

ICT Acceptable Use Policy for Pupils

August 2017

1. Introduction

1.1 Scottish Borders Council recognises that access to Information and Communications Technology (ICT) equipment and Services helps you to learn and develop skills that will prepare you for work, life and citizenship in the 21st Century.

1.2 To support this, we provide resources for you and staff to use. This Acceptable Use Policy outlines the guidelines and behaviours that you are expected to follow when using school equipment or when using personally-owned devices in SBC establishments. The purpose of this is to protect both the Council's network and equipment and to protect you online.

1.3 You should be aware that:

- All networks are intended for educational purposes.
- All activity over the network may be monitored and a record kept.
- Online content will be filtered on all networks
- There will be consequences if you misuse Council resources.
- We make every reasonable effort to ensure your safety and security online, but we are not held responsible for any harm or damage that results from the misuse of Council ICT Equipment and Services or the misuse of your own device on the Council networks.
- You are expected to alert a member of staff immediately if you have any concerns about your safety or security or that of other pupils.

2. ICT Equipment and Services Covered

2.1 We provide:

- Internet access
- Desktop/laptop computers
- Mobile devices
- Online Collaboration Tools
- E-mail
- Smartboards
- Wi-Fi connections (where applicable).

3. Usage Policies

3.1 We provide ICT Equipment and Services for your learning. You are expected to use good judgement and to follow the advice in this policy to be:

- safe
- appropriate
- careful and considerate.

4. Internet Access

4.1 We provide you with access to the internet, including web sites, resources, content, apps and online tools. Access to some sites may be restricted in line with SBC and school policies. We may monitor online use and keep records.

4.2 The internet filter is a safety precaution. You must not try to get around it when browsing the internet. If you think a site should not be blocked please alert a member of school/council staff who, if they agree, can request that the site is reviewed.

5. Mobile Devices Policy

5.1 We may provide you with mobile computers or other devices to support your learning. You are asked to look after these carefully. You should report any loss, damage or failure to school staff immediately. You may be liable for any damage resulting from carelessness or mistreatment.

5.2 The Council may monitor how you use any mobile devices, either council owned or a personal device.

6. Social/Web 2.0/Collaborative Content

6.1 Working with others is an essential part of learning. We may provide you with access to managed web sites, apps or tools that allow you to communicate, work with others, share, and send messages to other users.

6.2 Posts, chats, sharing, and messaging may be monitored. You should be careful not to share information that could identify you. The Information Commissioner's Office (www.ico.org.uk/youth) has lots of information on its website for young people aimed at helping you protect your personal information.

7. E-Mail

7.1 We provide you with Glow e-mail accounts for the purpose of school-related communication. E-mail should be used with care. You should not:

- send personal information
- attempt to open files or follow links from unknown or untrustworthy sources
- use inappropriate language.

7.2 You are expected to communicate with the same appropriate, safe, and courteous conduct online as offline. Your e-mails may be monitored and stored on our servers.

8. Personally-Owned Devices

8.1 You may use personally-owned devices (including laptops, tablets, smartphones, media devices, and mobile phones) to support your learning as directed by a member of staff. However, it is not a requirement for you to bring your own device to school, even if you own one. The way in which you use your own device must not interfere with teaching or create disturbance that stops others from learning.

8.2 You must follow the requirements of examination boards. This may mean that you do not take mobile devices to school at the time of examinations. The school management team will make you aware of current examination requirements.

8.3 Any misuse of personally-owned devices in school may result in disciplinary action. Even with personally-owned devices, you are expected to communicate with the same appropriate, safe and courteous conduct online as offline. You should be careful not to share information that identifies you.

8.4 Within school buildings, you will be required to use SBC wireless networks with a personal device and not your own 3G or 4G service. This provides the safety of the Council's filter which will be applied to personal devices connected to the wireless network through a school log in.

8.5 There may be circumstances that allow the use of a 3G or 4G service on a personal device, such as an outdoor learning experience. Use of this service is at the discretion of school staff and your parent or guardian. This method of internet connection will not provide the safety benefits of filtered internet access. Use of this service may also cost you money.

9. Security

9.1 You are expected to take care not to spread viruses and security threats over the Council network. This includes:

- not opening or distributing infected files or programs
- not opening files, programs, or links from unknown or an untrustworthy source.

9.2 If you believe a computer or mobile device you are using might be infected with a virus, please alert a member of staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

10. Downloads

10.1 You may be able to download files, such as app updates, images, videos, documents, etc. For the security of the Council networks, downloading such files should only be with the agreement of a member of staff and will only be permitted from sites we trust.

11. Digital Citizenship

- You should always use the internet, network resources, and online sites in a courteous and respectful manner.
- You should only use trusted sites when carrying out research on the internet.
- You should not post anything online that you wouldn't want parents, school staff, or future colleges or employers to see. Once something is online, it's 'out there' and can sometimes be shared and spread in ways you never intended.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- We will not tolerate bullying. Harassing, insulting impersonating, tricking, excluding and stalking are all examples of bullying. Never create or share e-mails, images, or video with the intent of scaring, hurting, embarrassing or frightening someone else.
- If you engage in any online activities intended to harm (physically or emotionally) another person, you will face disciplinary action and loss of privileges. Bullying can be a crime. Remember that your activities may be monitored and a record of them kept.

