



Education Resources
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Operating Procedure F1 Use of Digital and ICT Systems in Schools and Educational Settings

F1c Responsible Use Agreement – consent form for learners (revised June 2023)

Purpose

The purpose of this consent form is to raise awareness of the things you are required to do to protect you when using digital communications and the internet and in keeping the information you use or have access to, safe and secure.

The use of digital technology and the Internet is an enhancement to learning, not a right, and inappropriate use will result in the cancellation of this access.

So, we require your consent to allow access to the internet and digital platforms for learning.

In all South Lanarkshire Schools, we believe that access to digital devices, our school network and the Internet is of significant value in enhancing learning.

As a safeguard, South Lanarkshire Council uses an Internet Service Provider with a filtered and monitored Internet service, which reduces the risk of inappropriate material being accessed. However, it is no guarantee, but we do take action if we become aware of inappropriate access or use, as our aim is to keep children and young people safe when on-line.

In using the school's digital devices, internal network and the Internet, we rely on the proper conduct of all learners. The conditions of access must be followed at all times. Failure to do so may result in the learner's access being withdrawn.

Please remember; This includes the school network, Glow, or any other system.

1 Digital Technology

Our Responsible Use Agreement applies across all of our school network and devices, including personal devices used on the wireless network and on all our school devices including desktops, laptops, Chromebooks and tablets whether used within or outwith the school setting.

It includes access to the Internet through the school network, on personal devices or on school devices.

It applies to the use of accounts, programs and applications provided for within the school network, and in virtual learning environments (VLE) and services provided within the Glow network. This includes Glow email, Microsoft Office 365, Teams and within the South Lanarkshire Council Google for Education tenancy (including Google Classroom and Google Meet) amongst many others.

2 We ask you to do the following:

Terms and conditions

This form should be signed as follows:

Early Years and P1-3 pupils	Use agreement form signed by parent/carers*
P4-7 and Secondary pupils under 16	Use agreement form to be signed by both pupil (if able) and parent/carers*
Pupils aged 16 or over	Use agreement to be signed by the young person

** a simplified version of this form – known as the ‘Early-First Level Young Learner Parent&Carer Responsible Use Agreement’ is attached to the end of this document, for use as an alternative*

3 We ask you to do the following

Responsible Use

Users must not:

- use digital technology to access files which are pornographic
- use digital technology to access files which are racist or inflammatory unless as part of studies
- use copyright material without permission
- use digital technology for commercial advertising
- attempt to harm or destroy the data of any other user
- send or knowingly receive and open messages which are racist, sexist, threatening or otherwise designed to be harmful
- send or receive messages pretending to come from someone else
- knowingly send, create or upload a computer virus
- use language, pictures or video that would be deemed unacceptable in the learning environment, for example in a blog or discussion stream
- carry out any activity which is inconsistent with establishment rules

The following uses of digital technology are also unacceptable behaviour:

- wasting time searching for information which is not relevant to your studies
- doing things which are wasteful of resources for example printing graphics which are not relevant to your studies
- attaching any device to a computer without permission
- storing, copying, transmitting or using photographs or video of other learners or staff without their permission
- attempting to breach network security and filtering
- using digital technology to communicate information that is unacceptable or could be deemed unacceptable
- promoting events which have had or may have a negative effect on establishment discipline

4 Access and Monitoring

Use of digital technologies are not intended to be private and are routinely monitored, including internet searches and websites visited, emails sent and received, discussion posts, and files stored either on the school network or on the cloud via Glow such as on OneDrive or Google Drive.

Any activity relating to or in support of illegal activities will be reported.

Email is not guaranteed to be private. Emails will be monitored as will the content of websites visited. People who manage the system do have access. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

5 Etiquette

Users are expected to demonstrate good etiquette, as follows:

- be polite, courteous and mannerly using 'please' and 'thank you' when interacting online
- show respect in interacting with staff and other pupils
- be aware of the potential for misunderstanding and misinterpretation online in anything you write, send or receive
- messages must never be abusive, harassing or critical of others
- use appropriate language – do not swear, use vulgarities or any other inappropriate language
- use only the school provided Glow email account to contact staff or other pupils
- do not reveal your personal address, phone number, email address or social media accounts or that of others
- do not use the network in a manner which disrupts others in any way
- only communicate online during normal daytime working hours, not during the night-time
- consider carefully whether using digital technology is the most appropriate form of communication and if there are better alternatives, such as face-to-face
- remember not to expect an immediate response to online communication

Use of the system is monitored by systems administrators.

6 Video Conferencing

All schools in South Lanarkshire Council, have the facility within Glow to enable video conferencing between teaching staff and groups of learners.

For Video Conferencing the following applies to pupil participation:

- Photography/video consent* must be given already to take part in video calls
- Pupils must find a suitable place to sit when participating in video calls, that minimises noise and interruptions
- Pupils should have an appropriate digital or neutral background when participating on video calls
- Other household members must not appear or be heard on the video call (NB for younger learners it may be appropriate for an adult to stay close-by to monitor activity)
- Pupils should arrive on time and be ready to take part with the appropriate equipment/materials as directed by staff
- Pupils should join calls with microphone/camera switched to off and only enable if comfortable to do so and even then, only when directed to do so by staff
- Pupils should not interrupt when others are speaking and make use of the chat facility to answer questions if sanctioned by staff
- Personal and/or sensitive information should not be disclosed during calls

- Pupils are reminded that they will be removed from video calls if their behaviour impedes the teaching and learning experience of others

7 Parental Communication

Secondary establishments: Should parents have enquiries about the learning of their child or young person these should be directed through normal protocols by contacting the School Office directly to speak with the relevant Principal Teacher of Pupil Support, or Principal Teacher of Learning & Teaching or Principal Teacher of Additional Support Needs.

Primary establishments: Should parents have enquiries about the learning of their child or young person these should be directed through normal protocols by contacting the School Office directly to speak with the relevant Class Teacher or member of Senior Management/Leadership Team.

Parents/carers should not attempt to communicate **directly with class teachers** via their child's Glow email, Google Classroom, Google Meet, MS Teams, or other electronic methods as this is not the establishments' policy for parental communication nor the purpose of these learning tools.

8 Security

The security and safe use of digital technology is essential in helping the establishment develop effective learning and teaching and skills for learning, life and work in the 21st century.

So you must:

- make sure you keep passwords safe and secure
- not share accounts or passwords with anyone else
- report immediately, to a member of staff, if you come across an unsuitable site
- not engage in any activity which compromises the security of the system, or your access will be withdrawn and may lead to further action being taken.

The use of the school network, programs and applications as well as any identifying information about you that is used to create accounts is done so within the South Lanarkshire Council's Policy on the General Data Protection Regulations (GDPR).

9 Disclaimer

South Lanarkshire Council gives no guarantee of any kind, whether expressed or implied, for the digital technology, including Internet access, being provided and cannot be held responsible for the accuracy or quality of information obtained from the Internet.

10 Who is a parent?

The Children (Scotland) Act 1995 states that 'parent' in relation to a pupil means his/her natural parent or any other person who is his/her carer, who has parental responsibilities [within the meaning of Section 1(3) of the Learners (Scotland) Act 1995] in relation to him/her or who has care of him/her or who is liable to maintain him/her.

Both mother and father are entitled to give consent whether living together or apart where there are recognised rights. In addition, the following categories qualify provided they have recognised parental rights:

- stepparents
- foster parents
- relatives or friends looking after a learner either as a result of a court order or on an informal basis.