

Appendix 4: Student Responsible Use Agreement

General Use

- I understand that I need to **bring my iPad to school each day** for educational purposes only.
- I will ensure the **iPad is charged** and ready to use at the beginning of each school day.
- I will hold the **iPad with two hands** when carrying it and **will walk** with it at all times.
- I will **ensure my iPad is kept in my school bag on my trip to and from school.**
- I will **keep food and drinks away** from my iPad at school.
- I will **immediately report any accidents or breakages** to my parents and teachers.
- I will let the teacher know at the beginning of the day if I have forgotten my iPad.
- I will seek permission from individuals prior to taking photos and recording sound or video.

Content

- I am responsible for the security, integrity, insurance and maintenance of the iPad and private network.
- I will demonstrate safe, lawful and ethical behaviour when using the school's ICT network.
- I will not download, distribute or publish offensive messages and pictures or use obscene, inflammatory, racist, discriminatory or derogatory language.
- I will not use language and/or threats of violence that may amount to bullying and/or harassment, or stalking and not insult, harass or attack others or use obscene or abusive language.
- I will use the iPad ONLY to support my school learning program whilst at Wellers Hill State School.
- I understand that **No games are to be installed or if installed are locked during school time**
- I will **NOT message family or friends during school time – this must be disabled.**
- I permit my teachers and parents to **perform checks** to monitor that I have not installed illegal/unsuitable software applications and content and to check the websites which I visit. I understand there will be **consequences** for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period of time.
- I understand that I will use my iPad only when instructed for lessons.
- I am responsible to ensure my iPad is **backed up.**

Safety and Security

- Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service. I am not permitted to access 3G/4G/5G Internet at school.
- Whilst at school, I will **only use websites** that support my learning activities.
- I will use my iPad for **school related activities** at home.
- I will only use my **school email account** for mail related to my learning.
- I will be **cybersafe** and **cyber smart** when using the internet.
- I understand that teachers are able to check my iPad to ensure there is no inappropriate material stored on it and will contact my parents immediately if any such material is found.
- I will demonstrate **responsibility and etiquette** when using my iPad
- I will **only take photos and record sound and video** when granted permission by my teacher.
- I will use my iPad lawfully and in accordance with the [Acceptable Use of ICT Services](#) guidelines regarding **ethical use** of equipment, technology, use of legal software, use of the Internet and the protection of personal data.
- For security reasons, I will make my password difficult to guess by other users and I **will not share account names and passwords** with anyone unless requested by *Wellers Hill State School* staff when servicing the iPad.
- I will not use another student's username and password to access the school network and I will not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

- I am aware that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.
- I am **responsible for the security and use of my iPad while at Wellers Hill State School**. iPads will be stored in classrooms during lunch and play breaks.

Sign off by student:

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically, in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this student agreement and the Student Code of Conduct.

I agree to abide by the above agreement.

I/We have read through and agree to the iPad Terms of Use and Participation Agreement with my child.

Student Name:	Current class:
Student Signature:	Parent Name:
Date:	Parent Signature: