Mossend Primary School and Nursery Class

Digital Education & Citizenship Policy

Article 29 Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

Article 17 You have the right to get information that is important to your well-being, from radio, newspaper, books, computers and other sources. Adults should make sure that the information you are getting is not harmful, and help you find and understand the information you need.

Article 13 You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.

Review of this Policy

This Digital Citizenship policy has been developed in line with the UNCRC by:

- Mrs B. Hunter (Acting Head Teacher)
- Mr G. Reid (Acting Principal Teacher / Digital Champion)
- Miss S. McIntyre (Class Teacher / Digital Pathfinder)

Schedule for Review

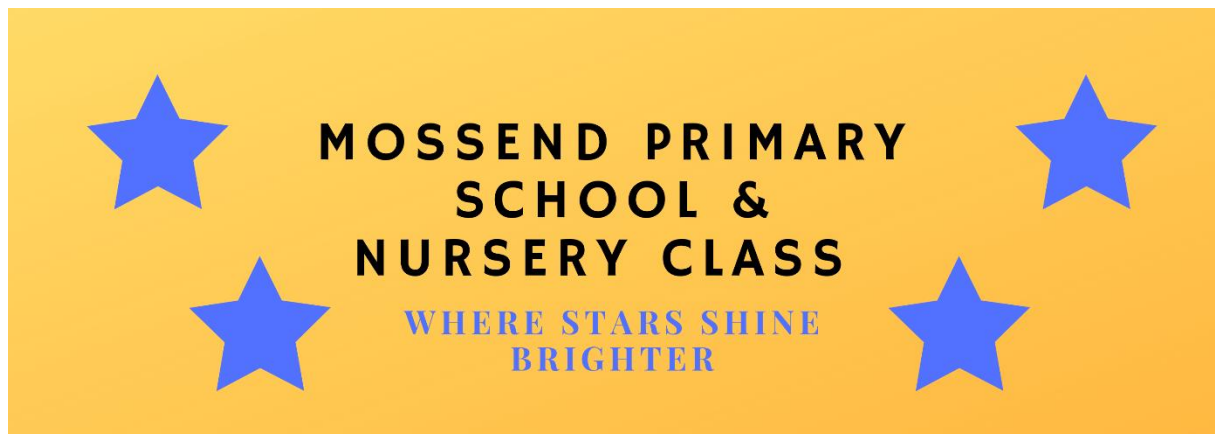|	
Policy created in line with local authority guidelines and UNCRC	January 2020
The implementation of this Digital Citizenship policy will be monitored by:	• Acting Head Teacher • Acting Principal Teacher (Digital Champion)
The Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	Reviewed in August 2020 due to Covid-19 changes. January 2021
Should serious online safety incidents take place or be disclosed, you should immediately advise:	Bee Hunter, Acting Head Teacher

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)
- Surveys of students / pupils/ parents / carers/staff

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MOSSEND PRIMARY SCHOOL & NURSERY CLASS

WHERE STARS SHINE BRIGHTER

Introduction

In Mossend Primary School and Nursery Class, we strive to encourage our staff, learners and parents to take full advantage of the opportunities offered by digital technology in order to raise attainment, ambition and opportunities for all. As with Literacy, Numeracy and Health and Wellbeing, Digital Literacy is placed at the heart of learning across the curriculum in our school. We recognise and understand the technological needs of our pupils and how, through its use, we can enrich the teaching and creative learning opportunities that we offer them.

Creativity is a process which generates ideas that have value to the individual. It involves looking at familiar things with a fresh eye, examining problems with an open mind, making connections, learning from mistakes and using imagination to explore new possibilities. **Education Scotland, 2013.**

All teaching staff and members of the Leadership Team, where appropriate, will plan practical and creative learning opportunities for children to apply, reinforce and extend their digital skills across the curriculum to ensure they can successfully utilise a range of technological skills in a variety of contexts.

