



Although we are not in school and most of you are using your own device, please follow the advice in the Acceptable Use Policy from Falkirk Council that all pupils have signed. This way, we can keep everyone safe online.

Appendix A

Acceptable Use Policy for ICT Equipment and Services - Pupil Summary Sheet

When using ICT equipment and services at school, I will:

- Use ICT equipment and services on the network for school-related activities and research.
- Behave respectfully and responsibly, working well with other pupils, just as I do when doing other school work.
- Treat school resources carefully and alert staff if there is any problem with them.
- Tell a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, video, messages, or posts) online.
- Only use it when and where I am allowed and only for things related to school work.
- Credit sources (say where I found the information) when using information found online in school work so I don't break copyright laws.
- Protect my own safety online and that of others.
- Protect the security of the school's ICT equipment and services.

When using ICT equipment and services at school, I will not:

- Use it in a way that could be personally or physically harmful to me or others.
- Search for inappropriate images or content.
- Bully, harass, or be disrespectful towards staff or other pupils.
- Try to find ways to bypass the Council's security and safety measures and filtering tools.
- Send spam or chain mail.
- Copy content I find online without saying where I got it from.
- Post information about myself or others that could identify us
- Publish, post or release information that is confidential or private. If it seems confidential, it probably is.
- Agree to meet in real life someone I meet online.
- Use language online that would not be allowed in the classroom.
- Use ICT equipment and services to do things that are illegal or to search for information on illegal activities.
- Attempt to hack or access sites, servers, accounts, or content that I am not allowed to access.

This is not intended to be an exhaustive list. Users should use their own judgement when using technologies.