



Online student Responsible User Agreement

To ensure my safety in online learning:

- I will only use technology for school purposes as directed by my teacher.
- I will only use technology for online learning when there is an adult in the room.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology, this includes the resources I access and the language I use
- I will make sure that all my communication with other pupils, teachers and others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent.
- I will not record or take photos of my classmates or teachers during face to face sessions.
- I understand that when using TEAMS and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.

I understand that these rules are designed to help keep me safe and that if they are not followed, my parents may be contacted.

Guidelines for pupils using Microsoft Teams offsite

- Use Teams from a communal room that is free from distraction such as a living room, home office or kitchen.
- Be on time for your Teams session
- Be dressed appropriately for learning
- Interact patiently and respectfully with your teachers and peers
- Provide feedback to teachers about your experiences and any relevant suggestions
- You **MUST NOT** record each other's online interactions
- Make sure you end the session as soon as the teacher indicates to do so.