By engaging children in appropriate and purposeful use of a range of digital technologies and the internet, we aim to develop our learners' skills for learning, skills for life and skills for work. We will embrace new technological developments to equip our pupils with employability skills that are often required in our ever-increasing digitised world.

At Mossend Primary School and Nursery Class, we endeavour to develop responsible, rights respecting digital citizens who can communicate and participate safely and respectfully in the ever growing online global community.

Overview

This policy provides clear guidance on acceptable use of technology and the school network. It sets out our vision for the effective use and implementation of digital technologies to enhance, enrich, extend and support teaching and learning at all stages whilst also developing skilled, confident and responsible digital citizens.

This policy applies to all members of Mossend Primary School and Nursery Class's community (including staff, pupils, volunteers, parents / carers, visitors and external agency staff) who have access to and are users of school ICT systems, both in and out of the school.

Aims

At Mossend Primary School and Nursery Class we aim to:

- Develop a whole school approach to the effective use of digital technology incorporating the seven principles of design – **challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance**.
- Ensure that digital technology is a central consideration in all areas of curriculum and assessment delivery.
- Provide regular professional learning opportunities to further develop skills and confidence of staff in the appropriate and effective use of digital technology to support learning and teaching.
- Enable children to become confident, independent and responsible users of digital technology, who are empowered to lead change.
- Use a wide range of digital technology to support learning, teaching and communication for pupils, staff and the wider school community.
- Support/challenge children with additional support needs through the use of appropriate apps, websites, hardware and software.
- Maximise the use of digital technology in developing and maintaining links with other schools, parents, the local community and other agencies.
- Use digital technology to increase pupil, parent and staff feedback opportunities.

Curriculum Development and Organisation

Access to Digital Technology

All classes (nursery and primary) have immediate access to digital technology to support, challenge and enhance learning across the curriculum whilst developing a range of transferable technological skills:

Nursery	Promethean panel, BeeBot, Ipads, Laptops
Primary	Promethean panel. Green Screen, Ollie Robots, Ipads, Microbits, Laptops.

In addition to this, we are awaiting an order of a further 40 laptops for pupil use. Due to Covid-19 restrictions laptops and Ipads have been distributed across classes and issued for pupil use where appropriate at home.

However, for planning, teaching, learning and assessment purposes, all teaching staff have access to additional devices:

Teacher Ipad
Laptop attached to Promethean Board
Additional Laptop

Each week, children have a lesson where technological skills are taught or developed before being embedded across the curriculum. This includes Computer Science lessons and with current Covid-19 restrictions these are 'unplugged'. Digital Literacy skills are further promoted through the use of Microsoft Teams for home learning at all stages.

Digital Leaders in the school are encouraged and empowered to deliver workshops to their own classes and these have recently included the use of Microbits from P5 – 7. We have 60 Microbits in the school, a Green Screen for video editing, Ollie Robots and Beebots.

Mr Reid @Mr_G_Reid · Oct 21

We've been busy with lots of staff CLPL on Teams, OneNote Flipgrid and more.

All 16 classes now using @MicrosoftTeams for homework, children using their Class Notebook and some using Flipgrid too! Nursery sharing via OneNote.

#MIEExpert #TeamMIEEScotland @MicrosoftEDU

Enhancing Curriculum and Assessment Delivery

In Mossend Primary School and Nursery Class, the use of digital technology should be a central consideration in the planning and delivery of teaching and learning. Learners should have countless opportunities to develop their digital skills across the curriculum. Glow should be regularly accessed for teaching, independent/collaborative learning and assessment purposes. It should also be used to save and share all documents, as required.

Microsoft Teams is used in every classroom with learners completing their home learning on Class Notebook, Flipgrid or uploading directly to Teams. Pupil Digital Leaders support delivery remotely via Microsoft Teams. Opportunities for Digital Literacy are embedded across our curriculum, with classes making use of QR Codes, Microsoft Forms for surveys, Plicker Cards and ActivInspire on the Promethean Board.

