



## Digital Inclusion and Learning Team Device Repair/Replace Policy

Damage to devices must be reported immediately to Sandra Scanlon, Mrs Knight or Mr Smith.

### Pupils are responsible for

Keeping the device in its case

Not putting stickers or labels on the inside of chromebooks- this can damage the screen

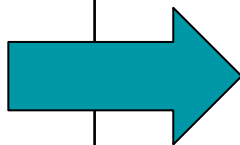
Keeping the device away from water bottles and fluids at all times

Transporting the device safely and sensibly to school each day

Charging the device

Shutting down the device properly

Following all advice in the [Pupil Support Guides](#)



Replacement devices (**like-for-like**) are supplied when:

- A device is faulty and the Troubleshooting Guide cannot resolve the fault
- Accidental damage occurs- reason for damage is required

Replacement devices (**non like-for-like**)\* are supplied when:

- Malicious damage occurs
- Repeated irresponsible use occurs  
*\*typically older non-touch, non-flip models of device*

**Replacement devices not routinely supplied when:**

- **Keys have been picked off or removed- user should use onscreen keyboard**
- **Headphone jacks have been snapped in the device**



## Parent/Carer Information

As part of Midlothian Council's Equipped for Learning programme, a digital device for learning is being provided to every child of school age. This is to ensure that all young people have access to the technology they need for learning, both at school and at home. The document below provides information about the programme structured in the format of frequently asked questions.



[https://docs.google.com/document/d/1Egl3Ujj7OBiOEK2S0\\_mMdWuhmHphu1oI\\_Z4TIVEbPxck/edit#](https://docs.google.com/document/d/1Egl3Ujj7OBiOEK2S0_mMdWuhmHphu1oI_Z4TIVEbPxck/edit#)

# Learning through and with digital technology



This is how we stay safe when we use devices in P1 - 3:

- ★ I will ask a grown up if I want to use my device
- ★ I will follow instructions when I use my device
- ★ I will take care of my device and other equipment
- ★ I will ask for help if I am not sure what to do
- ★ I will tell a trusted adult if I see something that upsets me on the screen

# Learning through and with digital technology



## P4 - 7 Acceptable use agreement

For my own personal safety:

- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will not share personal information about myself or others when I'm online
- I will tell an adult that I trust if I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable

I will act as I expect others to act toward me:

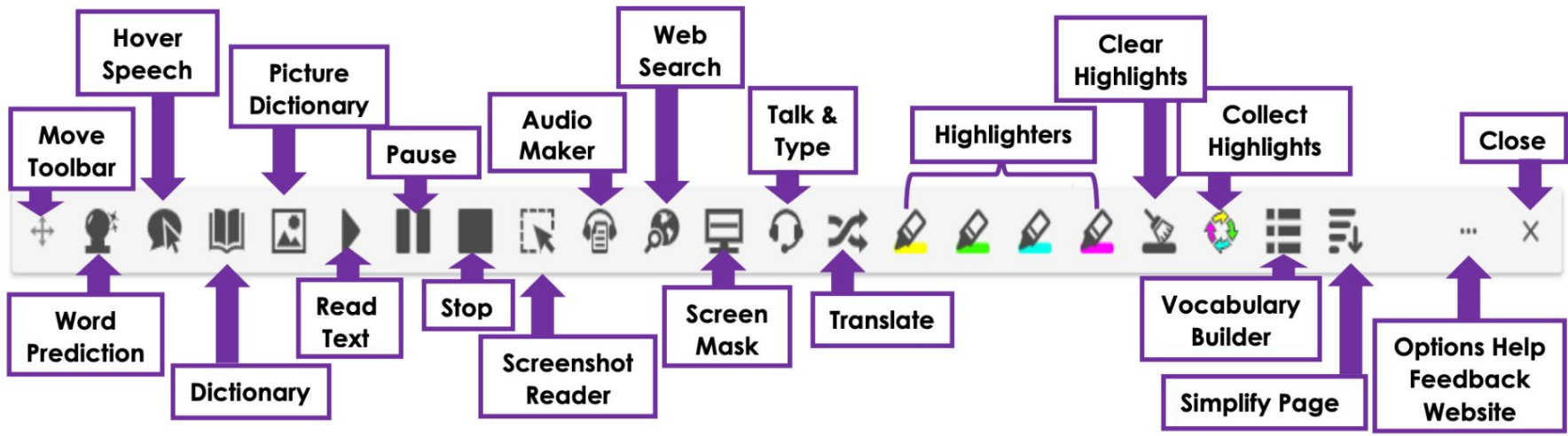
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- I will be polite and responsible when I communicate with others, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or share images of anyone without their permission
- I understand that being a responsible digital citizen means that I have the same standards of relationships and behaviour in an online community as I do in the school community

When using the internet for research or fun, I know that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I will take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

# Read and Write Toolbar

All pupils and staff in Midlothian have this amazing accessibility toolbar built into their Chromebook device, courtesy of the Equipped for Learning project.



P1 - 3

When using Seesaw, we would like you to log in as a family member.

If you have more than one child using Seesaw this will also allow you to switch between accounts.

Please let us know if you would like us to re-issue your family login information.

The following video will support you when switching accounts at home -

<https://youtu.be/z3AudVMqBY4>



# Welcome to Seesaw!

Connect on the Seesaw Family app

**Seesaw is home.** It's where your child's learning lives. It's where home-school communication lives. All in one place! Let's get you connected.



## Steps to Connect

Look for a **printed, email, or text** invite and follow instructions!



- 1 Download the **Seesaw Family app** or go to **app.seesaw.me** on a computer
- 2 Click **'I'm a Family Member'**
- 3 **Printed Invites:** Scan the QR code  
**Text/Email Invites:** Click the link
- 4 Follow the prompts to **create an account** or **sign in**

## How to Use the Family App



Adjust **Account Settings** and connect to Seesaw Journals for additional children



View and engage with **all recent posts** from all of your children using Seesaw



View posts from **one child or class** (vs. all recent posts in the Home tab)



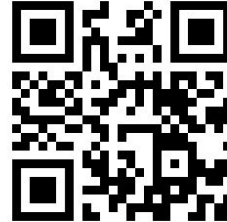
**Receive** Announcements and **reply** with private messages and multi-modal attachments

**Connected family members see only their own child's learning**

[Learn more at web.seesaw.me/privacy](https://web.seesaw.me/privacy)

Watch a step-by-step tutorial - [seesaw.pub/FamilyIntro](https://seesaw.pub/FamilyIntro)

# Digital Support for Parents, Carers and Pupils



- Digital Support
- Digital Safety
- Guide to using Google Classroom at home

- Digital Support
- Digital Safety
- Supporting your child with their device

Explore guides, advice and information around all the online platforms and trends at the heart of digital family life