

Digital Learning and Teaching Responsible Use Protocol

In School and at Home

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 not install or delete apps/software without the express permission of my teacher, or responsible adult.

Keeping myself, and others, safe



- I will follow all guidelines set out by my education establishment.
- I will keep all usernames and passwords secure and private.
- I will only use my own log-in details (or those given to me by my teacher) and I will never share these with anyone else.
- I will not reveal personal information about myself or others.
- I will only access apps and websites with the permission of my teacher, or responsible adult.
- I will not open files unless I know who has sent it and that this is a safe source.
- I will ask for help, from my teacher or responsible adult, before clicking if I am unsure about a 'pop-up' or a hyper-link.
- I will use nicknames and avatars appropriately in order to protect my identity.

Using video with my teacher or responsible adult



- I will dress appropriately for any online video interactions.
- I will make sure that my family know when online video, or audio, meetings are taking place (camera and/or microphone).
- I will use an appropriate venue or background when on-line e.g. if in bedroom must use background and make sure there are no personal items in view.
- I will turn off notifications or pop-ups that could appear on my screen.
- I will make sure that I have 'hung up' or 'left' the meeting when I am finished
- 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.

Digital Communication



- I will be respectful and responsible at all times.
- I will not use aggressive or inappropriate language.
- I will respect the opinions of others.
- I will only communicate with those who are involved in my learning/care.
- If I am unable to attend a video or audio meeting I will let my teacher know.
- 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.
- I will use the hands up function to contribute to discussions, if asked to do so.

Advice If You Share a Home Device with Others in Your Household

To ensure your data is kept secure, please adhere to the following practices if accessing Office 365 on a shared device in your home, e.g. smartphone, iPad/tablet or home desktop/laptop.

Accessing Office 365 on shared devices



- Always control access to the device with a secure password or passcode.
- If accessing Office 365 via the web, use a recommended browser – Edge, Chrome, Safari, Firefox. [Use this link to sign in to Office 365](#)
- For added security, turn off Password Saving for your browser. [Follow this link for more information.](#)
- Ensure that you log out and/or quit your browser when you have stopped working in Office 365.
- Ensure that you lock/log off the device when not in use.

Resources to support the safe and responsible use of digital technologies

Additional resources can be found at <https://digitallearningteam.org/digital-safety-websites/>



[Thinkuknow](#) is the education programme from NCA-CEOP, a UK organisation which protects children both online and offline.



[5Rights](#) takes the existing rights of children and young people (under 18), and articulates them for the digital world.



The [UK Safer Internet Centre](#) has online safety tips, advice and resources to help children and young people stay safe online.