



Empowered Learning

• EDINBURGH •
THE CITY OF EDINBURGH COUNCIL

CGI

Responsible Use Agreement

Using devices



- I will only use devices that my teacher, or responsible adult has allowed me to use.
- I will only use devices when my teacher, or responsible adult, has asked me to.
- I will treat all devices with respect.
- I will never remove any programs that have been installed by the school unless written permission has been given by the school.

Keeping myself safe



- I will follow all guidelines set out by my school.
- I will keep all usernames and passwords secure and private.
- I will only use my own login details (or those given to me by my teacher) and I will never share these with anyone else.
- If I am using a shared device, I will make sure I log out of my account, when finished.
- I will only access apps and websites with the permission of my teacher, or responsible adult.
- I will use nicknames and avatars appropriately to protect my identity, where necessary.

Being a good cyber citizen



- I will keep personal information about myself or others private.
- I will only share photos/videos/files with permission.
- I will not take photos or videos of anyone else without their clear and explicit permission.
- I will THINK (True, Helpful, Inspiring, Necessary, Kind) before I post/send.
- I will be respectful and responsible at all times.
- I will only communicate with those who are involved in my learning/care.
- I will only distribute or share information related to my learning.
- I will ask for help from my teacher or responsible adult before clicking, if I am unsure about a 'pop-up', hyperlink, email or anything suspicious on my device.
- I will not open files unless I know who has sent it and that this is a safe source.
- I will not answer or forward suspicious-looking messages or emails.
- I will not spread or knowingly download malicious software.

Live online learning



- I will make sure that my household knows when live video-based online learning is taking place.
- I will use an appropriate venue or background when online.
- I understand that if I feel the need to leave the meeting, or someone in my household would like me to leave the meeting, that I can do so at any time.
- If I see or hear something that makes me or my parent/carer uncomfortable I will tell my teacher, or another member of school staff, immediately.
- I will make sure that I have 'hung up' or 'left' the meeting when I am finished.
- I will turn off notifications or pop-ups that could appear on my screen.
- I will use the 'hands up' function to contribute to discussions if asked to do so.
- In any video or audio meeting, I will follow the instructions given by my teacher or responsible adult about muting my microphone or turning off my camera.

Sharing a device at home

If you are accessing Microsoft 365 or other school online learning resources on a shared device in your home, eg smartphone, iPad/tablet or home desktop/laptop:

- Always control access to the device with a secure password or passcode.
- Access Microsoft 365 at <http://office365.edin.org> using a recommended browser - Edge, Chrome, Safari or Firefox.
- For added security, turn off [password saving](#) for your browser.
- Ensure that you log out and/or quit your browser when you have stopped working in Microsoft 365.
- Ensure that you lock/log off the device when not in use.

Digital Safety Resources



<https://www.thinkuknow.co.uk>



<https://5rightsfoundation.com>



<https://www.saferinternet.org.uk>

Please complete the form on page 3 and return it to school