Digital Learning and Teaching Responsible Use Protocol

May 2020

Aims

This Protocol provides guidance on the appropriate and effective use of digital technology within learning and teaching to give all City of Edinburgh learners the opportunity to further engage in learning, maintain and develop relationships, and to develop digital skills vital for learning, life and work.

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

Intended Audience

This Protocol is intended to support all learners and their families from 3-18. Learners will be supported by their teachers, key workers, other staff or other responsible adult to develop and enhance their understanding as is age and stage appropriate. This extends to learning in school and at home.

All learners across City of Edinburgh will have access to, and make use of, digital technologies to support their learning.

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.

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.