1. Introduction

1.1 Falkirk Council Children's Services (**the Council**) recognises that access to Information and Communications Technology (**ICT**) equipment and digital services helps you to learn and develop skills that will prepare you for work, life and citizenship in the 21st century.

1.2 To support this, we provide resources for you to use. This policy sets out the guidelines and behaviours that you are expected to follow when using school ICT equipment and services either in Council schools or elsewhere or when using personally owned devices in Council premises. The purpose of this is to protect both the Council's network and equipment and to protect you online. The policy is known as the Acceptable Use Policy and applies to all pupils.

1.3 By using our ICT resources, you accept that your usage may be monitored. Monitoring helps to maintain the efficiency and safety of our ICT systems. Your use of ICT resources may also be investigated and/or monitored in the event of any alleged misuse.

2. ICT Equipment and Services Covered

2.1 We provide access to:

- The Internet
- Desktop computers
- Mobile devices
- Videoconferencing and communication tools
- Online Collaboration Tools
- E-mail
- Smartboards and touch enabled devices
- Wi-Fi connections (where applicable).

3. Usage Policies

3.1 We provide ICT equipment and services for your learning. You are expected to use good judgement and to follow the advice in this policy to be:

- Safe
- responsible
- appropriate
- careful and
- considerate

4.   Internet Access

4.1   We provide you with access to appropriate online content, apps and online tools. We restrict access to meet Council and school policies. Online content will be filtered and monitored.

4.2   You should not try to get around the filter when browsing the Internet. Making an attempt to get around the filter may result in disciplinary action. If you think a site should not be blocked please alert a member of staff who, if they agree, can request that the site is reviewed. Filtering may not prevent all inappropriate content. You should let a member of staff know if you are able to access content you believe is not appropriate.

5.   Council Provided Mobile Devices

5.1   We may provide you with mobile computers, tablets, or other devices to support your learning. You are asked to look after these carefully. You should report any loss, damage or failure to staff immediately. You will be liable for any damage resulting from your carelessness or mistreatment of mobile devices.

5.2   The Council will monitor how you use mobile devices it lends to you. We will use software or apps to manage the device, as well as identify the location of the device if it is reported as missing.

5.3   You should not loan or transfer any device provided to you by the Council to another person. It is your responsibility to return the device back to your school in working condition at the end of its agreed loan period.

6.   Social/Web 2.0/Collaborative Content

6.1   Working with others is an essential part of learning. We may provide you with access to managed web sites, apps or tools that allow you to communicate, work with others, share, and send messages to other users.

6.2   You are expected to communicate with the same appropriate, safe, and considerate conduct online as offline.

6.3   All online interactions will be monitored. You should be careful not to share information that could identify you unless it is basic information required to access or use appropriate web sites, apps or tools.

7. E-Mail

7.1   We provide you with e-mail accounts (through Glow) for the purpose of school-related communication. E-mail should be used with care. You should not:

- send personal information
- attempt to open files or follow links from unknown or untrustworthy sources
- use inappropriate language.

7.2   You are expected to communicate with the same appropriate, safe, and considerate conduct online as offline. Your e-mails may be monitored and stored by Glow.

8. Personally Owned Devices

8.1   You don't need to bring your own device to school, even if you own one. However, you may use personally owned devices (including laptops, tablets, smartphones, media devices, and mobile phones) to support your learning as directed by a member of staff. The way you use them must not interfere with teaching or create disturbance that stops others from learning. The Council and your school are not liable for any damage to or loss of your personally owned device.

8.2   You must follow the requirements of examination boards. This may mean that you do not take mobile devices (including wearable technology such as a smart watch) to school at the time of examinations. You should check with a member of staff regarding the current examination requirements.

8.3   Even with personally owned devices, you are expected to communicate with the same appropriate, safe and considerate conduct online as offline. You should be careful not to share information that identifies you, where possible.

8.4   Within school buildings, you will be required to use the Council's guest wireless network with a personal device and not your own 3G/4G/5G service. This provides the safety of the Council's filter which will be applied to personal devices connected to the wireless network.

