

**Uphall Primary School**

**Anytime, Anywhere Learning**

Responsible User Agreement for use of your own devices in school.

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| **Statement** | **Please tick** |
| I will be responsible for the care, safety and use of my mobile device at all times. This includes my journey to and from school and when on the school premises. |  |
| I will put my device in the designated place within my classroom and not take it back until told to do so or at the end of the day. |  |
| I will ensure that my device has a password on it to prevent others from using it. |  |
| I will only use my device for learning activities approved by the teacher. |  |
| I will not use my device while I am coming in or leaving the school building, or in the playground at the start and the end of the school day. |  |
| I will tell a member of staff if I find a page, message or picture which makes me feel uncomfortable. |  |
| I will ensure that I log off any shared device. |  |
| I will not communicate with others using threatening or offensive language or in a way which makes them feel uncomfortable. |  |
| I will remember that electronic mail (email) is not guaranteed to be private. |  |
| I will ensure my device is at a noise level as directed by my teacher. |  |
| I will not respond to any text message or call I receive at any point during the school day or in the playground before or after school. |  |
| I will not take or post pictures, personal information or videos of myself on social media, unless directed by teacher. This includes all pupils and staff. |  |
| I will respect others’ devices and take responsibility if sharing my device with others. |  |
| I accept that my school and West Lothian Council are not responsible should my device get lost, stolen or broken. |  |
| I accept that if I do not follow the ‘Responsible User Agreement’ detailed above, the school may withdraw the right for me to use my mobile device as a learning tool. |  |

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**AAL Responsible User Agreement**

Pupil’s Name: ---------------------------------------------------------------- Class: ------------------------

Pupil’s Signature: ----------------------------------------------------------- Date: ------------------------

Parent’s Name: -------------------------------------------------------------

Parent’s Signature: --------------------------------------------------------- Date: ------------------------