

Media Permissions and Digital Learning Acceptable Use Policy

In Renfrewshire schools we want to give our pupils as rich a variety of learning opportunities as possible, including opportunities for Digital Learning. In line with UK GDPR, Digital Learning in Renfrewshire schools includes a range of platforms, such as:

- Glow (Scotland's national digital learning environment)
- Online video conferencing
- Council-approved apps/resources
- Social media (such as Twitter, Facebook and Youtube)

The internet can harbour dangers and must be used responsibly to keep both our pupils and the network safe. To keep all pupils safe, our acceptable use policy outlines rules that apply to all uses of the internet, social media and to all information sent electronically, including text messages and pictures.

By signing this form, you are agreeing to follow the rules for digital learning as stated in this policy. If you have any questions about this, please contact the Head Teacher.

You can find out more about providing your child/young person 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/>

You can find out more Renfrewshire Council's privacy policy: <https://www.renfrewshire.gov.uk/privacypolicy>

The Rules for ICT and Digital Learning in School

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 using text, multimedia messaging, emails, social networking, or any part of Glow is unacceptable and may lead to very serious consequences.
- I know that I should not copy materials, including videos and 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 not record my fellow classmates or school staff without permission.
- I will take good care of school the ICT equipment 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 and my access may be removed if I break these rules.

PLEASE SIGN THE RELEVANT SECTIONS OVERLEAF AND RETURN TO STAFF.

If your child/young person is 12 years of age or above, they should sign the learner section. If you have any questions about this, please contact the Head Teacher.

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Please sign and return to your school

Media Permissions

The school may produce web pages, ICT presentations, video presentations, educational or interest articles for magazines. These materials are often used to show good practice and to celebrate a school's achievements. Materials are also made available online via social media, such as Twitter, Facebook, and Youtube.

We need permission from parents and carers to be able to document and publish your child/young person's work, record progress, or record activities by camera or video camera. Schools may share this with you via social media, school approved apps/resources or learning journals, where pupils may reflect on what they are learning. This permission will also cover your child/young person's participation in video conferences normally run within Glow. Sometimes these are recorded and made available for viewing within Glow.

Please indicate if you are happy for your child/young person to be included in these activities and sign below.

Please be assured that pupil safety and data will always be of paramount importance and in line with UK GDPR. This permission can be changed at any time by contacting the Head Teacher.

Parent/Carer

As the parent or carer of (name of child/young person): _____

- I have read the ICT and Digital Learning Acceptable Use Policy and understand that these rules apply when my child/young person is using the school ICT equipment.
- I have gone through the rules with my child/young person and explained their importance of following these.
- I consent to my child/young person's work being published/made available online via Glow/Social Media.
- I consent to my child/young person to participate in video-conferencing activities.
- I consent to the school using apps or secure online journals to record progress, where learners will be able to add the things they work on (including photos, videos, worksheets, drawings, and voice recordings) so that the school may share them with parents throughout the school year.
- I understand that the school 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 child/young person acquires or sees because of use of ICT at school.

Parent's / Carer's signature: _____ **Date:** _____

Learner Name: _____

I have read the ICT and Digital Learning Acceptable Use Policy and understand the importance of these rules when using the school ICT equipment and working online.

Learner's signature _____ **Date:** _____