Jordanhill School
ICT Acceptable Use and E-safety Policy

All use of ICT by members of the Jordanhill School community is governed by the terms of this policy whether in school, at home or any other place and regardless of the nature or ownership of the technology being used.

All members of the community are expected to behave in ways which do not cause harm or offence to others or to hardware or systems and to commit to the behaviours set out below.

Digital Etiquette and Ethical Use

I will
- use technology and systems **_for approved school purposes only_**
- ensure that my use is legal, honest and decent
- respect the right of pupils, staff and parents to privacy at all times
- follow the school's policy on the use of mobile technology

I will not
- cause offence to others via e-mail, blogs, social network sites or file exchange of any sort
- use or upload the images of others for any purpose without prior consent (including social media or other channels)
- damage or misuse equipment in any way
- plagiarise the work of other pupils or published material
- behave in ways which are illegal under the terms of the Computer Misuse Act

Digital Security

I will
- save all files to my **One Drive** or network folder, and not to "My Documents"
- maintain a sensibly named directory
- keep all coursework and projects and not delete them without permission
- change my password whenever necessary, e.g. if I suspect that someone else knows it
- follow departmental good practice codes

I will not
- attempt to bypass the school's safety and monitoring systems
- bring food or drinks near a computer
- keep large files, e.g. graphics or videos files without permission
- upload applications (games or other programs)
- try to find out or use anyone else's password or impersonate them
- attempt to hack or corrupt the school's systems or the account of any other user

I understand that
- The system administrator has full access to all my files and my internet use will be logged.
- Any breach of the school's code may result in the withdrawal of services and/or equipment or other sanctions deemed appropriate by the school
- Where a breach of policy has been identified or suspected the school reserves the right to report this to the Police, Social Work or other agencies where the circumstances dictate and to search an individual and their possession and/or to retain and search technology to establish the facts.

Mobile Technology

Digital cameras, mobile phones and tablet PCs are examples of mobile technology. Pupils are likely to use these devices in many subjects and may use them at home to help with learning. The device may belong to the school or to the pupil. The School provides sufficient technology resources for all pupil activities. **If a pupil chooses to use their own device, then the School accepts no liability for any loss or damage which may result**.

Cameras and mobile phones are great for capturing examples of learning and achievement, which can then be loaded into an e-profile or embedded in class work or assignments. Unfortunately, this technology can also be used in ways that are harmful. To avoid this, the following rules apply to mobile technology in Jordanhill School.

Pupils may use mobile technology	Pupils should not use mobile technology

✓ In educational settings <u>with your teacher's permission</u> e.g.
   o To access O365 or useful web sites
   o To photograph class work
   o During school trips to take pictures or video clips
 	
✓ During intervals and lunchtime e.g.
   o To phone family
   o To text friends
   o But **NOT** in any way that contravenes this policy
	✖ during class, except with permission
	
	✖ in changing rooms and toilets
	
	✖ between classes e.g. in corridors and walkways
	
	✖ to take photos or video of other pupils or school staff without permission
	
	✖ to access or store inappropriate content
	
	✖ in any way that would cause harm or upset to you or someone else
	
	✖ in examinations

If you abuse mobile technology in Jordanhill School or your use of technology disrupts learning and teaching then you will face disciplinary action including denial of service and your device may be confiscated.

Examinations

Mobile technology is not allowed in the exam room when you are sitting SQA examinations. This is to prevent disruption caused by mobile phones ringing and to prevent pupils cheating by accessing information online or stored in the device. This rule is rigorously enforced by the SQA invigilators who will report to SQA any pupil who breaks this rule. Penalties often include losing marks or having the exam entry cancelled.

The same penalties apply to any prohibited item taken into the room or to your seat.

To help you become used to this arrangement, you are not allowed to bring mobile technology into an assessment from S1 onwards. If you break this rule during internal exams, the results of the assessment cannot be used for SQA procedures.

Our experience is that if you take banned technology into an SQA examination, then as a minimum SQA will cancel the result in that examination. This will apply even if you make no use of the technology and no disruption is caused.

Use of Pupil and Staff Images and Recordings

The right to privacy of pupils, staff and members (parents) of Jordanhill School must be respected at all times. Likewise, all three groups are bound by the terms of the policy. Guidance to parents on the courteous use of cameras is provided below.

- Camera, film and sound recording functions (however captured) must not be used without the prior consent of the subject

- Such images or recordings must not be uploaded into social media or other sites or shared through any other channel without the express consent of the subjects.

For such purposes young people under 16 cannot give consent and this must be sought from the parent/guardian. Young people over 16 can give consent.

Exceptions to the above will apply when information is being captured for formal assessment purposes. All such practices will be under the direction of a teacher who will advise pupils of the requirements of SQA or other awarding body.

