

Older Pupils Safe and Responsible Use

All pupils in Highland are provided with information regarding the kinds of behaviour that is expected of them when using the ICT equipment in school provided by the Highland Council. Every time a pupil accesses any ICT Equipment they agree to the Council's Acceptable Use Policy and the points below have been written to help explain the important points of the Policy.

The points below have also been designed to promote safe habits and behaviour that help pupils to use all technology safely and responsibly both in and out of school. Using technology for learning and learning about technology is a vital part of education. This is particularly important as young people grow up in an increasingly digital world. These points provide a starting point for schools to build on in their programmes of education on internet safety and responsible use and are also a tool for discussion at home.

Please find below further information on each of the points that will help pupils to understand why these are vitally important.

ICT stands for Information and Communications Technology. This includes the devices available for learning in school e.g computers, wireless network, mobile devices, audio and video recorders and the tools themselves such as email, e-portfolios or websites and places to store school work safely.

Please see below the points that children and young people will agree to abide by and the reasons why these are important that need to be explained and supported both at school and home.

1. Be Secure

I will keep passwords to myself and not share them with anyone, even my close friends.

I will always log out and log off my account on any the device that I am using.

I will always lock my computer when I walk away from the screen (even for a short while).

Be Secure

This is important as the Highland Council provides every person with their own username and password to log on to the system. Each pupil has their own settings and filters on internet access so they only access information suited to their age group. Pupils can also access their work from any device in the school. Sharing usernames and passwords to enable another person to log on is unsafe use of the ICT equipment and is not permitted.

This point is also vital to remember for any account. *'Treat your passwords like your toothbrush'* – as in never share and change them often! This is a fun way to get children and young people to think about their passwords. Sometimes people have one password or phrase for all their accounts such as, Hotmail, Facebook or Twitter. If a password or passphrase is shared someone might get access to many more sites and lots of personal information.

Sometimes children and young people like to show they trust their friends by letting them have their password. Try to ensure that pupils understand that they are protecting their friends by not giving them their passwords. It is advisable to have complex passwords or phrases which can prevent people guessing them or prevent specifically designed computer programs hacking accounts to gain access.

In using a computer or device it is important to 'log off' or 'screen lock'. Quite often pupils (and adults) multi-task and will walk away from the screen momentarily. Being mindful of logging off or locking the screen helps to protect ourselves and the equipment. If the device or machine is left open and the pupil is logged on, it may be possible for another user to access their files, pretend to be them and potentially cause mischief which would appear to be the person logged in!

2. Be Respectful

I will always be polite and use appropriate language.

I will not access, create, store or distribute files that could be thought of as offensive, indecent or cause hurt or upset to anyone.

I will not look at anyone else's files without their permission.

I know that bullying by the use of text, multimedia messaging, email or on social sites is unacceptable and may lead to very serious consequences.

Be Respectful

Highland schools promote positive behaviour in school and the same behaviour is expected online. This point also helps pupils to understand that that communication online is the same as in the offline world both in and out of school. Bullying by use of electronic means has been referred to as 'Cyberbullying'. Any form of abuse or bullying behaviour in school is not tolerated and will be dealt with as per the school's anti-bullying approach.

3. Be Safe

I will not share my personal information or other people's (home address, phone number etc.)

I will be wary of emails that ask me for any personal information.

I will check with an adult about anything I see that concerns me or report it to a teacher.

I will not put any personal details about other people into emails, posts, comments or updates.

I will never meet up with anyone offline that I have only met online without a parent/carer or trusted adult.

Be Safe

Personal information online might attract unwanted email from hackers, unpleasant phone calls or messages, or being bombarded with advertising emails. If someone had all these bits of information collectively such information could provide enough detail to steal a pupil's identity. It could be possible to open a fake account and take out a credit card or loan. It is important that pupils understand the need to protect their information and that they also have a responsibility to protect information belonging to others too.

This is a key principle that is taught across all safety education. Some pupils find it easy to build up trust with someone they haven't met before, either through gaming, social networking or chat room - not all people are who they say they are online. It is important to explain that 'no matter how much you think you know someone and develop a friendship with them, you must never meet up with anyone without your parent, carer or trusted adult'.

Although the internet in school has a filter in place, sometimes pupils may see something that worries them or they are not emotionally ready for. This may be content on a website, text or images in a document or a message or posting online. Seeing something like this this is not exclusive to unpleasant sites but often adverts or news items are not suitable for children or young people. It is important to encourage pupils to tell someone if they see content like this so that the teacher or adult can take action. This may be reporting a website to an agency like the Internet Watch Foundation, adjusting filtering settings or simply being supportive with advice and explanations.

4. Be Responsible

I will think carefully about the places I go online and keep focussed when on learning tasks.

I will take good care of the ICT equipment I use. I understand that if I am irresponsible in my use of ICT, I may lose my access to it.

I understand that I may be able to use my own device or mobile phone in school only at agreed times. If I use it in class without permission, my device may be temporarily confiscated and my parent / carer informed.

Be Responsible

In schools, the internet is filtered in a way that allows access to sites relevant for pupils to enable them to be creative, carry out research for their learning and look at sites relevant to education. The filter prevents access to sites which contain content that is not appropriate without being prohibitive to learning. However, some pupils can access the unfiltered internet on their personal devices like phones, mobile tablets and gaming devices, digital television receivers and computers at home or via the phone signal. For these reasons pupils are encouraged to think about how to search for information, critically think about content online and also be responsible about the places visited on the internet. In schools, the use of mobile phones or personal devices may be permitted when appropriate.

5. Be Legal

I will only copy / upload / publish / distribute materials that are appropriate.

I will only take images or video of other pupils, friends or staff with their full knowledge and permission.

I will not copy / upload / publish / distribute images or videos of others without their permission.

I know that I should not copy materials, music, videos or pictures and use them in my own work unless they are copyright free or I have permission to do so from the owner

I will remember that anything I do can be traced back to me including my browsing history and content that I may copy / upload / publish or distribute.

Be Legal

In school pupils can save files in their folders but this must only be content associated with their learning. We encourage pupils to use 'online' storage for their learning as this means they can access their files outside school. This supports homework and the notion of 'anytime, anywhere learning'. Using files, images or pictures which belong to someone else can lead to infringement of Copyright Legislation or upsetting the owner. For this reason it's important that pupils understand Copyright laws. A good place to find information is - www.pro-music.org/copyright-explained.php

The Council reserves the right to look at a user's history of usage of a device when necessary. This is to protect the user and the equipment.

In any use of the internet, it's important to encourage pupils to think about the content of photos or film that they might upload themselves. Is this something they wish to share online? Content is outwith anyone's control once posted; other people may share it too. It's also important to think about the future. A digital "footprint" is being created which can paint a picture of a person which can be found in the future.

For more information and support please go to www.thinkuknow.co.uk this is a website that is promoted in school as it has educational materials for all ages as well good information for parents / carers. It also has a 'Report Abuse' button for anyone to use. If you wish to report a website that concerns you, you can do this at www.iwf.org.uk If you are concerned about a child - Tell someone what your concerns are – speak to a teacher, a doctor, a social worker, a police officer or school nurse. You can phone 01463 703488 or for general enquiries email: CPAdmin@highland.gov.uk

The Highland E-Safety Website also contains further information www.highlandesafety.wordpress.com

We hope you find these points useful and helpful – Highland E-Safety.