

# KEY THINGS YOU NEED TO KNOW ABOUT THE STUDENT ACCEPTABLE USE POLICY FOR LAPTOPS AND IPADS IN THE PRIMARY SCHOOL



## SCHOOL PROPERTY

The device always remains school property. The device must be put on charge each day and only transported securely in students hands.

## BREAKAGE & DAMAGE

The device must be securely stored when not in use. Students must not deliberately nor intentionally damage, vandalise, graffiti, or mark the equipment. They can not steal the equipment or disassemble, open or upgrade the equipment. Report any damage or malfunction to the classroom teacher as soon as possible.

## DATA

The school is permitted to inspect the student's files stored on the device, personal storage device, or the school network at any time. The school can delete files deemed inappropriate. Students must maintain backups of files. The device may be reimaged (all data wiped) at any time by allocated staff if required to fix software malfunctions. The school provides Microsoft cloud storage - Microsoft One Drive.

## USAGE

Students must not permit any other person other than the teacher or school staff to use the device. This includes not allowing other students to use the device and accessories without teacher permission. They should also not use or access another student's devices.

## NETWORK

Whilst on school grounds, students are not to access any other network other than the school network. You are NOT permitted to use mobile internet connections in school grounds unless granted permission by staff. Students are not to use the device as a server (share files on the network directly from the device). No pirate web, P2P, UTorrent etc.

## SOFTWARE

Student can not install or uninstall software on the device without permission. No illegal or unlicensed software to be installed on the device. They can not remove or modify the behaviour of Familyzone software.

# SOCIAL MEDIA

Students should not publish or use inappropriate material on social media websites. Inappropriate material includes but is not limited to: pornography, vulgarity, defamatory statements, extremist views, private information about yourself or someone else, personal contact details; and photographs, footage, or audio recordings taken of others in private or without their consent.

As a general rule: only publish what is okay for everyone in the world to see including your teachers and grandparents.

Students must not publish material which breaches the Copyright Act on social media sites. They should not have any images of teachers or students posted on social media sites.

## CONSEQUENCES

Breach of the User Agreement or the Acceptable Use Policy will result in the following consequences:

The parent/guardian will be required to pay for repairs, including the cost of technician time and other expenses incurred, to any equipment wilfully damaged by their child/student.

The student will have the device and accessories withdrawn from their use.

Any misuse of the school computers, its network, and its software and hardware will lead to loss of Internet and/or computer access. Illegal incidents may be referred to the appropriate community agency. The excess for insurance claims will be payable by the Parent/Guardian.

## GUIDELINES FOR DEVICE USE

### Occupational Health and Safety

- When using the device place on a secure firm surface.
- Refrain from placing the device on your lap as transmissions from the device may be harmful to sensitive organs.
- Sit at the correct height to allow your elbows to be bent at right angles and your wrists straight. Your hands and wrist must clear the desk and keyboard, with only your fingers touching the keys.
- Take a 10 minute break every 50 minutes of use and ensure good lighting.

### Transport of the device

- The device must not be left in an environment where the temperature is out of the range of 5 to 38 degrees Celsius, such as in direct sunlight.