approach was carried out in 2019 and again as part of the wider review of the department's Digital Strategy, with the most recent evaluation considered by Education Committee in <u>November 2023</u>. These reviews found that BYOD allowed teachers to effectively use digital technology to develop learners' digital literacy skills and encourage safe, responsible and appropriate online behaviours on learners' own devices.

I would note that this approach has also been specifically noted in the context of school inspection, for example, with Education Scotland commenting very favourable on this during the previous inspection of St Ninian's High School (the report is available <u>here</u>).

disability
confident
— COMMITTED —

"The use of digital technologies to support learning is a strength across the school. Recently, the school has gained the Digital Schools Award Scotland. Teachers use a variety of digitally-based applications and approaches to enhance the learning experience of young people. This is increasing opportunities for interactive and flexible learning. Young people may bring their own devices to school, which is extending the use of digital technology."

It is important that appropriate checks are in place to ensure responsible usage with BYOD. Guidance is available to schools on the scheme and, as you will be aware, before being able to use a personal device through the BYOD scheme, pupils and their parents are required to complete a responsible user agreement (a copy of the St Ninian's agreement and associated guidance is included). This agreement sets out very clear expectations and behaviours pupils are expected to adhere to, including, for example, around the device only being used for the purposes of school work and not being used to take photographs without permission. Importantly, the agreement also sets out the expectation that pupils will only access the internet through the Wi-Fi network and not through any mobile connections, again emphasising the importance of safe, filtered access.

I can confirm that whilst this scheme is available for schools to access, it is not a requirement. In East Renfrewshire, Head teachers are empowered with regard to the curriculum, learning and teaching and, as such, we support local decision making. This ensures Head teachers are able to take the most appropriate approaches for their own schools, based on their circumstances. This includes decisions regarding the use of mobile phones and BYOD. Currently all our secondary schools and around half or our primary schools utilise the BYOD approach. Support has been provided to schools from the central team and we continue to monitor the effective and safe use of access. More broadly, Head teachers are able to make decisions in relation mobile phones usage at other points during the school day, for example, at break time and lunchtime. I have included a copy of the relevant standard circular.

I wish to assure you that staff across our schools promote the use of digital technologies in a safe and responsible manner and, should there be any specific concerns I would encourage you to discuss these with the Head teacher who will be able to provide further information on the approaches in place in St Ninian's.

Yours sincerely

Mark Ratter

Mark Ratter
Director of Education
East Renfrewshire Council

ANNEX 3

MOBILE PHONE POLICY

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1. Memo from Director of Education to Head Teachers (dated August 2020) on Mobile Phones in School

East Renfrewshire Council: Education Department
The Use of Mobile Technologies within Educational Establishments

Purpose

This document seeks to provide guidance on the reasonable uses of mobile technologies on school premises and confirm support for and to head teachers in event that discipline is required to address behaviour by any person or persons making unacceptable use of these technologies. Because the technology changes so rapidly, it is pertinent to define these guidelines in general terms rather than specific in order to cover not only current technologies, but also future devices.

Background

A range of powerful mobile technologies has become accessible to young people. Many of these devices are in use on school premises.

These technologies provide powerful and exciting features, many of which make a positive contribution to current lifestyles. Some of these features and facilities will be used to support teaching and learning, and for child safety reasons. The vast majority of the use of these technologies is positive and integral to the lifestyle of most young people, although to some will appear trivial.

Regretfully, there is a growing portfolio of examples of issues arising from the inappropriate use of such devices and technologies by a minority. Some examples include: mobile phones ringing during lessons; young people "texting" during lessons; devices being used to take and send images inappropriately; using mobile technologies to connect to Internet sites with inappropriate content; using mobile technologies to store unacceptable content, either pornographic, sectarian or racist; or bullying by text or phone.

It is the nature of this society that young people will acquire "the latest technology". Further this group comprise the section of society most likely to exploit these technologies. There is a general ignorance among adults about the capabilities of young people with these devices.

Given the perceived benefits of these technologies and that the vast majority of users deploy them for their intended purpose, it is not appropriate to implement an outright and universal ban on such devices. Such action is likely to generate complaints from young people and parents who will reasonably quote child safety requirements in the case of mobile phones

The main aim should be to instigate a climate of personal responsibilities and respect for the rights of others to accompany the rights to access these technologies.

Everyone (staff, parents and young people) needs to be aware of the parameters of what is acceptable use of these devices within a school environment.

Policy

All schools must have a policy which defines for pupils, staff and parents what is acceptable, what is not, and the sanctions which will be applied if parameters are exceeded. This policy will be most effective if there is general agreement among young people, parents and staff as to its content, and that their views are represented during its drafting.

The policy should include:

Other than with the express permission of the class teacher, any communications device must not be used during lessons/meetings or assemblies. Any devices which remain "on" during such times must be set to a silent mode.

It is stressed 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. Reference should be made to relevant SQA documentation.

To ensure the security of the Education Network, no mobile technologies, other than "managed devices", may be connected without prior permission.

Schools must discuss with young people, the purpose and content of an agreement between each individual and the school about their rights and responsibilities in respect of mobile technologies. (It may be most convenient to append this to the responsible user agreement currently required before a pupil may connect to the Education Network.) An information sheet for parents should re-iterate the nature and purpose of the expanded responsible user agreement. Signed copies of the agreement, countersigned by the parent or carer, should be kept.

Parents and pupils must be aware of the hierarchy of sanctions which will apply if the mobile technologies are misused. Should it be deemed necessary to confiscate the device, then the pupil must be given the facility to make any reasonable call to a parent or carer.

In some situations the Head Teacher may request a meeting with a parent or carer before releasing the item.
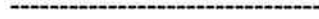
The Head Teacher has the right to refuse any person, temporarily or permanently, the use of mobile technologies on school premises.

Head Teachers have the right/responsibility to involve the police if criminal activity by any person is suspected.

Mhairi Shaw
Director of Education
August 2020

ANNEX 4

MOBILE PHONE POLICY

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1.   Pro Forma ERC "Responsible User Agreement" (August 2020)

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.

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.

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.

Due to the timing of certain vocational courses, 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.

During times of remote or distance learning and teaching, your school will use Google Classroom, Google Meet and Microsoft Teams to keep in contact with you and hold online learning. This may involve the use of video conferencing, video lessons and live lessons.

- Be aware of your surroundings and your background
- If using video, check your lighting and the quality of sound from your microphone
- Be aware of and limit any noise in your environment – e.g. pets, domestic appliances
- If you have one, use a headset rather than the microphone built-in to your device
- Check what is visible on screen and 'blur' your background
- If using a laptop, consider raising it so that you are looking directly into the screen
- Don't log on to live lessons from your bedroom
- Dress appropriately at all times
- Consider who else might be able to hear what you are saying and see you on screen
- Do not record or take photographs during the live lesson
- Maintain standards of behaviour.

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, text message 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, ESgoil, 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.

To be completed by Pupil:	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 _____

Signature _____ Date _____

To be completed by Parent/Carer:	Agree	Disagree
ιs 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 _____

Signature _____ Date _____