



Earlston High School

Responsible Use Policy – Digital Technology

Pupils at Earlston High School will frequently use digital technology to assist them with their learning. Computers and iPads are connected through the school's network and every pupil will be provided with a Glow email address. Neither the school network, nor Glow, should be considered private and can be monitored as the school deems necessary.

The highest standards of conduct are expected in using digital devices just as in any other aspect of school life.

We involve parents by asking them to approve and support the school's "Responsible Use Policy". I would ask you to read over the following information, discuss it at home and complete the attached agreement to show your support for the policy.

All users will be expected to:

- Treat all devices with care and respect. Inform a teacher if something is accidentally damaged.
- Only use computer equipment when they have permission from a member of staff.
- Use the school network for its intended purpose and follow instructions for its correct use.
- Immediately tell a teacher if they come across unsuitable material.
- Be polite and use appropriate language in all communications.
- Not publish personal information about themselves or others that could identify them.
- Keep their password confidential.
- Respect copyright rules for any material available over the internet. Credit sources when used in school work.
- Bring their iPad charged and ready for use. Perform software updates as they become available.

The following are not permitted:

- Intentional damage to equipment or systems.
- Using any computer resource without authorisation from a member of staff.
- Sending or displaying offensive messages, pictures or obscene language.
- Harassing, insulting, or attacking others.



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Ambition

Kindness

Respect

- Attempts to access inappropriate web sites containing pornographic, racist, or violent material.
- Intentionally wasting resources such as printing materials.
- Transferring unauthorised programmes into school computers.
- Violating copyright laws.
- Attempting to access another user's files, attempting to find out or use another user's password or trespassing in another's folders, work or files.
- Attempting to bypass the council's security and safety measures and filtering tools.
- Logging onto the network using another users ID and password, even with their permission.

The list is not intended to be exhaustive, and users should use their own judgement when using any digital technology.

School disciplinary sanctions will be applied for serious violation of the rules. This might include temporary or permanent removal of a user's device or account. When applicable, Scottish Borders Council or the police may be involved.

When equipment is intentionally damaged, the school will seek the reasonable cost of repairing or replacing the equipment. Pupils are expected to keep their iPad in the case provided and take sensible precautions when transporting the device in their school bags. We appreciate that accidents do still happen, and will work with pupils to rectify accidental damage.

Mr Alex Johnson
Headteacher

**Once you have read this document carefully,
please complete the Terms and Conditions Agreement Form
by Friday 6th June.**

The form is available on: [Responsible User Policy – Digital Technology - Earlston High School – Fill in form](#)