In any circumstances where you are unclear as the appropriateness of an intended course of action, then you should seek guidance from a member of the senior management team.

General Data Protection Regulation and Child Protection

In accordance with our [Data Protection](#) policy, images of **individuals** held by the school will not be shared with others where this would appear to contravene the terms of Data Protection legislation without the consent of the individual or their parent/guardian. That is, they will be treated like all other personal data.

Data may be shared with appropriate agencies when it is deemed appropriate by a member of the senior management team. For example, with the Scottish Government, the Police or other agencies.

Images will not be published or passed on in circumstances that might undermine child protection procedures.

School Publications and Events
This section applies to the web site, magazines, newsletters, prospectus, the school's social media channels, notice boards and information events for current, prospective or former parents or pupils, or any other similar activity.

We make clear in our prospectus and privacy statements that we will use photographs or other images which celebrate pupil successes or other aspects of the collective life of the school in our various publications.

All images should be appropriate to the context in which used and should not be capable of misrepresentation.

Normally, the consent of an individual will be sought only when he/she can be readily identified as an individual. It will not normally be sought where the purpose is to celebrate an individual's success e.g. in a News item on the web site. When a parent has submitted such a news item then the school will assume that active consent for use has been given. Otherwise, permission to use the image of individual pupils will require the consent (written or oral) of the parent/guardian or of the pupil if he/she is age 16 or over.

At any time an individual or their parent(s) may ask for an item to be withdrawn.

The Information Commissioners Office has clarified that using images in this way does not constitute a breach of GDPR.

External Publications and Events
From time to time the school receives requests to use images in newspapers, journals, textbooks, electronic media and other publications.

Where the request relates to a group of pupils, then normal practice will be for all parents/guardians to be advised in advance and provided with an opportunity to withdraw their child.

Where the request relates to one or a small number of pupils, then positive consent will be sought. Pupils over 16 can give such consent.

Use Your Camera Courteously

Parents often wish to celebrate the achievements of their children by taking photographs or films. We are supportive of this and would be grateful if parents could read and adhere to the following guidelines.

- Remember that parents, carers, relatives and others attend school events at the invitation of the School. Therefore the relevant senior manager will decide if photographing and filming of the event is permitted.

- They will decide the conditions that will apply so that the performance is not disrupted and children and staff are not distracted.

- Sound recording is never permitted as this breaches the privacy of others and is likely to be a breach of copyright at any performance.

- Parents, carers and relatives can use photographs and films taken at a school event for their own personal use only. Where children other than their own are present within the photograph or recording, such photographs or films should not be shared on social media. To do so may infringe Data Protection legislation or Copyright.

- Recording and or/photographing other than for your own private use would require the consent of all the other parents whose children may be included in the images.

- Parents, carers and relatives must not photograph or film children changing for performances or events.

- Remember that for images taken on mobiles phones or other mobile devices, the same rules apply as for other photography. You should recognise that any pictures taken are for personal use only.

There may be incidents where children inadvertently take inappropriate photographs. School staff will always endeavour to discourage this practice.

Ultimately parents are responsible for monitoring their child /young person's use of cameras and subsequent use of their images involved.

Breaches of Policy

The implementation of this policy requires judgement on the part of the individual. In dealing with breaches of the policy the school will take into account the capacity of the individual to exercise judgement (notably in relation to younger pupils), the seriousness of the breach, the extent of any harm caused and whether the action was deliberate or unintentional.

Where a breach of policy has been identified or suspected the school reserves the right to
- report this to the Police, Social Work or other agencies where the circumstances dictate
- search an individual and their possession and to retain and search technology to establish the facts

All pupils and staff have signed an **ICT Acceptable Use and E-safety Contract** and are expected to use existing or emerging technologies in an appropriate and ethical fashion at all times.

This policy must also be viewed in the light of wider school policies and initiatives such as
- Our commitments as a Rights Respecting School
- Anti-bullying
- Health and Well-being including Understanding Self-harm
- Equalities

Staff
All staff of the school, including temporary staff and student teachers, are required to abide by school policies and any breaches are dealt with under the terms of their conditions of service.

Teachers are also required to operate within the terms of the professional standards set by the General Teaching Council for Scotland and any guidance on the use of ICT and social media which GTCS may issue.

Pupils
Breaches of this policy will be treated like all other forms of indiscipline under the terms of the school's policy on Behaviour Management.

Members (Parents)
Where the breach is not deemed to be serious, a member of the senior management team will offer guidance to the individual as to their future conduct. More serious breaches may be reported to the Board of Managers who have powers to restrict a member's access to the school and ultimately to remove them as a member. More serious incidents may also be reported to the Police or other agencies for action.

Members are accountable for the conduct of family, friends or other visitors whom they bring to school events.

Further information and guidance can be found on the **Safe School** page on our web site.