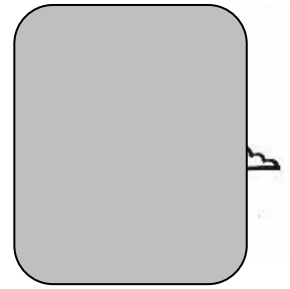
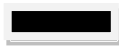


Primary School

## Laptop Agreement and Policy Information Booklet





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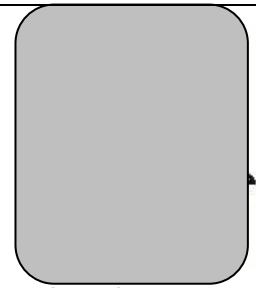
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## Section 1. Overview

████████ Primary School provides a technology rich environment to assist student learning. Technology is integrated across the curriculum supporting students to learn within the digital world in which they live.

## Section 2. Information regarding the laptops

In addition to the desktop computers that are situated in each classroom, students will have access to a bank of ten laptop computers.

### 2.1 Timetabling

A timetable to be used for booking the laptops will be displayed in the front office. The staff are to record on the timetable which sessions and how many laptops they will require. Please be mindful of the whole school being able to access the laptops when filling out the timetable. Please ensure that if you do not require the laptops for times you have chosen that you inform the front office so that other classes are able to access them. For any clashes in the timetable please see the staff member directly involved.

### 2.2 Storage

The machines will be kept in lockable storage in the front office. The laptops can be obtained from the registrar or school officer.

### 2.3 Transport on the laptops around the school

The laptops will only be released to staff **please do not send students to collect or return the machines as they will be refused**, as a sign out and sign in process will be used. Each laptop, accompanying cords and carry bag is labelled with a corresponding number (E.g. █████████ Laptop 4) and are required to be returned to the office in this condition. Laptops are to be returned (by a staff member) to the office no later than 2.20pm on Monday afternoons (early close) and 2.50pm on all other days of the week. If this does not occur a PA message will be used to remind teachers to return the machines immediately.

### 2.4 Additions and Deletion of Software

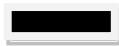
All machines are equipped with CD/DVD drives and a range of software. This software is educationally based and is supportive of the teaching and learning within our school. Staff and students are not permitted to install any other application without the permission of the school Principal.

### 2.5 Ownership

The laptop is the property of the school. All students are expected to adhere to the terms set out in the 'Student Responsibility Agreement'. Students who breach the policies which have been agreed to and signed by both parents and students will not be able to use the digital technology for a length of time as deemed appropriate by the Principal. This is in line with the school's behaviour and education management program and policy.

### 2.6 Charging of Batteries

The batteries will be charged while in storage in the front office. The cord is included in the individual laptop bags if charging is required in the classroom.



## 2.7 Laptop Care

It is imperative that students use their laptops in an acceptable manner and as a learning tool. Programs, which allow students to access the Internet, online, chat and email must be used in a responsible manner. The school will ensure that students are engaged in learning about safe and responsible practices of being a user of ICT tools.

Students must be aware of and abide by the terms set out in the 'Student Responsibility Agreement'. Failure to abide by the user agreement will result in agreed consequences, or in the event of damage, a financial cost to parents.

## 3. Student Responsibilities

### 3.1 Offensive Content

Students are prohibited from accessing or storing offensive images, video and audio on laptops or other digital storage devices that are connected to the use of the laptop. This includes images, videos or audio that is offensive. This area will be addressed by the school as part of our ongoing education in relation to appropriate and responsible use of ICT tools.

### 3.2 Marking the laptops

Students are not permitted to mark the laptops in any way such as with stickers, marking pens or non accidental scratching.

### 3.3 Food and Beverages

Students are not permitted to eat or drink whilst using the laptop.

### 3.4 Organisation of Files

Students are not permitted to create folders or save their work on the laptops. Students can save their work to the classroom files on the student shared drive or alternatively save it to USB and transfer it to the shared drive. Teachers are to ensure that students have access to a storage file on the students shared drive.

### 3.5 Laptop Use

When in use, students need to ensure that the laptops are used in a safe and secure manner in all learning environments. Students need to ensure that their laptop is being used in a physically safe and supportive way. The laptop is NOT to be carried around whilst the screen is open.

