

Lorne Primary School - ICT Acceptable Use Policy – October 2020

The following information is abridged from the City of Edinburgh Council ICT Acceptable use Policy:



We use the Internet sensibly and follow the guidance from my teachers at school.



We are respectful to all families and all groups when we are online. We make sure that everything we type is true and accurate.

We do not use aggressive or bad language and respect others.

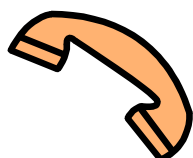


We remember that everyone can view what we type, including our teachers. Everything that we type is considerate of others. We make sure that we use appropriate emojis and images that are kind.



We never send personal, sensitive or confidential information online. We always speak to adults about what we have shared. We never share our passwords unless it is with a trusted adult.

We never click on links or pop ups that are unexpected.



We use Microsoft Teams as a tool to learn. We join calls that are started by a school member of staff and do not start calls ourselves. We can use other platforms to contact our friends socially if our families agree.



I can have my camera on when using video with my teacher, or a responsible adult.

I dress appropriately for any online video in sensible clothes.

I use an appropriate venue of background when I am on a video and there are no personal items in the background.

I know that I can leave a video meeting if I feel the need to do so.

I will tell an adult if I see or hear something that makes me or my parent/carer uncomfortable and I will report this to my teacher or a school adult.



We always share any concerns that we have about using the Internet with someone that we trust.