Internet Safety, Media Permission & Acceptable Use of ICT in Renfrewshire Schools

These rules apply to all uses of the internet and to all information sent electronically, including text messages and pictures sent by mobile phones.

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, and other Council-approved resources.

The internet provides a great wealth of information that can enrich class work. The ability to use it efficiently and responsibly is a skill that will be of value throughout a learner's life. It also allows a school to celebrate learners' work by publishing it on a school website, blog, wiki and sometimes on the Renfrewshire Council website.

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
http://www.educationscotland.gov.uk/usingglowandict/.

The Rules for Digital Learning in School
The ICT equipment in school (computers and any other internet devices), 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, on the internet or with other people.
- I will only send emails 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 or Glow.

- 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 or Glow, 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 ICT equipment I use.
- I understand that if I am irresponsible in my use of ICT, the internet or Glow, my access in school may be removed.
- I understand that if I abuse the privilege or use a device in class without permission, proportionate sanctions will be taken.
- I am responsible for taking care of any personal device I bring to school.

**Please sign the attached form and return it to the school. If your child is in P4 or above, he/she should sign the learner section.
If you have any questions about this, please contact the Head Teacher.**

Miss Jillian McGown
Ralston Primary School & Nursery Class
School Road
Paisley
PA1 3AT

email: ralstonenquiries@renfrewshire.gov.uk

Ralston Primary School & Nursery Class

Internet Safety, Media Permission & Acceptable Use of ICT in Early Years

There are useful educational ICT resources available for even very young children, so there may be occasions when early years staff take children onto the internet or into Glow, the national intranet for Scottish schools. An example of Glow use might be the opportunity for young children, with staff, to take part in a storytelling session delivered by video-conference. Children in early years establishments would be supervised when making use of ICT and the internet in this way.

The internet has sites that contain material unsuitable for young children. Sophisticated filtering tools are in place across Renfrewshire schools which block sites that contain unsuitable material, including social networking sites. In addition, internet access is normally supervised.

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
http://www.educationscotland.gov.uk/usingglowandict/.

We feel that the educational benefits of internet use far outweigh the risks and that using the internet is a valuable skill for all learners.

Please sign the attached form and return it to the establishment.
Miss Jillian McGown
Ralston Primary School & Nursery Class
School Road
Paisley
email: ralstonenquiries@renfrewshire.gov.uk

Acceptable user Agreement
Parent/Carer - As the parent or carer of:

. . . . (name of child) Class:..............................
I understand that the establishment will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet at school.

I give my permission to allow the child named above to use ICT and the internet in the establishment.
This can be changed at any time by contacting the Head of Establishment.

Parent's / Carer's Signature . . . . Date . . . .

Media Permission

The school may produce web pages, ICT presentations, video presentations, educational or interest articles for magazines or other media. These materials are often used to show good practice and to celebrate a school's achievements. Materials are also made available to other members of the Glow intranet community in Renfrewshire or nationally to other Scottish schools and their Glow guests.

We need permission from parents and carers to be able to publish the child's work or record activities by camera or video camera. This permission will also cover your child's participation in video-conferences normally run within Glow. Sometimes these are recorded and made available for viewing within Glow.

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

This permission can be changed at any time by contacting the Head of Establishment.

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Please yes or no if you want your child to be included in these activities and sign below.

	No	Yes
Displays in the establishment eg photographs on walls etc.		
School Website		
Newsletter		
Glow images and Video (school only)		
Glow Images and Video (Renfrewshire or Scotland-wide)		

Media permission
Parent/Carer - As the parent or carer of:....... . . . . (name of child)

 Class:..

I give my permission for the child named above to have their photograph or video image used. I also give my permission for the above named child to take part in activities on the internet or in Glow.

Parent's / Carer's Signature . . . . Date . . . .