Appendix 7

North Lanarkshire Council

Digital Acceptable Use – Engaging with Remote Virtual Learning

You will ensure that you use online learning respectfully and responsibly by:

1. Only use your Glow email and class Teams for communication
2. Be punctual for all lessons
3. Ensure you have access to class tasks and any materials before the learning.
4. only download material from the internet relevant to learning tasks.
5. not download apps or software to school devices
6. use age appropriate websites and apps that you have permission to be on
7. make sure you have all power adaptors, laptops, headphones, screen connections ready before the lesson begins
8. follow the guidelines set by the class teacher.
9. Face the laptop camera during learning and use an appropriate background effect
10. When speaking in class use the chat feature and or hands up as directed by the teacher
11. show respect for everyone in the online classroom
12. seek to contribute to the class in a positive manner and not be disruptive at any time
13. not taking screenshots or recording online learning. Doing this could result in you being removed from the learning. Possibly further action being taken.
14. report to your school contact if you receive emails that are offensive.
15. only copy and use material as allowed by copyright legislation. If you are unsure, you can through Glow contact your school or teacher to ask.
16. When using the Internet, working online and sending emails you will ensure you protect yourself and others by not giving out personal information.
17. communicating respectfully online e.g. in emails and through Glow for collaborative tasks
18. using search engines with care; only searching for information that is related to your learning tasks
19. not store any personal details, passwords or bank card details on the device
20. not add any new passwords to the school device

Learner Signature

Staff Signature

LIVE
LEARN
WORK
INVEST
VISIT