

**Internet Safety,
Media Permission &
Responsible Use of IT in Aberdeenshire Schools**



(This Policy can also be found on your School's Website.)

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

The IT equipment in school or loaned by school (computers and any other internet devices, including personal devices and mobile phones), is there to help with classwork 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 use a password of sufficient length and complexity (eg three-word string TVDogCup – more details found in Glow Connect - [Password guidance – Glow Connect](#))
- I will keep logins and passwords to myself and not share them with anyone, even my friends
- If I have a concern about my password I will speak to my teacher who may change it.
- 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 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 (home address, phone number etc.) with other people.
- I will only send emails to people I know or my teacher knows.
- I will not put any personal information about other people into emails, onto the internet or Glow.

Be legal:

- I will only share materials I am allowed to via the internet or Glow.
- I will never photograph or video staff or other pupils without their knowledge and permission.
- I will never upload to the internet photographs or videos of others without their permission.
- I know that bullying or harassment 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 I have appropriate copyright permissions.

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 try to use internet sites which have unsuitable content, including social networking sites.
- I will take good care of the IT equipment I use
- I will not remove, add, change, erase, reconfigure or disable any software or pre-set device settings.
- I understand that device use and activity eg browser history (record of websites visited) can be monitored by Aberdeenshire Council and may be subject to random spot-checks of browser history and device content and configuration.
- I understand that if I am irresponsible in my use of IT, the internet or Glow, my access in school may be removed.
- I understand that if I abuse the privilege, that staff may sometimes allow me, of using my own device or mobile phone in class, my device may be temporarily confiscated with proportionate sanctions, up to and including Police involvement.
- I understand the same sanctions will apply if I use my own device in class without permission.
- I am responsible for taking care of any personal device I bring to school.
- I understand that any device which I connect to the network should not pose a threat to the network through its contents or through downloads.