### 3.6 Cleaning and Care of Laptops

Staff and students are responsible for ensuring that the laptops are kept in a clean condition. The laptops require regular wiping around the outside case with a damp (not wet) cloth. The laptop screen can also be gently wiped with a damp tissue or cloth. Cleaning agents are NOT to be used. Laptops will be checked regularly by teachers and office staff and agreed consequences will be implemented if necessary.

## 4. Loss, Damage and Repair

### 4.1 Loss or Damage

Laptop damage or theft must be reported to the front office as soon as possible using the 'Laptop Incident Report Form' (page 7). This information is required to arrange for repairs to be carried out and for insurance claims or police reports if necessary.

### 4.2 Accidental and Non Accidental Damage

There are two types of damage as defined by the school

1. Accidental damage

Where a laptop is damaged or stolen and the staff and students have met all requirements as outlined in 'Student Responsibilities Agreement' and have met the conditions of the insurance policy.

2. Non-Accidental damage

Where a laptop is lost, stolen or damaged and the requirements stated in the 'Student Responsibilities Agreement' have NOT been adequately observed or the conditions of the insurance policy not met.

The following are examples of NON-accidental damage or loss.

- Damage as a result of NOT carrying the laptop as requested (two hands with lid closed)
- Theft of and devices
- Scratching of the casing and or bruising/cracking of the screen as a result of misuse
- Theft or loss of AC adaptor, power or network cords

### 4.3 Who is responsible for covering the cost of a lost or damaged laptop?

- *Accidental damage*

The laptops insurance policy will cover the cost of accidental damages.

- *Non-Accidental Damage*

The school will not cover the cost of repairs when a laptop is damaged as a result of student misuse. In this case the Parent/Guardian will be responsible for the full cost of repairs.

## Section 5. Maintaining a Safe Environment

██████████ Primary School shares responsibility with parents, government and the community to protect our children from the impact of inappropriate material and or use of the internet. This protection at ██████████ Primary School comes in the form of a number of mechanisms to block inappropriate content. Our school, as part of the Education Department of Western Australian government schools has online web, and email filters.

Our school will ensure that the students are involved in discussions/activities that relate to safe and appropriate use of ICT tools including online environments. Our school strongly encourages active supervision of your child's use of technology at home. The Internet is a fantastic learning tool and enables access to information that supports all areas of our curriculum.

We suggest the following guidelines be followed when your child is using their laptop at home:

- Supervise your child in a public room like the lounge room.
- Avoid your child accessing computers in bedrooms or rooms that can be closed off to other members of the family.
- Ensure that you establish some expectations regarding internet use at home.
- Most Internet browsers have a "History" menu that you can access to allow you to see the sites that your child has visited recently.
- Ensure your child never provides personal information on a global system to identify friends or themselves in photos.
- Educate yourself and your children about potential dangers online and how to make the right choices about online behaviour. Websites to support you with are [www.cybersmart.gov.au](http://www.cybersmart.gov.au) and [www.NetAlert.gov.au](http://www.NetAlert.gov.au)

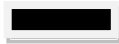
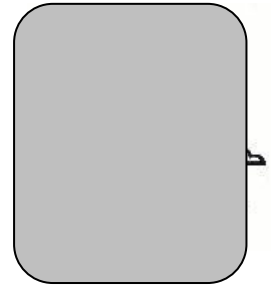
Our school will endeavour to provide parents with support resources and information for appropriate and safe use of ICT tools including online environments. These will be posted on our school website.

## **Section 6. Cyber Bullying**

██████████ Primary School has policies and procedures for Cyber Bullying as per our School Behaviour Policy. Cyber Bullying will not tolerate any form. Electronic communications, including that via the laptop can present as an avenue for bullies to harass other students. The school sees this as no different to any other form of bullying and it will not be accepted. This is reinforced through the use of the Friendly School's and Families Program and regular classroom discussion. Negotiated consequences will be applied for any student who engages in any form of bullying.

