



Online Remote Learning Responsible User Agreement (Addendum to the Pupil Acceptable Use Policy)

This agreement will be reviewed by school leadership in summer 2021 or amended if there are any changes in national guidance before that time.

Remote learning requires access to online platforms and services maintained by Carlton le Willows Academy and will require you to communicate with teachers and fellow pupils in a mature and considerate manner. This user agreement is to be used in conjunction with the Pupils Acceptable Use Policy, available on the Academy's website.

By logging in to the School's systems, you agree to the terms of this Policy.

Adhering to the rules below will help to ensure that all members of the school community are able to be supported academically and pastorally when working remotely.

1. I will consider the content (text, images, audio and video) that I post to a school maintained platform before I submit the content.
2. I will not use any school-maintained platform for non-school related activity.
3. I will be polite and courteous when communicating with other users and will use the same language as if I were talking to that person face-to-face.
4. I will adhere to the requirements of any work and submit work in the format requested by my class teacher.
5. Wherever possible I will undertake remote working in a public location in my house (e.g. the kitchen or living room). If this is not possible, I will try to be seated on a chair and/or at a desk.
6. If I encounter technical problems (e.g. not being able to log in to a system), I will contact IT support (its@clwacademy.co.uk) and provide them with a detailed explanation of the problem along with screenshots so they can diagnose the issue.
7. I will not try to access the accounts of any other user.
8. I understand that cyberbullying is unacceptable and will not use any of the remote working platforms to undertake such activity. If I do, I will be sanctioned.
9. I understand that posting immature or offensive content to teachers and fellow pupils is unacceptable and I may be sanctioned if I undertake such action.
10. If I receive any communication or content that I am unhappy with (e.g. cyber-bullying, extreme or offensive content), I will immediately report it to my Head of Year.
11. I understand that all activity that I undertake on a school-maintained platform or a school device is monitored and logged for safeguarding and recording keeping purposes.