



**Stirling**

School of English SCIO

61-63 Murray Place, Stirling, FK8 1AP

Tel. 07742514087

Email: [admin@stirlingschoolofenglish.com](mailto:admin@stirlingschoolofenglish.com)

[www.stirlingschoolofenglish.com](http://www.stirlingschoolofenglish.com)

## **Information and communications technology (ICT)**

### **Acceptable Use and E-safety Policy**

All use of ICT by staff, volunteers and students of the Stirling School of English SCIO is governed by the terms of this policy whether in School, at home or any other place when using it in a School context or for school purposes.

All users 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**

The user is expected to

- ♦ use school's technology and systems ***for approved school purposes only***
- ♦ ensure that their use is legal, honest and decent
- ♦ respect the right of students, volunteers and staff to privacy at all times
- ♦ follow the school's policy on the use of mobile technology
- ♦ regard online lessons the same way as if they were in a class with others; no eating apart from the break, no phone calls, talk or walking away.

The user is expected not to:

- ♦ 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 students/teachers or published material

## Digital Security

The user will

- ♦ maintain a sensibly named directory
- ♦ keep all work and projects and not delete them without permission
- ♦ change their password whenever necessary, e.g., if suspected that someone else knows it

Staff, board members and office volunteers (not teachers) must save all files to **One Drive** or network folder, and not to “My Documents”

The user 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

The user understands that

- ♦ The system administrator has full access to all their files and their internet use will be logged while working on school’s premises.
- ♦ 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
- ♦ Any device lent to them by the school remains the property of the school and they will return it in good condition when asked, or when they leave 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.

## Use of Zoom, Google Classroom

The use of the internet as a tool to develop teaching, learning and administration has become an integral part of school and home life. There are always going to be risks with using any form of communication which lies within the public domain. Therefore, it is imperative that there are clear

rules, procedures and guidelines to minimise those risks whilst volunteers, staff and students use these technologies.

Volunteers are required to use the school's Zoom account and Google Classroom for school's purposes only and to follow the points in the ICT-use Procedures to secure their virtual meetings with students via zoom or Google Classroom.

## **E-Books**

Tutors will only be able to access e-books during relevant Licence Periods and their access and use of each of the e-book will be governed by the e-book Specific Terms which relate to that e-book.

Without prejudice to the foregoing, tutors must not:

- systematically make printed or electronic copies of content and/or materials for any purpose in either print or electronic format;
- remove or alter the copyright notices or other means of identification or disclaimers as they appear in any of the e-books;
- display or distribute any part of the e-book on any electronic network, including without limitation the Internet and the World Wide Web, where access is possible by anyone not an authorised user;
- E-books will be used by the tutor for teaching purposes only. **The tutor will not pass on any passwords to his/her students.** E-books remain the property of the school.

## **Mobile Technology in Physical Classrooms**

Digital cameras, mobile phones and tablet PCs are examples of mobile technology. Students are likely to use these devices in classes and may use them at home to help with learning. The device may belong to the school or to the student. **If a student 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. Unfortunately, this technology can also be used in ways that are harmful. To avoid this, the following rules apply to mobile technology in our school:

Students may use mobile technology	Students should not use mobile technology
<ul style="list-style-type: none"> <li>✓ In educational settings <u>with their teacher's permission</u> e.g.               <ul style="list-style-type: none"> <li>○ To access O365 or useful web sites</li> <li>○ To photograph class work</li> <li>○ During school trips to take pictures or video clips</li> </ul> </li> <li>✓ During breaks e.g.               <ul style="list-style-type: none"> <li>○ To phone family</li> <li>○ To text friends</li> <li>○ But <b>NOT</b> in any way that contravenes this policy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✗ during class, except with permission</li> <li>✗ in school toilets</li> <li>✗ to take photos or video of other student or school volunteers or staff without permission</li> <li>✗ to access or store inappropriate content</li> <li>✗ in any way that would cause harm or upset to you or someone else</li> <li>✗ during assessments to look for answers on the internet</li> </ul>

If you abuse mobile technology in our 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.

### **Use of Student, Volunteer and Staff Images and Recordings**

The right to privacy of students, staff and volunteers of the School must be respected at all times. Likewise, all three groups are bound by the terms of the policy. Guidance 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.
- Zoom lessons can be recorded if all students agree. The recording will be uploaded to YouTube channel (restricted access option) and link sent to the students. The recording must be deleted after 4 weeks.

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.

In any circumstances where you are unclear as the appropriateness of an intended course of action, then you should seek guidance from the volunteer manager or board members.

## **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 the volunteer manager. For example, with the Scottish Government, the Police or other agencies.

## **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 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 volunteers, pupils and staff will be sent all school's policies, including the **ICT Acceptable Use and E-safety policy**, and are expected to use existing or emerging technologies in an appropriate and ethical fashion at all times.

*Accepted: July 2020*

*Reviewed: June 2022*