



St Ninian's RC Primary Digital Devices Acceptable Use Policy



We understand that it is important that we all must use school equipment in a responsible way. This will help to keep everyone safe when using devices in school and keep our school system safe and secure for all users.

For personal safety:

- We understand that the **school will monitor the use of digital devices and digital communications within Glow** and agree to follow the rules to keep everyone safe.
- We will use the same (numbered) device in class and **accept responsibility for looking after it and treating it with respect.**
- We will keep our **usernames and passwords safe and secure** - we will not share or try to use any other person's username and password. We understand that if we write it down, we need to keep it somewhere safe.
- We are aware of "**stranger danger**", when communicating on-line and will **follow the rules to keep ourselves safe.**
- We will **not share personal information** about ourselves or others **when on-line** (this includes names, house addresses, email addresses, telephone numbers, age, gender, school etc.)
- We understand that **everyone has an equal right to use technology in our school**, but sometimes other pupils will be given priority to use devices because they need them for their learning.
- We will **immediately report any inappropriate material**, messages or anything that makes us feel uncomfortable when we see it on-line in school - **teachers need to know so it can be reported.**
- When we are online, **we will act as we expect others to act toward us:** If you wouldn't do it or say it to their face, don't do it or say it online!
- We understand that **cyberbullying is unacceptable and will not be tolerated on Glow** - we know that **accounts can and will be suspended for any inappropriate behaviour.**
- **We accept responsibility** for ensuring our work is **saved securely** in the correct place.
- **We accept responsibility** for ensuring we **log out** of any password protected sites such as Glow, Sumdog, Lexia, Education City.
- **We will respect others' work** and will not access, copy or remove or any files, without the owner's knowledge and permission.
- **We will not take or distribute images of anyone without their permission.**
- When using or searching for images, we will use the **Creative Commons Licence** to ensure we do not break copyright rules.
- We will **immediately report any damage or faults** involving equipment, however this may have happened - accidents happen, even when we are very careful!
- We will not open any hyperlinks in emails or any attachments to emails, unless we know and trust the person sending the email. **(If it wasn't from your teacher - don't open it!)**

- When using the **internet for research** we must:
 - Have **permission** to use the original work of others in our work - if we don't have permission, we **must give the person credit for their work**.
 - Where work is **protected by copyright**, we will not download copies (including music and videos)
 - When using the internet to find information, we should **check that the information is accurate and comes from multiple sources** - remember some people on the internet are trying to trick and influence you.
- We understand that we all have a **Digital Footprint that lasts forever** - we are responsible for our digital actions, both in and out of school. **What we put online is there forever - even if we delete it!** Most colleges, universities and workplaces use software to conduct searches of online behaviour when considering offering posts to candidates.

School Staff:

- We will work hard to ensure your child is **safe at all times when using devices in school** - in return, **we ask your child to follow the rules** set out in our class and in this policy.
- **We will follow Fife Council guidance** for teaching Digital Literacy and Computer Science in line with the **Scottish Government policy**:
 - Curriculum for Excellence Experiences and Outcomes (Technologies)
<https://education.gov.scot/Documents/Technologies-es-os.pdf>
 - Benchmarks (Technologies 2017)
<https://education.gov.scot/improvement/documents/technologiesbenchmarkspdf.pdf>
- We are **committed** to digital skills being part of our **Career Long Professional Learning**
- We will provide your child with **age appropriate opportunities** to discuss **Internet Safety and Cyber Resilience**.
- We will ensure **all devices are updated** in line with **Fife Council policy** to ensure firewalls and security settings are maintained at all times.
- We will ensure that any digital rule breaking is dealt with swiftly, fairly and in line with our **school values and restorative practices**.

Transforming Learning: iPads (Policy update March 2026)

Pupils:

- I will bring my iPad to school each day, charged and ready to help me with my learning.
- I agree to be responsible with my iPad and only use it for the task set by my teacher.
- I agree to follow the rules and not use or look for loopholes to override the tasks set by my teacher.
- I know I must have permission before taking pictures or videos of staff and pupils.
- I know any pictures taken must be deleted if requested.
- I know I am not allowed to upload any pictures taken to social media platforms or use these for anything other than the agreed purpose.

Staff:

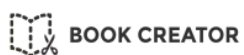
We understand that we are a pilot school in the roll out of Transforming Learning initiative and agree to the following:

- To attend planned professional development provided by Fife Council to ensure we have the skills and knowledge required for the successful implementation of this initiative in our school.
- To work with learners (and colleagues) to maximise the potential of all to succeed with this initiative.
- To ensure learners are supported with charging iPads where necessary, formatting settings (to support dyslexia, dyscalculia and other barriers to learning) and any problems that arise to ensure they have an equal opportunity to succeed with this initiative.
- To consult with Transforming Learning ambassadors and/or the Fife Digital team regarding any difficulties to ensure the smooth roll out of devices and success of the initiative.

Pupils/Parents - Out of school

- I will not use a profile picture of myself on any of my online accounts - this will help to keep me safer.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me. **(We DO NOT recommend this, but we know it happens, hence including it.)**
- I will **talk to the adults who look after me** if I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- When we are online, **we will act as we expect others to act toward us**: If you wouldn't do it or say it to their face, don't do it or say it online!
- I will be **polite and responsible when I communicate with others**, I will not use strong, aggressive or inappropriate language and I **appreciate that others may have different opinions**. In return, expect to be treated in the same manner.
- I will not take or distribute images of anyone without their permission.
- I will give careful consideration to how much of myself I share with others online (videos, images etc) and know that once it is online it is no longer my property - others can screenshot and download these and I have no control over what they do with them.
- Social Media platforms are widely used but most have an age restriction of **13+ years**. If your child is 10 and has access to Facebook (age 13+) by the time your child is 15 years old, legally Facebook can send your child content of an adult nature as, in Facebook's eyes, your child is now 18 years old.
- I have enabled **maximum privacy settings** on all of my online platforms - Xbox/PS4/Facebook etc.
- Cyberbullying/Cyber Resilience - **schools have no control over pupils accessing social media platforms outwith school hours and will not get involved in any disagreements that occur as a result of Social Media use**. Cyber Resilience is something pupils develop at their own pace and therefore we urge parents to follow the legal minimum age guidance on social media platforms.

The pupil version of our Acceptable Use Policy can be accessed via the following links:



Acceptable Use Policy 2026

Mrs CampbeMIEECIII

https://read.bookcreator.com/9nALiF0j_XoeTEOOGFSq_qB_Qu3pG0j-X4IVbh4Qww/Y1HwO86xSXiGZ7t4RYG3zA