



'Quality Education in a Friendly, Caring and Supportive Environment'

Acceptable Use Policy Agreement for Laptops and iPads at School - 2021

The following agreement covers students' use of netbooks and Information Communication and Technology tools at Bridgewater Primary School. ICT tools are provided to students for educational purposes only. These facilities include access to the internet, email, Compass, school network and online educational and assessment programs, (additional educational programs may be used at the discretion of the school in accordance with our acceptable use of ICT agreement).

Students may use these tools for class work, research, the preparation of assignments and authorised electronic communication. Resources provided include computers and peripherals, printing, digital imaging devices (scanners, digital still and video cameras) and access to the local school network for storage of student electronic files.

To be granted access to the school's ICT resources, students must agree to abide by the school's Acceptable Use

Students must demonstrate knowledge, understanding and compliance regarding the school's Acceptable Policy Agreement before devices can be used in class.

Student:

I understand that the Internet can connect me to useful information.

While I have access to the Internet:

- 1) I will use it only for educational purposes.
- 2) I will not use my laptop/iPad for social media at school or at home during periods of remote learning.
- 3) I will not look for anything that is illegal, dangerous or offensive.
- 4) If I come across something that is illegal, dangerous or offensive, I will:
 - a) clear any offensive pictures or information from my screen; and
 - b) immediately inform my teacher, in a confidential manner.

- 5) I will keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses or images.
- 6) I will not use the internet to annoy or offend anyone else. e.g. sending threatening, bullying or harassing content to another person.
- 7) I will not disable settings for virus protection, spam and filtering that have been applied by Bridgewater Primary School.
- 8) I will ensure that communication through internet and online communication services is related to learning.
- 9) I will keep passwords confidential.
- 10) I will never allow others to use my personal accounts. e.g. Mathletics, Essential Assessment, email.
- 11) I will log off at the end of each session to ensure that nobody else can use my account.
- 12) I will promptly tell a supervising teacher if I suspect myself or others have received a computer virus or spam (i.e. unsolicited email) or if I receive a message that is inappropriate or makes me, or others, feel uncomfortable.
- 13) I will not download software, graphics or music/movie files.
- 14) I will only use the school provided email for school use – this is not a personal email account.
- 15) I will never publish or disclose the email address of a teacher or student without that person's explicit permission.
- 16) I will never deliberately plagiarise (directly copy) information or content and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- 17) I will not bring downloaded programs including games and music, to the school or run them on school computers.
- 18) I will always secure my laptop/iPad in its case if I have to take it home for remote learning and make sure it is closed before travelling to and from school.
- 19) I will always shutdown my laptop/iPad at the end of each school day to enable important updates to install.
- 20) I will always reboot my laptop/iPad when I enter the classroom at 9:00 am as part of my morning routine.
- 21) I will charge my laptop/iPad every night before I go home in order to have a fully charged laptop/iPad for every school day.
- 22) I will sit in spots where my laptop/iPad screen is clearly visible to supervising teachers. eg. not sitting under a desk or against a wall.
- 23) When carrying my laptop/iPad, I will always have the screen closed and use two hands.
- 24) I will never leave my laptop/iPad on the floor or on chairs (including other classroom furniture such as couches, ottomans and beanbags).

- 25) I will use Chrome and Edge as my internet browsers and will not install any additional browsers.
- 26) I will not remove or draw on the name stickers on my laptop/iPad.
- 27) I will always use technology in a manner that reflects our school's values.
- 28) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my internet or computer access for some time.

Please read, sign and return by (insert date)

Signed (Student) Date

Signed (Parent) Date