**Mid Calder Primary School  
Yammer Responsible Use Agreement**

In order to keep ourselves and our information safe on Yammer, we agree that:

1. We will use Yammer to share our learning in a responsible and mature way.

2. We will use Yammer to share our opinions and learn about the opinions of others. (Article 12, Article 28)

3. We will share our thoughts in a kind, appropriate and relevant way. (Article 13, Article 19)

4. We will write in full sentences and not use text talk.

5. We will not share information, photos or videos of others without the permission of everyone involved, including our teacher. We will only post photos and information on private groups that we have been added to by our teacher. (Article 16)

6. We will only post relevant comments, documents and images onto our class group. (Article 17)

7. We will only join groups that are appropriate to us and are shown to us by our teacher. (Article 17)

8. We will use Yammer in a way that everyone can be included. (Article 15)

9. We will be aware that Yammer is used by lots of staff and pupils in education and will report any inappropriate use to our teacher.

10. We will continue to follow these same responsible use statements when using Yammer to share our learning at home.