Our Nursery Class effectively use Microsoft OneNote to portfolio their children and share collaborate with families, creating pupil learner journeys.

Mossend PS&NC @MossendPS · Oct 11, 2018
We are using **digital** technology to complete a survey about our school
#YourVoiceMatters #TeamMossend

Equity and Inclusion

Digital strategies that encourage all to be included in the learning experience at Mossend Primary School and Nursery Class should be sought and implemented e.g. Sumdog lunchtime/after school clubs for children who can't access it at home. We have issued laptops to families who have no access at home to support home learning and carried out parent/carer live sessions to demonstrate and support digital technology use at home. We are looking to develop remote after school clubs due to current Covid-19 restrictions.

Mossend PS&NC @MossendPS · Sep 17, 2019
More successful Sumdog lunchtime clubs today, organised by our **Digital Leaders**. Great to see smiling faces 😃 #MPSDYW #MPSDigitalleaders @NLCLearningHub

Home Learning

Relevant and engaging digital solutions to home learning that offer 'anytime/anywhere learning' should be promoted to our learners. Every child should have usernames and passwords for Glow, Sumdog and in some cases Flipgrid and IDL.

Family Learning

To support parents and family members with the above home learning opportunities, the school will offer family learning sessions where parents/carers and other family members will be shown how to access a whole range of 'anytime/anywhere learning' opportunities that we offer our learners. Guides for each of the core resources can also be found on our Glow website.

During current Covid-19 restrictions we ran online WebEx parent/Carer sessions on using Microsoft Teams, Class Notebook and a playground session on using the Mossend Primary School app for communication.

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within Mossend Primary School and Nursery Class:

Head Teacher

- The Head Teacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety and education around this will be delegated to Acting Principal Teacher, Mr G Reid, as part of his Digital Champion remit.
- The Head Teacher is responsible for ensuring that the Digital Champion receives suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The Senior Leadership Team will receive regular monitoring reports from the Digital Champion.

Digital Champion:

- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority
- liaises with school technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments
- meets regularly with the Head Teacher to discuss current issues and review incident logs
- reports regularly to Senior Leadership Team

Mossend PS&NC @MossendPS · Aug 4
We are thrilled to have our own Microsoft Innovative Educator Expert. #MIEE Well done @Mr_G_Reid. 😁

@digitallearnNL @DigiLearnScot @Schools_Digital

Microsoft Innovative Educator Expert 2020-2021

Issued by Microsoft

The Senior Leadership Team

The Senior Leadership Team will assist the Digital Champion with:

- the production / review / monitoring of the school Online Safety Policy / documents.
- mapping and reviewing online safety curricular provision – ensuring relevance, breadth and progression
- monitoring incident logs
- consulting stakeholders – including parents / carers and the pupils about the online safety provision

Teaching and Support Staff

Are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current school Online Safety Policy and practices
- they act as good role models in their use of digital technologies the internet and mobile devices
- they have read, understood and signed the Staff Acceptable Use Agreement
- they report any suspected misuse or problem to the Head Teacher or Digital Champion.
- all digital communications with pupils, parents / carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and adhere to the Rights Respecting Digital Citizenship charter
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Pupils:

Whilst the use of digital technology is regularly encouraged at Mossend Primary School and Nursery, this is balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum, linked to the UNCRC, should be provided as part of Digital Literacy lessons and should be regularly revisited
- Key online safety messages should be reinforced as part of a planned programme of assemblies
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school.
- in lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.

Pupils of Mossend Primary and Nursery Class School:

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Agreement
- should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Digital Education & Citizenship Policy covers their actions out of school, if related to their membership of the school.

