



# Leongatha Primary School - Acceptable Use Agreement

## Grade 3 - 6

Revision date: July 2020

Leongatha Primary School runs a 1:1 iPad program for students in grades 3, 4, 5 & 6. We believe this is an exciting opportunity to have access to the best available technology for academic and creative purposes. The school will provide new students with an iPad and educational apps. With this iPad comes some responsibilities that must be accepted by both the parent and student. In summary:

- The iPad must be returned to the school in good condition if your child transfers from the school prior to the completion of Grade 6. Upon completion of Grade 6 you may purchase the iPad for a small donation or return the iPad.
- All damage to the iPad is your responsibility to repair, or in extreme circumstances, replace the entire iPad. This must occur in a timely manner. Replacement devices can be purchased on the Leongatha Education Precinct Education Advantage Portal (<https://lep.eduadv.com.au>)
- The student is responsible for all damage to the device regardless of how the damage occurs.
- Hardware failure beyond the warranty period is the responsibility of the parent - hardware damage is not covered by the warranty. (<https://www.apple.com/au/legal/statutory-warranty/>)
- In the event that students are using the iPad inappropriately or have inappropriate apps installed, staff will follow the "LPS ICT - Behaviour Management Matrix" and the associated consequences.
- Parents are to ensure that the students can not access inappropriate sites or content when connected to their home network.
- Please restrict use by other family members.
- The iPad will have 24/7 access to the school network if it is located within the school grounds.
- The school will determine which Apps will be installed on the device. Additional apps can be installed that must be age appropriate. It is the parent / guardian's responsibility to manage the associated account(s). Apps required for use at Leongatha PS will take priority over apps that are for personal use. Staff have the right to remove apps that are inappropriate or irrelevant as per the "LPS ICT - Behaviour Management Matrix"
- Parents / guardians & students are responsible for backing up their own data.
- Safe and responsible behaviour is encouraged at our school and parents/carers are requested to reinforce this behaviour at home.
- Some online activities are illegal and as such will be reported to police.
- Use of VPN and anonymising software is strictly prohibited.

### **When I use digital technologies:**

**I communicate appropriately by thinking and checking that what I write or post is polite and respectful.**

This means I will:

- respect others and communicate with them in a supportive manner, never write or participate in online bullying.
- acknowledge the source of any ideas that I use from the internet by including website links.

**I protect personal information. I am aware that my full name, photo, birthday, address and phone number is personal information and this information should not be shared online.**

This means I will:

- protect my password and won't share it with others;
- join a space online only with my parents' or teacher's guidance and permission;
- only answer questions online that ask for any personal information with the permission of my parents' or teachers;
- only take photos, video or sound recordings when I have asked my teacher or parents.

**I look after myself and others by thinking about what I do and share online.**

This means I will:

- search for and use spaces and sites that are safe and appropriate (not any that are rude, violent or offensive);
- speak to a trusted adult if anyone is unkind to me or someone else;
- either turn off the screen or use the back button if I see something that makes me feel upset or that I don't like, and tell a trusted adult;
- protect and not share my friends' personal information such as their full names, birthdays, school names, addresses, photos and phone numbers.
- not share any photos or videos that clearly identify my location, the school I attend or any other personal information, including other people

**I use my iPad responsibly both at home and at school. I understand my iPad has been made available to me for the purpose of enhancing and assisting me in my learning.**

**This means I will:**

- use my iPad as instructed by my teacher;
- remain on task whilst using my iPad and not allow games and other apps or websites to distract me from my work;
- keep myself safe in ways outlined in this agreement when I am online at home
- seek permission from my parent/guardian or teacher before downloading any app or game

**I look after my iPad and any other piece of ICT equipment I use.**

**This means it is my responsibility to:**

- tell a teacher straight away if something is broken or not working properly;
- sit down in a safe place when I am using any ICT equipment;
- bring my iPad to school charged to at least 70% everyday;
- keep my iPad in a strong and sturdy case at all times;
- keep my iPad in my locker tub or on a table in my classroom and seek permission if it needs to be taken outside;
- handle all digital equipment, including my own, with care.
- ensure I always have enough storage available on my iPad to undertake and save all school work
- arrange apps and files in an organised and easy to use manner

### **Request for iPad to remain at school**

iPads will automatically go home with students every day (7 days a week) unless the school has been notified and the "Leongatha Primary School - iPad to remain at school" form has been completed and returned to the general office. It is the parent / guardian's choice to have the iPad remain at school and the student's responsibility to leave the iPad at the school. It is important to remember that as a parent, it is your right to set up rules and expectations around the appropriate use of the iPad at home. Students will rarely be required to complete homework or additional research on the iPad at home.

### **LPS iPad Behavior Matrix (LPS iPad - Negative Consequences)**

A copy of our iPad behaviour matrix can be found on the Leongatha PS website.

**Use of GSuite** - Leongatha Primary School provides access to a range of services including email, document creation, calendars and online storage for learning through the GSuite service; consequently emails, email account details and data may be transferred, stored and processed outside of Australia. In using this service you consent to this transfer, processing and storage of that information. Leongatha Primary School personnel responsible for this system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use. This permission is required so that students are able to make optimum use of the technology and actively participate in all lessons.

We have read the above conditions and discussed the contents with my child and understand the responsibilities we all have to maintain this device. By signing this agreement you are agreeing to the full terms contained in this document and the conditions located on our website. <http://www.leongathaps.vic.edu.au/>. You also give permission for your child to utilise the G Suite service as required for learning purposes.

Student's Name: \_\_\_\_\_ Parent / Guardian's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Parent / Guardian's Email: \_\_\_\_\_

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent / Guardian's Signature)

### **Recommended Links:**

eSafety Commissioner - <https://www.esafety.gov.au/>

Schools Privacy Policy - <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Child Safety Standards - <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childsafestandards.aspx>