12. Plagiarism

12.1 You should not copy or take credit for something you have found online by presenting yourself as the author or creator. This is known as plagiarism. Any research you carry out on the internet should give credit to the original author.

13. Copyright

13.1 Some material on the internet can be copied or re-used but most material cannot be copied. For example, it is probably not OK to copy a photograph from a webpage and use it somewhere else. You should check with the owner of a website before reusing anything.

14. Personal Safety

14.1 If you see a message, comment, image, or anything else online that makes you concerned for your personal safety or that of others, bring it to the attention of an adult (a member of staff, if you are at school; parent/guardian if you are at home) immediately.

- You should never share information that could identify you (known as personal information), such as phone number, address, birthday, usernames, unique identifying numbers, or financial information, over the internet.
- You should know that communicating over the internet can be secretive and could be dangerous. You should keep safe your own and others' personal information.
- You should never agree to meet in real life someone you meet online.

14.2 The Information Commissioner's Office (www.ico.org.uk/youth) has lots of information on its website for young people aimed at helping you protect your personal information.

15. Monitoring

15.1 All access to the internet, using Council equipment or your own may be monitored by the Council. This monitoring will be for the prevention and detection of unauthorised use of the Council's communication systems.

15.2 Authorised staff are able to access reports of sites visited by users. Such reporting is not undertaken routinely, but will be available in the event of an investigation into inappropriate use of the internet or e-mail.

15.3 Records of such activity will be kept for one year.

16. Limitation of Liability

16.1 The Council will keep files, data and hardware safe from damage and harm. While we employ filtering and other safety and security measures and try to ensure they work properly, we cannot guarantee that they will be 100% effective. We will not be responsible, financially or otherwise, for unauthorised transactions conducted over the network.

16.2 We will not be responsible for damage or harm to your own devices.

17. Breaches of this Acceptable Use Policy

17.1 If you breach this policy, you may be disciplined or there may even be legal repercussions for you.

**ICT Acceptable Use
Secondary Pupil Summary Sheet (page 1 of 2)**

When using ICT equipment and services at school, I will:

- Use ICT equipment and services on the network for school-related activities and research.
- Behave respectfully and responsibly, working well with other pupils, and treating others as I expect to be treated i.e. with dignity and respect just as I do when doing other school work.
- Treat school resources carefully and alert staff if there is any problem with them.
- Tell a staff member if I see threatening/bullying, inappropriate or harmful content (images, video, messages, or posts) online.
- Only use IT when and where I am allowed and only for things related to school work.
- Credit sources when using information found online in school work so I don't break copyright laws.
- Protect my own safety online and that of others.
- Protect the security of all ICT equipment and services.

When using ICT equipment and services at school, I will not:

- Use it in a way that could be personally or physically harmful to me or others.
- Search for inappropriate images or content.
- Bully, harass, or be disrespectful towards staff or other pupils.
- Try to find ways to bypass the Council's security and safety measures and filtering tools.
- Send spam or chain mail.
- Copy content I find online without saying where I got it from.
- Post information about myself or others that could identify us
- Publish, post or release information that is confidential or private
- Agree to meet in real life someone I meet online.
- Use language online that would not be allowed in the classroom.
- Use ICT equipment and services to do things that are illegal or to search for information on illegal activities.
- Attempt to hack or access sites, servers, accounts, or content that I am not allowed to access.

This is not intended to be an exhaustive list. Users should use their own judgement when using technologies.

**ICT Acceptable Use Policy
Secondary Pupil and Parent/Carer Agreement (page 2 of 2)**

(Please return a signed copy of this agreement to the School Office)

I have read and understood this Acceptable Use Policy and agree to follow it:

(Pupil Printed Name)

(Pupil Signature)

_____ (Date)

I have discussed this Acceptable Use Policy with my child:

(Parent/Carer Printed Name)

(Parent/Carer Signature)

_____ (Date)

**ICT Acceptable Use Policy
P4-7 Pupil and Parent/Carer Summary Sheet**

When using ICT equipment school:

- I will use ICT equipment for school-related activities and research.
- I will treat school resources carefully and alert staff if there is any problem with them.
- Only use it when and where I am allowed and only for things related to school work.

For my own personal safety:

- I will treat my username and password carefully – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will not share personal information about myself or others when I'm online
- I will tell an adult that I trust if I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or share images of anyone without their permission.
- I understand that being a responsible digital citizen means that I have the same standards of relationships and behaviour in an online community as I do in the school community.

When using the internet for research or fun, I know that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

P1-3 Acceptable Use Agreement

This is how we stay safe when we use computers:

- ☺ I will ask a teacher or suitable adult if I want to use the computer.
- ☺ I will only use activities that a teacher or suitable adult has allowed me to use.
- ☺ I will take care of the computer and other equipment.
- ☺ I will ask for help if I am not sure what to do on the computer.
- ☺ I will tell a teacher or suitable adult if I see something that upsets me on the screen.

**ICT Acceptable Use Policy
Primary Pupil and Parent/Carer Agreement**

P4-7 Pupils only:

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

I have read and understand the Acceptable Use Agreement and will follow these guidelines when:

- I use the school ICT systems and equipment
- I use my own equipment out of the school in a way that is related to me being a member of this school for example communicating with other members of the school, accessing school email, school website, school social media, etc.

My Name

My Class

Signed

Date

Parent/Carer Signature

P4-7:

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

P1-3:

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

Child's Name and Class

Signed

Date