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / digital devices in an appropriate way. The school will therefore seek to provide information and awareness to parents and carers through:
- Curriculum activities
- newsletters, Twitter, blog, app
- Parents / Carers ICT sessions
- Campaigns e.g. Safer Internet Day

Parents and carers will be encouraged to support Mossend Primary School and Nursery Class in promoting good online safety practice and to follow guidelines on the appropriate use of:
- digital and video images taken at school events
- the school blog, app and Twitter page
- their children's personal devices in the school

Community Users

The school will provide opportunities for members of the community to gain from the school's experience in embracing new technology and its online safety knowledge. This may be offered through the following:

- Providing family learning courses in use of new digital technologies, digital literacy and online safety
- The school website/Twitter will provide online safety information for the wider community

Community Users who access the school's systems as part of the wider school provision will be expected to sign a Community User AUA before being provided with access to school systems.

Staff / Volunteers

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:
- Annual online safety training will be made available to staff. This will be regularly updated.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school's Digital Education & Citizenship Policy and Acceptable Use Agreements.

- The Digital Champion will provide advice / guidance / training to individuals as required.

Mossend PS&NC @MossendPS · May 9, 2017

@BellshillA Art transition. Primary 7 had a great time learning about photography and **digital** images. Looking forward to our next session.

Social Media – Twitter

Mossend Primary School and Nursery Class's Twitter account (@MossendPS) is a public account managed by the Digital Champion and is used for:

- communicating information to our families and wider school community
- regular reporting on children's learning
- sharing and celebrating success and achievements both in and out of school
- modelling responsible and respectful use of social media with children

This is the school's main Twitter account and will therefore be updated with important information such as school closures, holidays, lunch menus etc. It is recommended that all staff and parents follow the school account to be kept up to date.

Class teachers have access to the school Twitter to informally report on children's current learning experiences and engage in the learning experiences of other classes within the school.

Twitter Code of Conduct for all staff members:
- staff Twitter accounts must be used solely for professional purposes and not contain any personal tweets or retweets that are not of an educational context and relevant to learning in their class or the wider school.
- staff should not follow back parental accounts

- Only children's first initial should be used when referencing children and not at all if the child can be identified in a video or photo attached to the Tweet.
- If children are photographed sharing their work, staff must ensure that their name is not displayed on the work.

When managing the school Twitter account, the Digital Champion will:

- Digital Champion should monitor school Twitter followers and block any who appear to have: no link to the school, no relevance to the work of the school, inappropriate usernames not in keeping with NLC policy or the ethos of the school e.g. sexualized, football team affiliated, alcohol or drug related names or posts or comments that could cause offence.
- welcome positive comments only
- follow educationally linked accounts. Parental accounts, unless educationally linked, will not be followed back.
- only upload photographs of children in line with this policy. No names of children will appear with photos or videos Tweeted if they could be identified.

As Twitter users must be at least thirteen years old, pupils will not be allowed to use Twitter accounts independently. However, in school they will have the opportunity to contribute to Tweets as part of planned educational activities.

Code of Conduct for parents and the wider school community when interacting with the school or staff Twitter accounts:

- Staff members should not be sent direct messages, this includes on the school Twitter account. The school should be contacted using formal means of communication only; email or telephone contact to discuss issues or queries.
- If commenting on a photo or video of a child, do not include the child's name in the Tweet.
- If Tweeting a photo or video of your own child, it is recommended that you do not include their name in the Tweet.
- Seek permission from parents before uploading photos or videos of children other than your own.

Twitter Misuse

Any concerns or issues about the misuse of Twitter should be reported to the Head Teacher immediately.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils need to be aware of the risks associated with publishing digital images on the internet.

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

- Written permission from parents or carers will be obtained at the beginning of each school session before photographs of pupils are published on the school website ,app social media or the local press.

- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital images / videos. In some cases, the Head Teacher may decide that no photos/videos will be permitted.

- Staff and volunteers are allowed to take digital images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images.

- Pupils must not take, use, share, publish or distribute images of others without their permission

- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.

- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.

<h1 style="text-align:center">**Mobile Devices**</h1>

Mobile technology devices may be school owned or personally owned and might include smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud-based services such as email and data storage.

All users should understand that the primary purpose of the use mobile / personal devices in a school context is educational. The school's Acceptable Use Agreements for staff, pupils and parents/carers will give consideration to the use of mobile technologies

Mossend Primary School and Nursery Class allows:

	Personal Devices				
	School owned for single user	**School owned for multiple users**	**Student owned**	**Staff owned**	**Visitor owned**
Allowed in school	Yes	Yes	Yes but must be kept in pupil's bag at all times.	Yes	Yes
Full network access	Yes	Yes	no- only school devices should be connected to the school's network	no- only school devices should be connected to the school's network	no- only school devices should be connected to the school's network unless authorised by HT

Communication Technologies

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table offers guidance on acceptable usage of these:

Communication Technologies	Staff & other adults				Students / Pupils			
	Allowed	at certain times	HT permission	Not allowed	Allowed	at certain times	HT permission	Not allowed
Mobile phones may be brought to the school (P4-7only)	x						x	
Use of mobile phones in lessons			x					x
Use of mobile phones in social time	x							x
Taking photos on mobile phones				x				x
Use of other mobile devices e.g. tablets, gaming devices	x							x
Use of personal email addresses in school				x				x
Use of school email for personal emails				x		x		
Use of messaging apps		x				x		
Use of social media		x						x
Use of blogs	x				x			

When using communication technologies, the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored.
- Users must immediately report, to the Head Teacher – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and pupils or parents / carers (email, social media, chat, blogs etc) must be professional in tone and content. Personal email addresses, text messaging or social media must not be used for these communications.
- Pupils should be taught about online safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities.

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion:

- Isolate the computer/device in question as best you can. Any change to its state may hinder a later police investigation.
- Inform Head Teacher immediately

Consequences to Misuse

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with proportionately. Some examples of possible misuse are listed below; this is not an exhaustive list. **Any concerns should be reported to the Head Teacher to seek advice and clarity on next steps.**

- Allowing others to access school network by sharing username and passwords
- Unauthorised downloading or uploading of files
- Unauthorised use of non-educational sites during lessons
- Unauthorised / inappropriate use of mobile phone / digital camera / other mobile device
- Corrupting or destroying the data of other users
- Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature

Security and Maintenance of School Owned Technology

As a school we have invested a lot of money in our digital technology and we therefore ask that all devices and accessories are handled responsibly and with appropriate care by all users.

Class iPads and Laptops

- Information relating to allocated laptop/iPad numbers and chargers is stored and checked at regular intervals by the Digital Champion.
- Faults or damages should be reported as soon as possible to the Digital Champion
- should be charged regularly
- should be stored overnight in a lockable cabinet within each classroom

Promethean Panels

- Only a dry microfibre cloth should be used to maintain the panel
- Faults or damage should be reported as soon as possible to the Digital Champion

Digital Leaders

The development of a Digital Leaders' team in session 19/20 had a significant impact on digital learning in Mossend Primary School and Nursery Class School. The Digital Leaders team:

- are role models for responsible and respectful digital citizenship across the school
- actively seek new technology and resources to trial, review and purchase
- lead learning in classes across the school to model use of innovative technology, programs and resources
- offer regular staff skills sessions to build staff confidence and raise awareness of effective digital approaches to teaching and learning that could be implemented in their classrooms
- support staff delivering lessons with new digital technology and resources
- support staff with technical issues
- support staff with maintenance of school owned devices

We have two Digital Leader programmes:

- Aspiring Digital Leaders is open to primary 4 – 6 and is for existing Digital Leaders who wish to continue in their role the following session and new and aspiring Digital Leaders to replace P7 pupils transitioning to secondary school. Candidates complete a road map to showcase their skills before completing a formal application form.

