



## ACCEPTABLE USE POLICY and PARTICIPATION AGREEMENT

It is understood that all members of the Chatswood Hills State School community will use all digital platforms and the school's network in a responsible, ethical, and legal manner at all times. Students will be guided by the three principles, **I am Safe, I am Responsible and I am Respectful.**

### General Use

1. I will **bring** my personal iPad to school each day.
2. I will ensure all **apps** are loaded onto my iPad at the beginning of the school year.
3. I will **bring over the ear headphones** to school for use with my iPad.
4. I will ensure the iPad is **charged** for the beginning of each school day.
5. I will leave the iPad **charger at home** unless directed to bring it to school under special circumstances.
6. I will ensure that my iPad has a **clean screen** at the beginning of **each school day**. This includes having any instant messaging apps, such as iMessage, messenger, etc switched off.
7. I will hold the iPad with **two hands** when carrying it and will walk with it at all times.
8. I will ensure my iPad is **kept in my school bag** before and after school.
9. I will **keep food and drinks away** from the iPad at school.
10. I will **immediately report any accidents or breakages** to my teachers and parents.
11. *I understand that if any damage to a device is through substantiated negligence of the school, the school will cover the cost of repair. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed onto those involved and necessary behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the Principal.*

### Content

1. I will only use the iPad to **support the teaching and learning program** whilst at school, as directed by my teachers.
2. I permit my teachers to **perform checks** to monitor that I am accessing appropriate websites and apps whilst at school.
3. I understand there will be **consequences for inappropriate use** following the CHSS Behaviour Management Plan and including, but not limited to, loss of privilege of using the iPad for a period of time.

**Safety and Security**

1. Whilst at school, I will only connect my iPad to **Education Queensland’s Managed Internet Service**. I am **not permitted to access other mobile networks. ie – no SIM card allowed.**
2. Whilst at school, I will only use **websites and apps** that support my learning activities.
3. I will only use my school **email account** for mail related to my learning and understand that emails are filtered for inappropriate content.
4. I will be **Safe, Responsible and Respectful** when using the Internet. I will ensure that **all** instant messaging apps are switched off.
5. I will only take photos and record video to support the teaching and learning program, as directed by my teacher.
7. The school **name, crest or uniform** will not be used online in any way which would result in a negative impact for the school and its community.
8. I will use my iPad lawfully and in accordance with the *Appropriate Use/Behaviour of School Network* guidelines regarding ethical use of equipment, technology, use of legal software, use of the internet and protection of personal data.
9. For security reasons, I will **not share account names and passwords** with anyone, other than teachers and ICT Support Staff.
10. I am **responsible for the security and use** of my iPad while at Chatswood Hills State School. A lockable cupboard will be provided for students to place their iPads during lunch breaks.

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***I have read and understand the above Acceptable Use Policy and Participation Agreement and I agree to sign to abide by this policy.***

***I understand if the above conditions are not followed, I will not be granted the authorisation to use my iPad at Chatswood Hills State School, this is at the discretion of the Principal.***

Name of student: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Name of parent: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Year Level 2019: \_\_\_\_\_ Date: \_\_\_\_\_