

## Access to the Glasgow Schools' ICT System

### Acceptable Use Policy

The ambition for Glasgow Schools is that information and communication technology will become an integral part of the educational experience of every young person. Our ICT System will provide access to extensive curricular software, email, and the Internet. The objective is to give you the best possible grounding in the skills necessary for a modern world.

As with all resources available within schools, deliberate misuse of the ICT System will be subject to the school's disciplinary procedures and sanctions.

### ***What is expected of you?***

Acceptable Use of the ICT System, you **must**:

1. Always get permission from a teacher before using the ICT System or accessing any information or applications.
2. Keep secure your personal login and password for the ICT System and never allow others to use them.
3. Do not attempt to access any part of the ICT System that is not part of your personal user account and related network folders.
4. Do not intentionally damage or vandalise any part of the ICT System (including computer, iPad, monitor, keyboard, mouse, printer, cables etc.) or delete any software used on the ICT System or the data of another user.
5. Do not intentionally introduce software designed to cause damage to any component part of the ICT System software (commonly known as a virus or malware).
6. Do not consume food or drink near any ICT or electrical appliances. There is a risk of injury where liquids come into contact with electrical appliances.
7. Always end your session on a computer or iPad by logging off or closing it down correctly. If you are unsure how to do this, you should ask your teacher.
8. Do not use the ICT System for business, or other commercial activities including product advertisement or political lobbying.

### Acceptable Use of Email, Internet, and Generative AI tools

You are responsible for good behaviour on the Internet including the use of Generative AI tools and should consider your email communications as being similar in all respects to any conversation within school. ***General school rules apply***. In addition, the following acts are prohibited:

1. Sending, generating, sharing, or displaying any abusive, sexist, racist or otherwise offensive material.
2. Using or generating obscene language.
3. Accessing, generating, sharing, or attempting to access any inappropriate or offensive material.
4. Generating course work without proper citation if using generative AI tools.
5. Violating copyright laws.
6. Failing to report known instances of any of the above.

## OFFICIAL

***Remember, all online use of ICT Systems is monitored, and any misuse will be reported and may affect your continued access of Glasgow City Council's ICT Systems in line with this Acceptable Use Policy.***

### Acceptance of Policy

Glasgow City Council, Education Services, the School Management Team, and the supplier of the ICT Systems will make every effort to ensure that appropriate measures are put in place to monitor the acceptable usage of ICT facilities and would be grateful if you would offer your support for these measures by signing the declarations below.

### Online Use

Access to the Internet will enable pupils to explore thousands of resources and online content. Although the school ICT System is designed to block access to controversial, inappropriate, or offensive material, the nature of the Internet makes it difficult to make such access impossible. In light of this difficulty and the fact that each person's understanding varies, ultimately parents and guardians of pupils are responsible for setting and conveying the standards that their children should follow when using online resources and platforms. Schools will guide pupils toward appropriate materials when using the ICT Systems.

### Generative AI Tools

As technology continues to evolve, we recognize the importance of leveraging its potential to enhance learning experiences in our classrooms. One such advancement is the responsible and ethical integration of Artificial Intelligence (AI) Large Language Model (LLMs) tools and other Generative AI such as text to images and text to video.

AI tools offer a range of benefits that can enrich your child's learning journey, including potential of:

- Personalized Learning: Tailored content that adapts to your child's unique needs and learning pace.
- Enhanced Creativity: Assistance in generating creative ideas, stories, and expressions.
- Increased Engagement: Interactive content that captures your child's interest.
- Critical Thinking Skills: Opportunities to analyse and evaluate information sources.
- Teacher Support: Tools to aid educators in providing individualized instruction.

We are committed to ensuring the responsible and ethical use of these technologies. Our educators will follow the guidelines provided in the Glasgow City Council Policy Document on Ethical and Responsible Use of Artificial Intelligence in Education Settings to integrate AI tools into the curriculum in a manner that supports pupil learning goals.

**If you have any specific questions, please contact the school, and ask for the Digital Leader of Learning.**