- Master Digital Leaders is open to Primary 5 – 6 pupils who have been a Digital Leader for at least one session and have shown passion, leadership and motivation to inspiring Digital Technology use in our school. Candidates complete a road map to showcase their skills before completing a formal interview.

Successful candidates will keep their Master Digital Leader status for the remainder of their time at Mossend Primary School.

Mossend PS&NC @MossendPS · Nov 5
Room 16's **Digital** Leaders teaching their peers about the Microbit device this afternoon 👍🖥️

References

Sources referred to during the creation of this policy include:

- *Enhancing Learning and Teaching Through the Use of Digital Technology.* **Education Scotland, 2016**

- *Acceptable Use of ICT, version 2.0.* **North Lanarkshire Council**
- https://swgfl.org.uk/products-services/online-safety/resources/onlinesafety-policy-templates/ 04.04.2018

Appendix A – Sample letter to parents regarding acceptable use by pupils

Dear Parent/Carer,

CHILD ACCESS TO THE SCHCOOL NETWORK AND THE INTERNET

Digital technology is an increasing feature of everyday life. Therefore, the curriculum in schools is trying to ensure that young people are given the opportunity to develop their digital skills. In Mossend Primary School and Nursery Class, our learners will have access to our computer network and the internet.

With its benefits, the internet also brings risks since it is a global information medium containing millions of different items and resources. Mixed with the good, there is the potential to access material which is inappropriate and potentially harmful to children. For this reason, North Lanarkshire Council Education and Families has implemented stringent internet controls and safeguards through the contracted provider of internet services to schools. The service includes rigorous filtering of the World Wide Web, newsgroups and electronic mail for inappropriate and offensive material. In addition, pupils will enjoy a high degree of professional supervision to ensure that online access is an enjoyable and rewarding experience. Nevertheless, you should be aware that the potential to access inappropriate material does exist and that no filtering technologies can completely guarantee that on occasion a pupil will not come across distasteful material in some form or other.

Before being allowed to use the school network and access the internet, all learners will be required to agree to and sign a digital citizenship acceptable use agreement (copy enclosed). The school needs your support in expecting pupils to use their access to the school network and the internet in an ethical and responsible manner at all times. You are therefore asked to counter-sign the digital citizenship acceptable use agreement completed by your son/daughter to confirm your approval and their acceptance of the school rules on this matter.

Kind Regards,

Mrs Bee Hunter
Acting Head Teacher

Appendix B – Our Digital Citizenship Rights Respecting Charter

Digital Citizenship Acceptable Use Agreement Early Level

Pupil Name: Room Number:

I will be a responsible and respectful digital citizen by remembering...

not to talk to strangers.

to ask permission before I go on the internet.

to only go on websites that I am allowed to.

to keep my passwords safe

to be kind to others

not to share my name, age, address, phone number or school

to tell an adult if something online upsets or worries me

Parent Signature _____

Date _____

Appendix D – First Level Digital Citizenship Agreement

Digital Citizenship

Acceptable Use Agreement

First Level

I will be a responsible and respectful digital citizen by...

- handling digital technology with appropriate care
- reporting damage to devices immediately
- not opening files that belong to others
- balancing my time online and offline
- always asking permission before going online
- only using websites that are just right for me and I have permission to use
- not sharing personal information e.g. name, address, telephone number, photograph or school.
- only emailing people that I know or have been approved by my teacher
- communicating respectfully online e.g. in emails and through Glow for collaborative tasks
- using search engines with care; only searching for information that is related to my task and I have been given permission to look up
- only using images that are free to share and re-use
- telling a trusted adult immediately if something upsets or worries me online
- only using my own login details and not sharing these with others
- not meeting any online contacts and telling a trusted adult immediately if I am asked to do this
- standing up to cyber bullies; I will report any cyber bullying incidents to a trusted adult.
- not downloading apps or software to school devices without permission from the Head Teacher

Pupil Name: _____

Pupil Signature: _____

Parent signature: _____

Date: _____

Appendix E – Second Level Digital Citizenship Agreement

Digital Citizenship

Acceptable Use Agreement

Second Level

I will be a responsible and respectful digital citizen by...