8.5   There may be circumstances that allow the use of a 3G/4G/5G service on a personal device, such as an outdoor learning experience. Use of this service is at the discretion of school staff and your parent or carer. This method of Internet connection will not provide the safety benefits of filtered Internet access. Use of this service may also cost you money.

8.6   Any misuse of personally owned devices in school may result in disciplinary action.

9. Security and safety

9.1 You are expected to take care not to spread viruses and security threats over the Council network. This includes:

- not introducing an infected file to the network via a USB memory stick
- not opening or distributing infected files or programs
- not opening files, programs, or links from unknown or an untrustworthy source.

9.2 If you believe a computer or mobile device you are using might be infected with a virus, please alert a member of staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus. We make every reasonable effort to ensure your safety and security online, but we cannot be held responsible for any harm or damage that results from the misuse of Council ICT equipment and services or the misuse of your own device on the Council network.

9.3 You are expected to alert a member of staff immediately if you have any concerns about your safety or security or that of other pupils or staff.

10. Downloads

10.1 You may be able to download files, such as app updates, images, videos, documents, etc. For the security of the Council network, downloading such files should only be with the agreement of a member of staff and only from sites we trust.

11. Digital Citizenship

- You should always use the Internet, network resources, and online sites in a considerate, safe and appropriate way.
- You should only use trusted sites when carrying out research on the Internet.
- You should not post anything online that you would not want parents, school staff, or future colleges or employers to see. Once something is online, it's 'out there' and can sometimes be shared and spread in ways you never intended.
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.
- We will not tolerate bullying. Harassing, impersonating, tricking, excluding and stalking are all examples of bullying. Don't create or share e-mails, images (including memes), or video with the intent of scaring, hurting, or frightening someone else.
- If you engage in any online activities intended to harm (physically or emotionally) another person, you will face disciplinary action and loss of privileges. Bullying can be a crime and therefore may be reported to the Police. Remember that your activities will be monitored and a record of them kept.

12. Plagiarism

12.1 You should not copy and paste and then take credit for something you have found online by presenting yourself as the author or creator. This is known as plagiarism. Any research you carry out on the Internet should give credit to the original author. This also applies to the copying of images.

13. Copyright

13.1 Some material on the Internet can be copied or re-used but most material cannot be copied. The author or creator has the right to protect their material and this is known as copyright. You should check with the owner of a website before reusing anything, including any photographs. There is content such as Creative Commons which are open for public use and which you can use in your schoolwork.

14. Personal Safety and Privacy

14.1 If you see a message, comment, image, or anything else online that makes you concerned for your personal safety or that of others, bring it to the attention of an adult (a member of staff, if you are at school; parent/carer if you are at home) immediately.

- You should never share information that could identify you (known as personal information), such as phone number, address, birthday, usernames, unique identifying numbers, or financial information, over the Internet.

- You should know that communicating with someone over the Internet may not be what it seems and therefore could be dangerous. You should keep safe your own and others' personal information.

- You should never agree to meet in real life someone you meet online.

15. Monitoring

15.1 All access to the Internet, using Council equipment or your own device for guest Wi-Fi access, is automatically recorded and may be monitored by the Council. This monitoring will be for the prevention and detection of unauthorised use of the Council's communication systems.

15.2 Authorised staff are able to access reports of sites visited by users. These reports will be available in the event of an investigation into inappropriate use of the Internet or e-mail.

15.3 Records of such activity will be kept for one year.

16.   Limitation of Liability

16.1   The Council will do its best to keep files, data and hardware safe from damage and harm. While we employ filtering and other safety and security measures and try to ensure they work properly, we cannot guarantee that they will be 100% effective. We will not be responsible, financially or otherwise, for unauthorised transactions conducted over the network.

16.2   We will not be responsible for damage or harm to your own devices.

17.   Breaches of this Acceptable Use Policy

17.1   If you breach this policy, you may be disciplined or, for serious breaches, there may even be legal repercussions.

