



The use of technology can *significantly* enhance learning when it is used safely and responsibly.

Technology has the potential to:

- increase engagement in learning through interactive tools
- Provide opportunities for personalised learning
- Provide access to accessibility tools, to support pupils to participate in all learning activities.
- Provide opportunities to develop life skills, including collaboration, communication and creativity.

The internet continues to provide access to vast amounts of information and resources and it's important that our pupils have opportunities to develop digital literacy skills so they can use these resources critically and appropriately. The purpose of a responsible use agreement is to enable pupils to experience the benefits of learning using technologies whilst reducing the risk of any negative impact.

When I use any apps, the internet and Email, I agree that:

- I will not use inappropriate or threatening language. I will help to create a positive and inclusive online environment.
- I will keep all personal information private and safe (including name, address, age, phone numbers and passwords).
- I will be mindful that once something is online, that information may be beyond my control.
- I will not try to find inappropriate material.
- I will always speak to an adult immediately if I see anything online which concerns me.
- I'll never post anything which is inappropriate or likely to cause harm, offence or upset to others.
- I will not post or send pictures of myself or others on the internet or via email.

Additionally, for using AAL (Anytime, Anywhere Learning) using own device (P6-P7), I agree that

- I will hand my device in for secure storage when the school day begins;
- I will make sure that my device is only ever used by me, and I know I am not to use anyone else's device at any time.
- I will always ensure my device is connected to the school's secure AAL network, and the connection is secure.
- I will make sure that I am only using devices for educational / work related tasks and activities, and that I know that playing games is not permitted unless it is used for educational purposes or I am given permission by the teacher.
- I will only take photographs and videos of my own work.
- I will not use social media at all, and I will only use age-appropriate websites and apps in school, at all times.
- If I do not follow these rules I may not be allowed to use the Internet or bring my device to school and the school may take further action.

Parental Support

- I agree to support my child to uphold and follow the guidance above.
- I agree to encourage responsible use of technology at home.
- I understand that West Lothian Council has provided as much protection as possible to ensure children are not exposed to sensitive material.
- I agree to check parental controls for limiting pupil access to inappropriate content when using their own devices.
- I agree report and concerns regarding technology or online access to the school, as soon as possible.

USE OF MOBILE PHONES IN SCHOOL – UPDATED GUIDANCE

Mobile phones should not be used for any reason in the playground, including before and after school or at breakfast club.



Mobile phones should be immediately passed on to their class teacher to be kept in a secure, safe place.

Mobile phones should only be used if instructed by class teacher for specific learning purposes and the mobile phone should be connected to AAL at all times.

Using social media in school is strictly prohibited.

If your child needs to use their phone for end of day arrangements this should be confirmed with class teacher.

Mobile phones should not be used at break times or lunch times, including wet break.

If your child uses their mobile phone in any inappropriate way, against this guidance, this may result in the child no longer being allowed to bring a phone into school.

This guidance applies to *any* device that is brought into school.

RESPONSIBLE USE AGREEMENT

PUPIL

I agree to uphold and follow all guidance above. I understand if I do not behave in a suitable and appropriate manner, I may not be allowed to use devices in school. I agree to be respectful, responsible and safe at all times when using technology.

Name:

Class:

Date:

PARENT/CARER

As a parent/carer I have read the rules about Internet, Email and AAL use, and I understand that my child will be expected to abide by these rules. I understand that West Lothian Council has provided as much protection as possible to ensure that children are not exposed to sensitive material.

Name

(Block Capitals)

Signature

Date:

Any personal devices brought to school are done so at the responsibility of my child, and my child is solely responsible for its care.

The school does not have any additional insurance to cover any accidents with personal devices.