Safe and Appropriate use of Digital Learning Platforms

As face-to-face contact is suspended due to the Scottish Government's closure of schools, we have moved the school to Virtual Learning Environment (VLE) to support learning and teaching. In doing, it now appropriate to highlight the safe and appropriate use of Microsoft Teams (the school's choice of VLE).

Below a condensed version of our ICT Policy;

The internet and devices can be used to support and enhance our learning, but only if used sensibly and responsibly. Whilst learning, it is important that we stay safe, have fun, and make sure we don't upset other people. We need to learn about how to use websites and social media safely. We need to take care of all devices and make sure the right people are using the right devices at the right time.

Be Secure
• I will make sure my device has a password / code.
• I will make sure my device and school devices are locked when not in use.
• I will keep all personal information safe, even when using GLOW. If someone asks me for personal information I will tell my teacher straight away.
• I will make sure that my personal device is only ever used by me, and I know I am not to use anyone else's personal device at any time.

Be Polite
• I will always treat others with respect.
• I will always ensure all posts / comments / messages etc are kind, helpful or informative, and I will never post anything which is inappropriate or likely to cause harm or offence to others.
• I will make sure that I re-read any posts / messages before I send them, to ensure the content will not offend or upset anyone.
• I will be respectful of other students use of resources at all times.

Be Safe
• I will never share personal information over the internet (including name, address, age, phone numbers, etc).
• I will only share / comment / post on my secure GLOW account (this includes GLOW email, Teams, Sway, Glow OneDrive, Glow Powerpoint, Glow word, Glow Forms).
• I will always speak to an adult immediately if I see anything online which concerns me.
• I will use the internet responsibly and only search for appropriate information. If I am unsure whether information is appropriate, I will speak to an adult before I start my search.
• I am aware that EVERYTHING I do can be traced back to me at all times.
• I will be mindful that once something is online, that information may be beyond my control.

• I will only take photographs and videos of my own work. If I am creating videos or photos with others in, this will always be done ONLY with permission, and only on school devices. If I am uploading photos or videos to GLOW, I will ensure the connection is secure, I have permission from anyone in them, and I will only upload to GLOW, never any other website or social media.
• I understand that any attempt to bypass the schools network security and/or filtering policies is forbidden. This includes downloading programs to bypass security or accessing and setting up private channels. Pupils are expected to be responsible and safe at all times when using technology. Unacceptable behaviour remains unacceptable whether it occurs in an online environment, the playground, the classroom or anywhere else.