

## Introduction

- This agreement is an extension to the ICT Acceptable Use Agreement and covers the use of all online applications that students will use to access and complete work as directed by your school. This includes the use of Microsoft Office applications such as Teams and Onenote.
- This agreement must be signed by all students before using these online applications.
- All other school policies, rules and expectations will continue to apply during remote learning.

## Rules

- I will only use these applications for school purposes as directed by my teacher.
- I will only use these applications when an adult is also in the house and knows I am using it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using these applications, this includes the resources we use and the language.
- I will ensure that all of my communication with students and teachers follows school behavioural guidelines.
- I will not deliberately browse, download, upload or forward any material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent/carer.
- I will not turn on my video camera at any point.
- I understand that when using Microsoft Teams and other online applications used by the school that it may be recorded for safeguarding and/or CPD purposes.
- I understand that these rules are designed to keep me safe and if they are not followed, school sanctions will be applied and my parent will be contacted.
- I will report any concerns that I have to my schools safeguarding lead.

## Guidelines

When using online applications, remember that this is an extension of the classroom and you should conduct yourself accordingly. This includes:

- Being **ready** to learn and being organised.
- Being **respectful** at all times.
- Taking responsibility for your online **safety** by following all the above rules.
- Interacting patiently and respectfully with both your teacher and other students.
- Providing feedback to teachers about your experiences and any relevant suggestions.