



Online home learning responsible user agreement

Rules

- I will only use technology for school purposes as directed by my teacher.
- I will only use technology when there is an adult in the house and they know I am using it.
- I will be responsible for my behaviour and actions when using technology (Teams and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or 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 such material I will report it immediately to my teacher or parent/carer.
- 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 apps 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, school sanctions will be applied and my parents/carers may be contacted.

Guidelines

When using Teams, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Video conferencing from an environment that is quiet, safe and free from distractions (preferably not a bedroom).
- Make sure you log on in time for your session.
- Be appropriately dressed for learning (no pyjamas, swimwear or underwear).
- Remain focussed during sessions.
- 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 teachers tells you to.