- handling digital technology with appropriate care
- reporting damage to devices immediately
- balancing my time online and offline
- creating strong passwords and keeping them safe
- only using my own login details and not sharing these with others
- not accessing computer files belonging to others
- always asking permission before going online
- using age appropriate websites and apps that I have permission to go on
- not sharing personal information e.g. name, address, telephone number, photograph or school
- only emailing people that I know or have been approved by my teacher
- communicating respectfully online e.g. in emails and through Glow for collaborative tasks
- using search engines with care; only searching for information that is related to my task and I have been given permission to look up
- only using images with a creative commons licence
- giving others credit when I use their work by creating a reference list
- telling a trusted adult immediately if something upsets or worries me online
- not meeting any online contacts and telling a trusted adult immediately if I am asked to do this
- standing up to cyber bullies; I will report any cyber bullying incidents to a trusted adult.
- not downloading apps or software to school devices without permission from the Head Teacher

I understand that the school will check my computer files, emails and the internet sites that I visit to ensure I am using the internet safely, responsibly and respectfully.

Pupil Name: _____

Pupil Signature: _____

Parent signature: _____

Date: _____

Mossend Primary School and Nursery Class
Digital Citizenship
Acceptable Use Agreement   Staff

I agree to....

• respect North Lanarkshire's Acceptable Use of ICT policy
http://www.northlanarkshire.gov.uk/CHttpHandler.ashx?id=12417&p=0
• handle digital technology with appropriate care and ensure pupils do so.
• report damage to devices immediately to ICT Coordinator/Head Teacher.
• report missing devices immediately to ICT Coordinator/Head Teacher.
• only use my own login details and not share these with others.
• use appropriate websites and apps and check these in advance if using them in a lesson
• respect copyright restrictions
• report incidents of misuse immediately to ICT Coordinator/Head Teacher
• not download apps or software to school devices without permission from the Head Teacher
• not access the school's internet on any personal devices
• if applicable, update my staff iPad when prompted by the device
• Save documents on my OneDrive Glow Account and not on individual desktops.
• not to remove any device from the school premises without permission from the Head Teacher.

I understand that the school may check my computer files, emails and the internet sites that I visit to ensure I am using the internet responsibly. I acknowledge receipt of the below devices and understand that I am responsible for them in line with this agreement until they are signed for as returned.

Assigned Working Device   (Circle type of device you use)

Asset Number _____   PC   Laptop   Mac

Ipad (If applicable)

Asset Number _____   Ipad Number _____

If applicable, the device attached to your Promethean Board/Smart Board
                    (Circle type of device attached)
Asset Number _____   Laptop   Mac   Room _____

Staff Member's Name: _____

Staff Member's Signature: _____   Date: _____

Digital Citizenship

Acceptable Use Agreement

Visitors

I agree to....

- handle digital technology with appropriate care
- report damage to devices immediately
- only use my own login details and not share these with others
- not access computer files belonging to others
- use appropriate websites and apps
- respect copyright restrictions
- report incidents of misuse.
- not download apps or software to school devices without permission from the Head Teacher

I understand that the school may check my computer files, emails and the internet sites that I visit to ensure I am using the internet responsibly.

We the pupils of Mossend PS & NC promise to be

Hardworking, Enthusiastic and unafraid of making and talking about mistakes!

It's ok to get it wrong
We praise hard work, effort and commitment
Everyone can!
We understand the Power of YET!

PRACTICE MAKES PROGRESS

Mossend Primary School and Nursery Class
'Where Stars Shine Brighter'

Visitor's Name: _____

Visitor's Signature: _____

Date: _____