

Digital Technology

Responsible User Agreement

Ready

- I will work to remember my login information for GLOW & laptops.

Respect

- I will always look after all devices I am using.
- I will always be polite, kind and helpful online and treat others with respect.
- I will ensure my posts / comments / messages are kind, helpful or informative.
- I will use devices responsibly and sensibly, under the direction of the teacher.
- If I am creating videos or photos with others in, this will always be done ONLY with permission, and only on school devices. I will only upload any photos to GLOW on a secure network, never any other website or social media.
- I will only use photo / video functions for educational purposes / under the direction of the teacher.
- I will never alter school devices set up or security.
- I will never create / share / post anything which I would not wish other learners, teachers, parents / carers to see.
- I understand that any attempt to bypass or get around the schools network security and/or filter policies is forbidden. This includes downloading programs to bypass security or accessing and setting up proxies.

Safe

- I will always speak to an adult immediately if I see anything online which concerns me.
- I will keep all personal information private.
- I will be mindful that once something is online, that information may be beyond my control. I am aware that everything I do can be traced back to me.
- I will only use age-appropriate websites and apps in school, at all times, and I know I am not to use any social media in school.
- I will use the internet responsibly and only search for appropriate information.

Pupils are expected to be responsible, ready to learn, respectful and safe at all times when using technology. Unacceptable behaviour remains unacceptable, whether it occurs in an online environment, the playground, the classroom or anywhere else.

Personal Devices

Pupils in P6 & P7 are invited to bring in a familiar device (smartphone, tablet, iPad etc) from home each day to support and enhance learning.

All pupils across the school continue to have access to school devices.

Pupils in P1-5 are encouraged not to bring devices into school.

We encourage pupils not to bring smart watches into school. If a smart watch is brought to school, they are not to be used for communication purposes or to distract from learning during the school day.

We encourage pupils to be responsible for their own devices and any devices brought into school continue to be at owners risk. Once again we cannot be responsible for the security of devices brought to school.

BYOD Agreement

- My device will be charged each day before school.
- My device has a password / code, that I will keep private.
- My device has a protective cover and my name on.
- I will only bring in a device with permission from a parent / guardian.
- I am responsible for my device at all times, including during the journey to and from school.
- I will make sure my device is locked when not in use.
- I will always ensure I am connected to the school network and that mobile data is turned off during the day.
- I will only use my device with permission from the teacher.
- I will be respectful to adults when they ask me to stop using / put away my device.
- I know that on my personal device, I am only allowed to take photos of my work or myself, not of people.
- I will make sure that my personal device is only ever used by me.
- I will keep my device in the classroom during the school day, including break and lunchtimes, unless given specific permission by the teacher (for example outdoor learning).
- I know devices are not to be used in corridors / while walking around the school.
- I will make sure my device is locked away in my teachers drawer anytime I'm not in the classroom (PE, break, lunch etc).
- I understand that all messages and calls on any platform should be ignored (and device on silent) during the school day.
- I understand a breach of this agreement will result in a BYOD ban for an agreed length of time.



Ready

Respect

Safe