Media Permission

This school may produce or participate in work for web pages, IT presentations, video presentations, educational articles for magazines as well as its own twitter feed or other social media. The press may also publish or promote learning opportunities via articles, film or pictures. These materials are often used to show good practice and to celebrate a school's achievements. Materials are also made available to other members of the Glow intranet community in Aberdeenshire or nationally to other Scottish schools and their Glow guests.

We need permission from parents and carers to be able to publish children's work or record activities by camera or video camera. This permission will also cover your child's participation in video-conferences normally run within Glow. Sometimes these are recorded and made available for viewing within Glow.

Please be assured that the child's safety will always be of paramount importance and no personal information will be made public.

Please sign below if you are happy for your child to be included in these activities. (This permission can be changed at any time by contacting the Head Teacher.)

Parent's / Carer's signature

. . . .

Date . . . .

IT in Aberdeenshire Schools

In Aberdeenshire schools we want to give our children and young people as rich a variety of learning opportunities as possible, including access to Information Technology (IT) and the wealth of information on the internet that can enrich classwork. Internet use in Aberdeenshire schools includes use of Glow, Scotland's safe and secure intranet for schools, and other Council-approved resources.

The ability to use IT efficiently and responsibly is a skill that will be of value throughout a learner's life. IT also allows a school to celebrate our learners' work by publishing it on the school website, blog, wiki and sometimes on the Aberdeenshire Council website.

The internet can harbour dangers and must be used responsibly to keep both our youngsters and the network itself safe.
You can find out more about providing your child with safer internet access at home at
https://www.thinkuknow.co.uk/parents/
http://www.internetmatters.org

You can find out more about Glow
Glow Connect – Scotland's digital learning platform.

Please sign the attached form and return it to the school. If your child is in P4 or above, they should sign the learner section. Please keep this information section for future reference.

If you have any questions about this, please do not hesitate to contact the Head Teacher.

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

Aberdeenshire
COUNCIL

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The Rules for IT Use in School

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) 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.

Responsible Use Agreement

Parent/Carer

As the parent or carer of **(name of child and class)**

. . . .

I have read the rules for Responsible Computer and Internet Use and understand that these rules apply when my child is using IT (including both school and personal computers and devices) and the internet.

I have gone through the rules with my child and explained their importance and the consequences of breaking the rules, and ensured that they understand.

I understand that the school will make every reasonable effort to filter out access to controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of IT at school.

I also accept that the school cannot be responsible for any loss, theft or damage to personal equipment my child may bring to school e.g. smartphone, iPod, netbook etc.

I understand that if a school-provided device is used at home, parents/carers are responsible for providing any content filtering or restrictions on their own networks and monitoring home usage and any intentional or negligent damage to this device may be subject to the cost of repair or replacement.

I understand that in order to provide my child with a Glow Account some information will be transferred from school to Glow.

I give my permission to allow the child/young person named above to use IT and the internet in school. *(This can be changed at any time by contacting the Head Teacher.)*
Parent's / Carer's signature and date

. . . .

Learner (P4 and above)
I have read the rules for Acceptable IT and internet Use and know the importance of these rules.

I know that if I break these rules, I may lose the right to use the school's computer facilities or face further disciplinary action.

Learner's signature and date

. . . .

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