## **Section 7. Forms**

Please see the following pages

**Section 7.****7.1****Staff Only****Laptop Incident Report Form****Primary School**

This form must be complete by staff when reporting an incident relating to laptops.

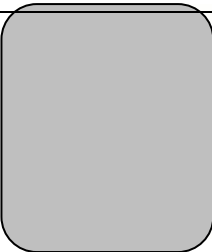
Name: \_\_\_\_\_

Nature of incident:     Theft    Loss    Damage    Malfunction

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Description of Incident:**

- Include details of where the laptop was at the time and full details of what occurred.
- If accidental loss or theft, describe the incident and what is missing (E.g. machine, bag, cord)
- If accidental/non-accidental damage, describe the incident and the damage.
- If the laptop is not working, describe what the problem is and if you know what may have caused the problem.



7.2

**Student Responsibility Agreement**  
**██████████ Primary School**

The laptops are available to all students at ██████████ Primary School for use in curriculum related activities. The smooth operation of the school’s laptop program relies on the proper conduct of the users who must adhere to the following agreement.

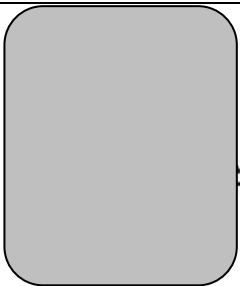
**As a responsible user I agree that:**

- The ██████████ Primary School student email accounts, blogs, personal web pages, or any other computer based materials are not private and may be viewed by staff any time.
- I will only log onto my classroom account using the username and password provided by the school.
- I will only use learning technologies at ██████████ Primary School (including the internet) for learning related activities.
- I will treat all learning technologies with care and respect. Vandalism or any attempt to harm or destroy my data or the data of others will result in the cancellation of my user rights and may incur further consequences.
- I will not modify the application or operating system software provided on my laptop without the permission of the Principal.
- I will check with my teacher if I am unsure if what I would like to use the computer for is appropriate.
- I will not access or store offensive images, video or audio on the laptops or other digital storage devices.
- I will not use digital technologies to harass or bully any other person.
- I will be respectful of others.
- I will not reveal personal information over the Internet including: full name, addresses, phone numbers, email or photos of myself or others.
- I will store all work or information I require onto the school student shared drive or a USB. I will not save it onto the laptop.
- I will promptly report to my teacher any inappropriate material that is accidentally accessed. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will not show others I will close the lid of the laptop and tell a teacher straight away.
- I will promptly report any damage to the hardware and/or software of my laptop to the teacher or the Principal.
- If required by the classroom teacher I will transport the laptop (only in the classroom) by supporting it with both hands at all times and with the lid closed.
- I will keep the laptop clean and free of all marks such as stickers, marker pens or non accidental scratching.
- I will take all reasonable precautions to ensure that the laptop is not lost or damaged.

I have read, understand and agree to abide by all the expectations listed above.

Student.....Date.....





### 7.3

## Parent Laptop Use Agreement Primary School

The laptops are available to all students at Primary School for use in curriculum related activities. The smooth operation of the school's laptop program relies on the proper conduct of the users who must adhere to the following agreement. Your child will be informed of their responsibilities when using the laptops and requested to sign a 'Student Responsibility Agreement' form to be able to use the technology at school. Many incidents that occur in schools where machines are damaged, fall into the category of accidental damage and are covered by school insurance. In the event that a machine is damaged through non-accidental damage by your child you may be requested to cover the entire cost of replacement or repairs. Please take care to read the policy and discuss this with your child.

I have discussed and explained this document with my child. I believe they have a full understanding of:

### Student Responsibilities

- Offensive Content
- Marking the laptops
- Food and Beverages
- Organisation of Files
- Laptop Use
- Cleaning and Care of Laptops

### Loss, Damage and Repair

- Loss or Damage
- Accidental and Non Accidental Damage
- Who is responsible for covering the cost of a lost or damaged laptop.

### Maintaining a Safe Environment

### Cyber Bullying

- I have read and understand the policy relating to the use and misuse of the Laptop.
- In the case of "NON Accidental" loss or damage I will cover the entire cost of replacement or repairs.

I have read and understand this agreement.

Parent/Carer Name:

.....  
Parent/Carer Signature:

.....