**Falkirk Council Education Services
- Acceptable Use Policy for ICT Equipment and Services**

Pupil and Parent/Carer Agreement

(Please return a signed copy of this agreement to the School Office)

I have read and understood this Acceptable Use Policy and agree to follow it:

_____

(Pupil Printed Name)

_____

(Pupil Signature)

_____(Date)

I have discussed this Acceptable Use Policy with my child:

_____

(Parent/Carer Printed Name)

_____

(Parent/Carer Signature)

_____(Date)

Connected Falkirk iPad Policy

Falkirk Council provides pupils in P6-S6 year stages an iPad in order to access online resources that support their education inside and outside of school premises.

By your child using the device, as a parent/carer of the child/ren, you accept the following terms:

- The Connected Falkirk iPad is supplied primarily to support your child's education.

- You, as a parent/carer, are responsible for the safe storage and use of the Connected Falkirk iPad in your home. It should be stored safely when not in use.

- The Connected Falkirk iPad and case should be returned in the same condition it was given in, allowing for minor wear and tear. Customisation such as branding or stickers should not be placed on the case or iPad itself, although an insert in the clear case is acceptable.

- The Connected Falkirk iPad has been provided to your child/ren for 4 years, or when they leave their current school, whichever is sooner. Your child/ren will be expected to return their Connected Falkirk iPad in working condition at the end of this period.

- You are permitted to join the Connected Falkirk iPad to other sources of Internet/Wi-Fi outside of school at your own risk.

- The Connected Falkirk iPad has a built in Internet filter as a safety precaution. The Internet Filter not only restricts unsuitable content accessed on the Connected Falkirk iPad, it also monitors keywords and Internet use through the device in order to alert relevant Council staff of any potential misuse or safety concern, in line with school discipline and Child Protection policies.

- Pupils in P6-S6 are expected to bring their Connected Falkirk iPad to school daily, in order to support their learning. They are responsible for its safe transport to and from school.

- If the Connected Falkirk iPad is lost, damaged or stolen, you must report this to your child's school immediately. Should the device become faulty, you should contact your child's school for support.

Whilst Falkirk Council make every reasonable effort to ensure your child's safety online whilst using their Connected Falkirk iPad, we are not held responsible for any harm or damage caused by its misuse. Further information on the safe use of school provided resources can be found in the Falkirk Council Pupil Acceptable Use Policy (SC30).

Connected Falkirk MiFi Policy

Falkirk Council *may provide* free MiFi Internet data connectivity via a Wi-Fi router (**the MiFi service**) in order for pupils in Falkirk Council education establishments to access online resources that support their education outside of school premises.

By using the MiFi service, as a parent/carer of the child/ren, you accept the following terms:

- The MiFi service is only for use with the Connected Falkirk iPad issued to your child/ren. No other device should be connected to the MiFi service.

- The Connected Falkirk iPad has a built in Internet filter as a safety precaution. The Internet Filter not only restricts unsuitable content accessed on the Connected Falkirk iPad, it also monitors keywords and Internet use through the device in order to alert Council staff of any potential misuse or safety concern.

- The MiFi service should only be used to access resources related to the education of your child/ren. The MiFi data will be monitored for fair use, and any abuse of the service will result in its withdrawal.

- On receipt of your MiFi service you will be informed of the allocation of data per calendar month. Once this bandwidth amount is exceeded the service will stop and will not resume until the start of the next calendar month.

- The MiFi service will be provided for a maximum period of 12 months. Falkirk Council reserves the right to withdraw the MiFi service at any time within that 12-month period. You will be expected to return the MiFi device (the Wi-Fi router) in working condition at the end of this period.

- Should your child/ren leave the Council before that period they will be expected to return their MiFi device.

- You, as a parent/carer, are responsible for the safe storage and use of the MiFi device in your home. There is no requirement for your child/ren to bring the MiFi device to school. It should be stored safely in your home when not in use.

- Due to the nature of MiFi connectivity and its reliance on mobile phone signals, Falkirk Council cannot guarantee the quality of bandwidth that you receive in your home.

- If the MiFi device is lost, damaged or stolen, you must report this to your child's school immediately. Should the MiFi service become faulty, you should contact your child's school for support.

- Whilst Falkirk Council make every reasonable effort to ensure your child's safety online whilst using the MiFi service, we are not held responsible for any harm or damage caused by its misuse. Further information on the safe use of school provided resources can be found in the Falkirk Council Pupil ICT Acceptable Use Policy (SC30).