

# **Cedarbank School**

## **Responsible Usage Agreement August 2020**



At Cedarbank School we use digital technology to support our learning across the curriculum. All pupils have access to various digital devices at school and it is important that everyone understands how to be responsible and safe when using these.

Before you can use digital devices at Cedarbank School you must:

- Read and understand the rules
- Sign the Responsible Use Agreement
- Ask your parent/carer to read and sign it too

By signing the Responsible Use Agreement, you are agreeing to follow the rules and procedures when using digital devices in school.

### **Responsibilities of pupils using digital technologies**

- Keep your passwords safe and secure, do not share these with anyone.
- Take care of digital devices, treat them with respect to avoid damage.
- Make sure that devices are stored correctly at the end of the day and charged at appropriate times to ensure they are ready for use in learning.
- Log off when finished using a device.
- Only use devices for learning activities approved by the class teacher.
- Do not take or post pictures, personal information or videos of yourself or others through any form of electronic communication. This includes all pupils and staff.
- Be respectful to others whilst online.
- Report, to a member of staff, any content, messages or images that may be inappropriate or that make you feel uncomfortable.

I accept that if I do not follow this Responsible Use Agreement, the school could withdraw the right for me to digital technologies as a learning tool.

**Please ensure that the Cedarbank Responsible Usage Agreement is signed, and returned to school by Tuesday 1<sup>st</sup> September.**

Pupil Name (please print): \_\_\_\_\_

Pupil Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Class \_\_\_\_\_

Parent/Carer Name (please print): \_\_\_\_\_

Parent/Carer Signature (please print): \_\_\_\_\_

Date: \_\_\_\_\_