



Digital Assistance Policy for Chromebooks used for home learning in Renfrewshire

Please keep this sheet for your records, sign a copy of the attached form and then give a copy back to the staff member who delivered your Chromebook. If your child is in P4 or above, he/she should sign the learner section, as well.

By signing this form, you are agreeing to:

- Follow the rules stated below for usage of the Chromebooks
- Return the Chromebook to school as soon as schools reopen
- Ensure the Chromebook is taken care of

If you have any questions about this, please contact the Head Teacher.

These rules apply to all uses of the internet and social media and to all information sent electronically, including text messages and pictures.

Digital Learning in Renfrewshire Schools

In Renfrewshire schools we want to give our children/young people as rich a variety of learning opportunities as possible, including digital learning. Internet use in Renfrewshire schools includes use of Glow, Scotland's safe and secure intranet for schools, other Council-approved resources and Social Media.

Schools will already have begun sharing home learning and it is hoped by accessing this via the Chromebook the school can celebrate and support learners' work during this difficult time.

The internet can harbour dangers and must be used responsibly to keep both our young people and the network safe.

You can find out more about providing your child with safer internet access at home at

<https://www.thinkuknow.co.uk/parents/>

You can find out more about Glow at

<https://glowconnect.org.uk/about-glow/glow-for-parents/>.

The Rules for Digital Learning in School and for using Chromebooks at home

The Chromebooks being loaned by the school is there to help with class work and homework. Used responsibly, exciting and interesting ways of locating and using resources can be found to aid learning.

Always follow these rules:

Be secure:

- I will keep logins and passwords to myself and not share them with anyone, even my friends.
- I will always log out when I leave the computer/device.
- I will not look at anyone else's files without their permission.

Be respectful:

- I will always be polite and will not use bad language.
- I will remember that anything I do can usually be traced back to me.
- I will not access, create, store or distribute files that could be thought of as offensive or indecent, or that harasses or insults others.

Be safe:

- I will not share my personal details or any personal information about other people (home address, phone number etc) in emails, messages, online or with other people.
- I will only send messages to people I know or my teacher knows.
- I will not arrange to meet people I talk to online.

Be legal:

- I will only put relevant and acceptable materials on to the internet, Glow and Social Media.
- I will never photograph or video staff or other pupils without their knowledge and permission.
- I will never upload photographs or videos of others without their permission.
- I know that bullying by the use of text, multimedia messaging, emails, social networking or blog sites is unacceptable and may lead to very serious consequences.
- I know that I should not copy materials or pictures from the internet and use them in my own work unless they are copyright free.

Be responsible:

- If I see or hear something that is wrong or that upsets me in emails, on the internet, Glow or Social Media, I will tell an adult and/or use the Report Unsuitable Content button if it is on the screen.
- I will not use internet sites which have unsuitable content.
- I will take good care of the Chromebook I am using. If there is a fault or the device is damaged in any way, I will report it immediately to the HT of my school.
- I understand that if I am irresponsible in my use of ICT, the internet, Glow or Social Media, my access may be removed.

PLEASE SIGN THE RELEVANT SECTIONS OVERLEAF AND RETURN TO STAFF WHO DELIVERED THE CHROMEBOOK.

Digital Assistance Usage Policy

Parent/Carer

As the parent or carer of (name of child)

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Please be assured that the child’s safety will always be of paramount importance and no personal information will be made public.

- I have read the rules for acceptable computer and internet use and understand that these rules apply when my child is using the school loaned Chromebook.
- I have gone through the rules with my child and explained their importance of following these.
- I agree to make every effort to ensure the Chromebook is used safely and understand it will be returned to school when they reopen.
- I consent to my child’s work being published online and for them to participate in video-conferencing activities within Glow.

Parent's / Carer’s signature

Date

Digital Assistance Usage Policy

Learner Name

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I have read the rules for acceptable computer and internet use and know the importance of these rules.

I agree to take care of the school Chromebook.

Learner's signature (P4 and above)

..

Date