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Armadale Primary School
Armadale
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Responsible User Agreement

Name

Class

Date

Why we have a Responsible User Agreement at Armadale Primary School

At Armadale Primary School, we recognise that digital technology plays an important role in supporting and enhancing our learning. To ensure everyone benefits from these opportunities, we use the internet and digital devices safely, responsibly and respectfully. We navigate websites appropriately, protect our personal information, and demonstrate kindness and respect in all online interactions. We are expected to care for all digital devices and use them purposefully to support learning. By working together, we can ensure technology is used by the right people, at the right time, and in the right way, creating a safe, positive and enjoyable learning environment for everyone.

Be Responsible

I will:

- look after all devices I use and treat them with care.
- use devices responsibly and only when directed by my teacher. If I am unsure whether it is an appropriate time to use a device, I will ask first.
- remember that anything shared online may remain there and could be beyond my control.
- only create, share or post content that I would be happy for other learners, teachers and parents to see.
- understand that my online actions can be traced back to me and that I am accountable for my digital footprint.
- only take photographs or videos of my own work unless I have permission from everyone involved and am using a school device.
- upload photos and videos only to approved school platforms, such as GLOW, ensuring I have permission and a secure connection.
- use devices for educational purposes and learning activities. Games may only be used when they support learning or when permission has been given by my teacher.
- use only age-appropriate websites and applications in school
- respect the school's network security and will never attempt to bypass filters or download unauthorised software
- understand that I may be given a consequence for misuse

Together at Armadale Primary School, we use technology to learn, connect and succeed responsibly.

I will:

- be kind, respectful and considerate to everyone, online and face to face.
- use positive and appropriate language in all emails, messages and TEAMS comments
- pause and think before sharing anything online, making sure it is respectful and suitable.
- communicate in a way that reflects the values and expectations of Armadale Primary School.
- respect other people, their devices, digital resources and their right to learn without distraction.
- use technology responsibly, make safe choices and contribute positively to our school community.
- help create a welcoming, inclusive and supportive online environment for everyone.

At Armadale Primary School, we use technology with respect, responsibility and kindness to support learning and success.

Be Secure

I will:

- keep my device secure by using a password or passcode that only I know.
- Switch off my personal device when I enter the school gates and put it into the box in my classroom
- protect my personal information when using the internet and GLOW, and I will tell a member of staff immediately if anyone asks me to share personal details.
- use digital technology safely, responsibly and respectfully always.
- report any concerns about online safety, inappropriate content or misuse of technology to a member of staff.

At Armadale Primary School, we use technology safely, responsibly and respectfully to support learning and protect ourselves and others.

Be safe:

I will:

- only communicate, share work and post comments through my secure GLOW account and approved school platforms.
- speak to a trusted adult straight away if I see or experience anything online that makes me feel worried, uncomfortable or unsafe.
- ensure my device is connected to the school's secure AAL network
- use the internet safely and responsibly, accessing only information and websites that are appropriate for learning.
- if I am unsure whether something online is suitable, I will ask an adult before continuing.
- if I come across inappropriate content, I will stop using it immediately and report it to an adult.

At Armadale Primary School, we stay safe online by making responsible choices, protecting our personal information and seeking help when needed.

Consequences for unsafe use may include:

- **Verbal reminder of expectations.**
- **Review of the laptop user agreement with the pupil.**
- **Temporary restriction of laptop use during lessons.**
- **Supervised use of the device for a set period.**
- **Contact with parents/carers to discuss concerns.**

Pupil User Agreement (All Pupils)

I agree to all the above statements

I understand if I do not use devices in a suitable and appropriate manner, I may not be allowed to use these in school.

Pupil's Name ……

Pupil's Class ……

Pupils Signature ……

Date ……

Parent / Guardian Permission

I have read and understand these rules about internet use, and I understand that my child will be expected to follow these rules.

I understand that West Lothian Council has provided as much protection as possible to ensure children are not exposed to sensitive material.

I understand that any personal devices brought to school are done so at the responsibility of my child, and that these will be stored in class during the school day

I understand that the school is not liable for any damages to personal devices.

Parent / Guardian Name ……

Parent / Guardian Signature ……

Date ……