Junior (P-3) Acceptable Usage Agreement

1. **BACKGROUND:**

We have the privilege at Concongella Primary School to be able to offer 1:1 laptop computers across the whole school and a set of iPads available for use. With this comes the responsibility of all users to behave in an appropriate manner at all times. In our digital world we must all remain safe, this means not sharing passwords or personal information. Students are living in a very different world to the one their parents are so it is important that we have a shared understanding of our behaviours and responsibilities when using the schools ICT equipment.

2. **DETAILS**

<table>
<thead>
<tr>
<th>Physical Care:</th>
<th>Usage:</th>
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</thead>
<tbody>
<tr>
<td><strong>iPad:</strong></td>
<td>✉️ Leave the cover on</td>
</tr>
<tr>
<td><strong>Computer:</strong></td>
<td>✉️ Carry correctly:&lt;br&gt; - Closed lid&lt;br&gt; - Never by the screen&lt;br&gt; ✉️ Don’t touch the screen</td>
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<tr>
<td><strong>Both:</strong></td>
<td>✉️ Sit still while using ICT equipment&lt;br&gt; ✉️ Make sure it is charged&lt;br&gt; ✉️ Only move around when necessary&lt;br&gt; ✉️ Sit at table to use unless directed by teacher&lt;br&gt; ✉️ Use only inside the classroom unless directed by teacher&lt;br&gt; ✉️ Never eat or drink while using iPad/Computer&lt;br&gt; ✉️ Don’t leave on the floor&lt;br&gt; ✉️ Don’t remove the chargers</td>
</tr>
</tbody>
</table>
3. **OTHER DEVICES**

Many students now have access to iPads, iPods, phones, Smart Phones and other handheld gaming equipment at home. However, it is not appropriate that these be brought to school or used at school. If you bring a phone or gaming equipment at the request of your parents, it must be placed in the box in Kristie’s office upon arrival and taken out at the end of the day. No home devices are to be used at school.

4. **CONSEQUENCES:**

Failure to Comply: 2 warnings, then pick up 10 pieces of rubbish in the yard at recess/ lunch time.

**Code Red Offences:** Instant loss of access for 1 full day; you must make up any lost work at recess/ lunch time.

5. **AGREEMENT:**

I __________________________________________ of Grade ______________ am aware of the privilege I have by having access to computers and iPads at Concongella Primary School.

I am also aware that with that privilege comes the responsibility of looking after the equipment and behaving appropriately when using it.

I have read (or had read to me) all of the conditions on the other side of this agreement. I have had it explained to me in depth and I understand what all of the conditions mean.

I have read (or had read to me) all of the consequences that will occur if I do not abide by this agreement and understand them all.

I promise to stick to this agreement at all times.

Signed___________________________________________________

Print Name:_______________________________________________

I __________________________________________, mother/ father of ______________________________

have read this agreement and understand all of the responsibilities and consequences of my child using ICT equipment at Concongella Primary School.

Signed___________________________________________________

Print Name:________________________________________

Date:_____/_____/20____

Last ratified by School Council on: 15/10/2014