

The appropriate and effective use of digital technologies gives all City of Edinburgh learners the opportunity to further engage in learning, maintain and develop relationships, and develop digital skills vital for learning, life and work.

We want to enable all learners to maximise the benefits that digital technologies can provide whilst remaining safe, secure and respectful at all times.

# Digital Learning and Teaching Responsible Use Policy

## A Quick Start Guide for Learners, Parents and Carers



### Using devices

Treat all devices that you use with respect and only use devices that your teacher or responsible adult has allowed you to use. Only install apps or software if you have permission to do so.



### Keeping myself and others safe

Keep all of your usernames and passwords private. Only use your own login details and never share these with anyone else. Do not reveal personal information about yourself. Ask for help from your teacher or responsible adult if you are not sure of anything. Always dress appropriately for any video meetings you are taking part in.



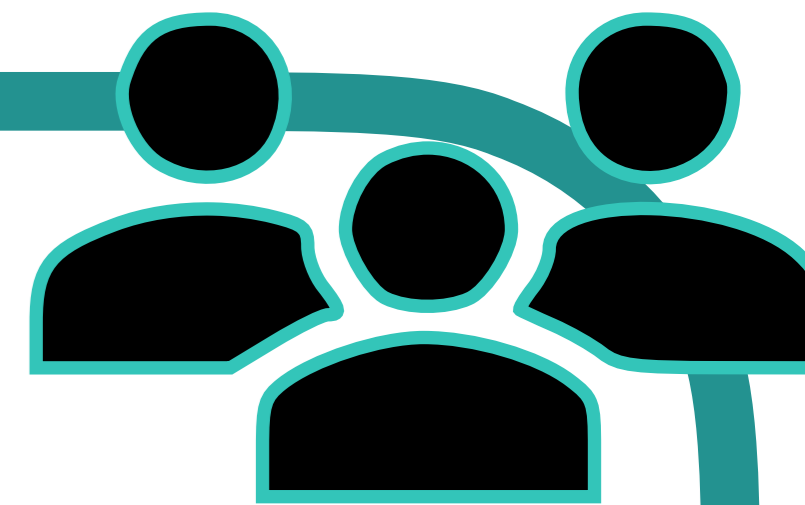
### Communication

Always be respectful and responsible when you are communicating digitally. Respect the opinions of others and only ever use polite language. Only communicate with people who are involved in your learning or care. If you are taking part in a video or audio meeting with your teacher always follow their instructions.



### Using video with my teacher

Keep all of your usernames and passwords secure and private. Only use your own login details - never share your details with anyone else. Don't reveal personal information about yourself or anyone else, and ask for help from your teacher or responsible adult if you are not sure of anything.



### Working with shared devices

If you are using a device to access Office 365 or educational resources that other people in your household also use, always log out of the website you are using when you have finished working. Make sure that the device has a passcode and that you log out of any personal accounts when you are finished.

### Online Resources for Further Support

**Thinkuknow** is the education programme from NCA-CEOP, a UK organisation which protects children both online and offline.



The **UK Safer Internet Centre** has online safety tips, advice and resources to help children and young people stay safe online.



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

