

Harristown State High School

Laptop Purchase Program

Student and Parent ICT Device Code of Conduct and Agreement

IT DEPARTMENT USE ONLY

Laptop Issue Date _____

Issued by _____

Asset Tag No _____

Device ID _____

Please read and complete the following, and sign to confirm that your agreement to abide by the conditions of the Laptop Purchase Program (LPP).

Student Name: _____ **Grade:** _____ **Form:** _____

Parent / Carer Name/s: _____

(Students, please tick the boxes as each item is read and understood)

Digital Etiquette

Students are expected to:

- Follow staff directions related to when and how to use the device.
- Mute the device volume at the beginning of each lesson.
- Use respectful, appropriate language when communicating electronically.
- Unlock their device and give it to staff immediately upon request.
- Unlock their device and give it to parents / carers immediately upon request.
- Refrain from videoing, photographing or recording **any** other individual (staff, student or guest) **without written permission**.

Digital Access & Use

Students are expected to utilise access to various communications offered by the school in an appropriate and safe manner.

- Students are required to maintain and clean their device.
- Students are required to report any damage **immediately** to the school.
- Students are required to inform the teacher and others present when using the camera and audio recording functions, and must not publish photographs or video to any online platform or network.
- Students may not access their device during breaks unless it is in the library or a classroom. Use during breaks is for the explicit purpose of schoolwork and **NOT** games.
- Students are required to bring their device **fully charged** to school each day.
- Students are required to actively check their school email for communication from the school.
- Students may not loan their device to another student or leave it in such a place that it is likely to be easily damaged or stolen.
- Students must only download appropriately rated applications.
- Student devices must remain in the provided case whilst not in use. Any damage that occurs to the device whilst not in the case, and not being used for its intended purpose, will be the responsibility of the student and parent/carer.
- Students are not to use the device for the purposes of bullying and harassment.
- Students who become aware of bullying and harassment are to advise a staff member immediately, or make a report at www.stymie.com.au.

Digital Health & Wellbeing

A balance between the use of digital technology and physical activities is essential.

- Students must commit to maintaining balanced digital health by using digital devices only when relevant during the school day.

Students must commit to a balance of the use of the device at home.

General Student Agreement

I confirm that I have read, understood and agree to abide by the **ICT Acceptable Use Policy, Cybersafety Statement** and **Conditions of Use** for Harristown State High School ICT Resources.

I understand that the device is the property of the school until it is fully paid out.

I understand that if any damage occurs to the device, that this needs to be reported to the school immediately.

I understand that the assigned password is confidential and that I will not disclose it to others.

I understand that the device was tested before I took possession of it and was in full operational order with respect to both hardware and software.

I will ensure that the device is always under my direct supervision.

I will take personal responsibility when using the school's ICT devices by protecting and ensuring the equipment is treated with respect.

I **will not** remove monitoring and filtering software from the device and **will not** install VPN software.

I understand that the device provided by the school is a privilege and not a right. If I do not comply with this Code of Conduct, I may lose access to the device.

I understand that it is my responsibility to report and where appropriate remind my peers of the commitment made when signing this Code of Conduct and Agreement.

I understand that when signing this Code of Conduct, I am agreeing that I will act appropriately and within the guidelines above.

Student Name: _____ **Signature:** _____

Date: ____ / ____ / 20 ____

(Parents /Carers, please tick the boxes as each item is read and understood)

General Parent/Carer Agreement

I understand that if my child leaves Harristown SHS and the laptop has not been fully paid for, then the outstanding amount must be paid **OR** the device must be returned to the school as it is school property.

I understand that the school's duty of care does not extend to the after-school hours use of the device. Out of school hours it is the parents/carers who are responsible for the conduct of the student.

I understand that the student is required to refrain from any improper use of the device including: bullying, harassment, accessing pornography, criminal activity and breach of copyright.

I understand that Harristown SHS will bear no liability for any misuse, including criminal use, beyond school.

I understand that should damage occur, I may be required to pay the cost of repair/replacement of the device.

I understand my duty to pay the Laptop Purchase Plan levy in full or at the agreed instalment rate.

I have read and understand the terms of this agreement, and will support the school in the implementation of the Code of Conduct and understand that I will be responsible for any loss or damage associated with the device issued to my child. I confirm that I have given permission for my child to receive the new digital device in the enrolment process.

Available Payment Options

- Full Amount paid up front (\$990 inc. GST)
- Payment Plan as per agreement with the Business Manager. Form available in P&C shop.

Parent / Carer Name: _____ **Signature:** _____ **Date:** ____ / ____ / 20 ____