

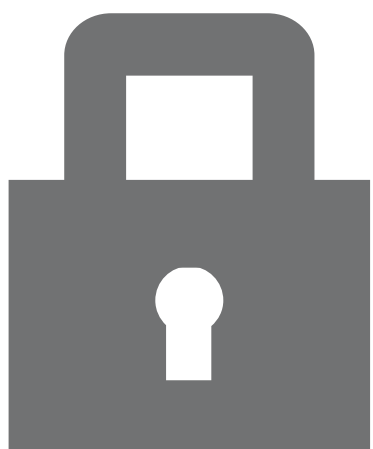
Cedarbank School

RESPONSIBLE USAGE

AGREEMENT



PASSWORDS



Keep your passwords safe and secure, Don't share these with anyone.

TAKE CARE OF DEVICES

Treat devices with respect to avoid damage. Report any damage to a member of staff straight away.



STORE DEVICES CORRECTLY

·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



·Log off and shut down the device properly when finished it.

USE FOR LESSON ACTIVITIES



Only use devices for learning activities approved by the class teacher.

KEEP THE VOLUME DOWN

·Keep the volume at an acceptable level or use headphones to avoid distracting others from working.

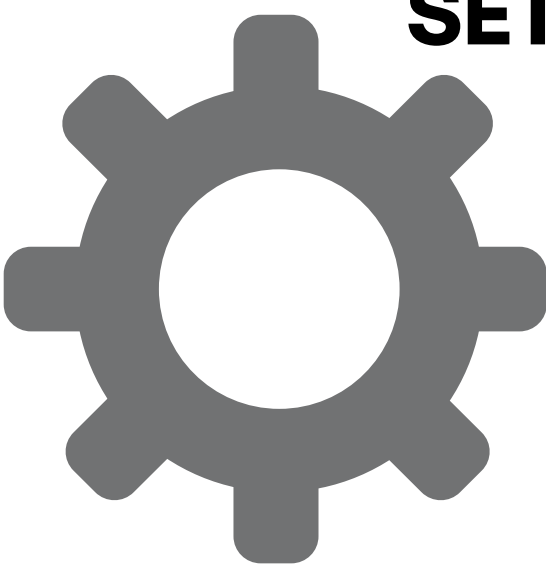


DO NOT TAKE PHOTOS, VIDEOS



·Do not take or post pictures, personal information or videos of myself or others through any form of electronic communication. This includes all pupils and staff.

DO NOT CHANGE SETTINGS



·Do not change the device settings without permission from staff.

BE RESPECTFUL



·Be respectful to others when online.

REPORT CONTENT THAT MAKES YOU YOU FEEL UNCOMFORTABLE

·Report, to a member of staff, any content, messages or images that may be inappropriate or that make you feel uncomfortable.



FOLLOW THESE RULES WHEN USING DIGITAL DEVICES AT CEDARBANK SCHOOL

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

