**Torphichen Primary School**
The Loan
Torphichen
West Lothian
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### The use of Digital Technologies and the Internet in Torphichen Primary

At Torphichen Primary, we believe that the use of digital technologies across the curriculum will enrich the learning experiences for all of our children and young people. We want to equip our children with the digital skills that they need for learning, life and work in an ever-changing technological society.

West Lothian Education Services implements software to provide protection from inappropriate material on the internet without impeding the acquisition of information. It must be recognised, however, that no protection can be absolutely guaranteed and, to this end, pupils must not actively seek inappropriate material and should report any items which make them feel uncomfortable.

We have worked with our P5-7 pupils to create a Digital Technologies charter to help minimise the possibility of accessing inappropriate material or communications. We ask that you read these rules, for your own information, and also discuss them with your child.

**Responsible Use Rules for Torphichen Pupils**

When I use the ICT and the Internet, I agree that:
I will only use school devices or my own device in school to access websites/material which are only relevant to my learning and would not be considered inappropriate
I will not use ICT or the Internet in such a way that would disrupt its use by others
I will tell a member of staff if I find a page, picture or message that makes me feel uncomfortable
I will not communicate my name, age, address or phone number, or those of others
I will not post or send any messages or pictures which will make others feel threatened or uncomfortable
I will not take pictures or videos unless specifically asked to do so by my teacher
I will only use my GLOW email address for the purpose of learning
I will use appropriate language when using apps such as Teams to communicate with pupils and adults

If I do not follow these rules I understand I may not be allowed to access the Internet and the school may take further action.

The following links are to sites which provide great information on how to stay safe online:

http://www.thinkuknow.co.uk/
https://www.nspcc.org.uk/keeping-children-safe/online-safety/talking-child-online-safety/
https://www.saferinternet.org.uk/

Yours sincerely

Marnie Ferguson
Head Teacher