

3-6 Device User Agreement



St Laurence's Primary School is committed to student use of technology as a tool to enhance and assist learning. Students at St Laurence's utilise iPads/Chromebooks on a wireless network. Devices are strictly for educational use consistent with the educational goals of St Laurence's Primary School.

Along with the opportunity, comes responsibility. This Device User Agreement is designed to give students (and their family) clear and concise guidelines regarding the appropriate use of school and personal devices. The underlying premise of this agreement is that all members of St Laurence's community must uphold the values of honesty and integrity.

SCHOOL DEVICES

General Use

1. I will keep the device in its protective case at all times and handle it carefully.
2. I will ensure there is no damage to the protective case.
3. I will keep food and drinks away from the device at all times.
4. I will immediately report any breakages or accidents to my teachers.
5. I will not change the device settings.
6. I will be careful and will look after the device and all school ICT equipment by:
 - Being responsible and careful handling the device
 - Storing the device where the teacher tells me to
 - Using the device where and when the teacher tells me to
 - Following our ABC's
 - Telling a teacher immediately about anything that is wrong or damaged

Content

1. I will be respectful in the photos or videos I capture. I will never use them as a tool for teasing, embarrassing, annoying or bullying.
2. I will seek permission from those being photographed or recorded before using the camera and audio recording functions.
3. I will use the device to support my school learning program.
4. I understand my teachers will perform checks to monitor that I have not installed or accessed inappropriate content.
5. I will only use school directed apps or websites unless the teacher tells me otherwise.
6. I will not delete browsing history from any device.

Google Account

1. I will send emails to students and teachers ONLY.
2. I will use email for learning purposes ONLY.
3. I will not use email as a way to communicate socially (chat) or inappropriately (cyberbully) with others.
4. I will not use my email to sign up to website accounts unless asked by a teacher.
5. I will report any inappropriate use of emails to a teacher immediately.
6. I will not access my Google account outside of school unless given explicit permission by a teacher for educational purposes. This may include Remote Learning.

Safety and Security

1. I will only access websites at school that support my learning activities.
2. I will practice safe and responsible eSmart behaviour when online and using my device.
3. I will use appropriate language and content.
4. I will not share account names and passwords with anyone unless requested by a teacher.
5. I will not use the device, the Internet, email, or any other ICT equipment to be mean, rude or unkind about other people.
6. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
 - Not show others
 - Turn off the screen and
 - Seek help from a teacher straight away
7. The following personal information should **NEVER** be put online:
 - Address
 - Email address
 - Phone Numbers
8. The school device I use is my responsibility.

Consequences

I understand that if I break these rules the school will put appropriate consequences into place. These consequences may include:

1. Warning and record on ICT Behaviour Document
2. Loss of Device (Short Term e.g half day)
3. Loss of Device (Long Term e.g more than one day)
4. Call to parents
5. Meeting with parents and teachers

STUDENT PERSONAL DEVICES

For the purpose of this policy, student personal devices includes, but is not limited to, mobile phones, smart watches and tablets.

The school discourages students from bringing mobile phones and smart watches to school. These communication devices cause disruption in classrooms and the playground and can be used inappropriately to access social media and take photos without permission. This can cause distress and breach the privacy of others.

If a parent/guardian feels it is necessary for their child to bring a personal device to school, then the rules for student use of personal devices in the school are listed below:

- Personal devices brought to and kept at school are used and stored entirely at their owner's risk. St Laurence O'Toole Primary School does not accept any responsibility for theft, loss or damage of these devices. Students and parents should also recognise that mobile devices are a valuable item and discretion needs to be used in terms of whether these devices are suitable for a school environment.
- Personal devices are to be kept in the student's bag at all times including, before school, recess and lunchtime, and must be switched off.
- Personal devices are not to be used to contact home in an emergency. This is the duty of the school and the administrator/teacher in charge.

- Phones and watches are not to be used to communicate to parents/guardians during school hours. All necessary communication is to be facilitated through the school office or classroom teacher via email.
- Personal devices are not to be used in the classroom, playground or incursion/excursion for any purpose. Where a student has been granted an exception, the student must use their personal device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner. Such exceptions may include necessary medical support.
- Personal devices are not to be used to harass, bully or intimidate students or staff.

Any use of a personal device by a student, that is in breach of these rules, will lead to the confiscation of the device. In this instance, parents will be notified and confiscated devices will need to be collected from the Administration office by the student's parent or guardian at the end of the day.

Student acknowledgement

I have read and understood the Device User Agreement. I acknowledge and agree to follow these rules. I understand that if I do not act responsibly that an appropriate consequence will follow.

Parent acknowledgement

I have read and understood the Device User Agreement. I acknowledge and agree to support these rules.

Privacy and Permissions

By accepting this Device User Agreement, I give permission for the school to create accounts on behalf of students to access educational apps and websites that meet the requirements of our school privacy policy. Any changes to apps or educational websites will result in a review in order to continue to meet the requirement of the school's privacy policy. The following is a list of all websites and apps students are currently accessing from 3-6.

5/6 Apps		5/6 Education Websites
klocki A+ Spelling Test Book Creator One BorrowBox Library Box Island - Award Winning Coding Adventure Brushes Redux Canva - Graphic Design Creator Cargo-Bot ChatterPix Kids Coolmath Games Fractio GarageBand Geoboard, by The Math Learning Center Gmail - Email by Google Google Classroom Google Docs: Sync, Edit, Share Google Drive Google Earth Google Sheets Google Slides Tell Time! Toontastic 3D Tynker: Coding Games for Kids Virtual Manipulatives! Zen Sand: Relaxing Games	Hopscotch: Coding for kids iMovie Kahoot! Play & Create Quizzes Keynote Khan Academy Little Lunch Little Story Creator - Digital Scrapbooking and Photo Collage Maker Mathletics Student Mosyle Manager MDM for Schools Number Frames, by MLC Photomath PicCollage EDU - Collage Maker Pixlr - Photo Collages, Effect Popplet Lite QR Reader for iPad Seesaw: The Learning Journal ShowMe Interactive Whiteboard Skoolbo Spell Mania : Spelling Games Sushi Monster Swift Playgrounds	Wushka Reading Mathletics Read Theory BorrowBox Library GSuite SeeSaw Learning Journal Click view Essential Assessment Sphero EDU Code.org CodeSpark Makers Empire Jamboard
3/4 Apps		3/4 Education Websites
klocki 10 Minutes a Day Times Tables Box Island - Award Winning Coding Adventure Cargo-Bot Color Switch Coolmath Games Daisy the Dinosaur GarageBand Geoboard, by The Math Learning Center Google Classroom Google Docs: Sync, Edit, Share Google Drive Google Earth Google Sheets Google Slides iMovie Kahoot! Play & Create Quizzes	Mathletics Student NAP Locked down browser Number Frames, by MLC PicCollage EDU - Collage Maker Pixlr - Photo Collages, Effect Popplet Lite Prodigy Math Game QR Reader for iPad ScratchJr Seesaw: The Learning Journal Spell Block Academy Spell Mania : Spelling Games Sphero Edu Sushi Monster Toontastic 3D Virtual Manipulatives! Zen Sand: Relaxing Games Little Lunch	Prodigy Maths Mathletics Dreamscape Literacy GSuite SeeSaw Learning Journal Click view Essential Assessment Sphero EDU Code.org CodeSpark Makers Empire Jamboard