



STUDENT DAILY USAGE AGREEMENT

1:1 Laptops and School computers

General Use

- My laptop is expensive and sensitive, and I will always treat it with care.
- I will carefully transport my laptop to and from school inside a sleeve or protective cover.
- I will back up my laptop each night.
- I will bring a fully charged laptop to school each day.
- I will NOT bring the charger or external HDD to school.
- All my data will be saved to the laptops local drive or to Office 365 during the day and backed up on my External Drive at home each night.
- When carrying my laptop around the school I will hold it securely.
- When not in my classroom (including recess and lunch) I will ensure my laptop is always placed into the lockable cabinet.
- I understand that the material on my laptop is subject to review by all school staff.
- I will not allow others to take possession of, borrow or use my laptop.
- I will not take possession of, borrow, or use another person's laptop.
- I will keep my audio on mute unless using my headphones or otherwise instructed by the teacher.
- I will not download programs or games while at school.

Cyber Safety Using Digital Tools & Internet

- I may only use digital tools & the Internet with the supervision and permission of my teacher.
- I agree to use digital tools & the Internet in a responsible manner.
- I will not take photographs, videos, or sound recordings without the teacher's permission.
- I will report any breaches of security to the teacher.
- I will use resources wisely and be responsible when printing out information.
- I understand that my use of the Internet will be monitored at school.
- I will not fill-in questionnaires or other interactive forms on the internet without permission.

Cyber Safety Using Email & Electronic Communication

- I will ensure that all email & electronic communication I send will contain appropriate language is correctly organised in the structure of a letter and is effectively edited.
- I will not give out any passwords, personal information, including my surname, address, telephone number and family details.
- I understand that my use of email & electronic communication will be monitored at school.

If I do not follow the above Usage Agreement:

- My laptop will be confiscated ranging from one day, in the first instance, and for longer periods if inappropriate computer use is continued.
- My parents will be informed, and future classroom usage will be discussed.
- Implementation of the most appropriate consequences will occur after discussion with the classroom teacher, ICT Coordinator and/or the Principal.



DEPARTMENT ONLINE SERVICES

Our school now provides access to the online services provided by the Department of Education. These increase the range of teaching tools available to staff and will enhance the opportunities available to students.

We are seeking approval for your child to be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to access their unique online services account.

The Education Department's online services currently provide:

- **individual email accounts** for all students and staff that including an Office 365 education department account
- access to the internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school;
- access to the online teaching and learning services such as web conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

If you agree to your son or daughter making use of these online services, please sign the attachment to this letter. Your child should have signed and understood the *Acceptable Computer Usage Agreement*, included in this package. The completion of both signed documents will allow your child an online services account, including an email account.

Following school policy, students will not be on the internet without adult supervision, but please be aware that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure.

You should also be aware that general Internet browsing by your child from home or locations other than school is **not** monitored or filtered by the Department since it is not conducted via the Department's network and that you are responsible for supervision of your child's use of the internet from home.

Note: while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.



ACCEPTABLE USAGE AGREEMENT FOR YEAR 4-6

(Adapted from the Department of Education Usage Agreement 3-6)

If you use the online services of the Department of Education, you must agree to the following rules:

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anybody else know my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- The misuse of online services may result in the withdrawal of access to services and other consequences outlined in the School's policy; and
- I may be held legally liable for offences committed using online services.
- Material on my device can be viewed by the school.



MEMORANDUM OF UNDERSTANDING

Preamble:

This memorandum relates to the connection of school (specification approved) Apple or Lenovo laptop at Hawker Park Primary School. This memorandum describes the terms and conditions of connecting to the School's Network.

Conditions:

Connecting a student's personal Apple or Lenovo laptop to the School's Network is based on the following understanding and agreement.

1. The student is responsible for the physical security of the laptop at all times. During recess, lunch breaks and excursions, the school will ensure the laptop remains in the school classroom, which will be locked when no teacher is in attendance.
2. The student will abide by all conditions outlined in the students online – Acceptable Usage and Daily Agreement
3. The parent will be responsible for ensuring all additional software (additional to the school image) installed on the laptop is appropriately licensed.
4. The parent will be responsible for the administration of the laptop at home, and it is recommended that the student does not have access to administration rights. The parent will choose a secure password and keep this password private.
5. Students will only connect to the school network as directed by their teacher.
6. Usage of services such as internet and printers will be limited to class time only when required and under the supervision of an adult.
7. Students must not store or transmit inappropriate or illegal material using their laptops.
8. All parents must sign and return the Memorandum of Understanding before the students laptop can be connected to the school network.
9. In the event any of the above conditions are being breached, the students laptop may be disconnected until the issue has been resolved. The issue may also be dealt with as part of the school's Behaviour Management Policy.



ICT CONSENT FORM - Laptop

Students First Name: _____

Students Surname: _____

Students 2025 Year
Level: _____

We would like you to read and discuss the agreements with your child and sign parent, student or both where appropriate.

Please return this document only to your classroom teacher as soon as possible. Your child's device cannot be brought to school (in 2025) until this form is returned.

I/we have read and understand the following documents:

- Student Daily Usage Agreement - 1:1 Laptops
- Department Online Services
- Acceptable Usage Agreement for Year 4 - 6
- Memorandum of Understanding

ONLINE SERVICES

I give permission for my child to have an online services account (including the students' department email)

- Yes
- No

I agree to and understand the responsibilities my child has using the online services provided at school for educational purposes in accordance with the acceptable usage agreement for school students. I also understand that if my child breaks any of the rules in the agreement, that the principal may take disciplinary action as provided in policies of the school or the Department of Education.

Parent Signature: _____

ONLINE SERVICES: ACCEPTABLE USAGE AGREEMENT

I agree to abide by the Acceptable Usage Agreement for school students.

I understand that if I am given an online service account and break any of the rules in the agreement; it may result in disciplinary action, determined by the principal in accordance with the Department's Behaviour Management in Schools policy.

Parent Signature: _____

MEMORANDUM OF UNDERSTANDING

I agree to the terms and conditions of the Memorandum of Understanding. My child and I understand the requirements of having a device connected via our school's network.

Parent Signature: _____

Students Signature: _____



STUDENT DAILY USAGE AGREEMENT - LAPTOP

I _____ (Student to write their own name) have read and agree to abide by the Daily Usage Agreement and understand the consequences if these are not followed.

Students Signature: _____

DEVICE INSURANCE

I agree to take full responsibility for the insurance of my child's device.

Parent Signature: _____

(The school has no insurance cover for students' individual devices)

Year 6 - TA9 AGREEMENT ONLY

Dear parents and care givers,

In TA9 students will be required to have permission to use the following websites throughout the year. In order to create these accounts students will need to provide, first and last name, school email address, password and country of residence.

The accounts will be created for:

- Cricut Design Space
- Spotify
- Canva
- Minecraft Education
- Lego Education
- Scratch

Please sign below to advise if your child has permission to use the above online accounts.

Parent Signature: _____