

Important Information

Dear Parent/Guardian,

The following is information regarding our Laptop Program:

Laptop use commences at school from the beginning of Week 2 of Term 1.

- Any laptop which is to be used as a part of the BYO laptop program will need to be registered with the school. Parents/Guardians will need to fill out and sign our **'Acceptable Use Agreement'**, before students can bring them to school to use in the classroom.
- Insurance of all BYO laptops is the responsibility of the Parent/Guardian. No responsibility will be taken by the school or others for damage. Laptops will need to be taken to the classroom by the students and placed on their desk each morning. Classrooms will be opened from 8:20am. Devices will be locked in the classrooms during the day.
- Parents/Guardians are required to provide suitable, durable casing and a protective sleeve to transport the device in.
- If alternative arrangements for the storage of laptops during school week days is required because your child catches the bus or attends before/after school care, then please see your child's class teacher to negotiate this.
- Personal devices are not to be shared and are not be handled by other students.
- Laptop support sessions will be provided for parents requiring assistance, please check the newsletter for days and times.
- Parents are to ensure careful weekly monitoring of the content on the device.
- It is the responsibility of the student to make sure the device is fully charged ready to start each day.
- Students will be provided with wireless Internet access on our school network. *3G/4G connections* will not be allowed and parents will have to remove or password-protect their 3G/4G connections, so students do not have access to an unfiltered network while at school. The standard filter which is currently provided on the school network will apply to BYO laptops.
- The school Acceptable Use Agreement and Behaviour Policy will outline the sanctions for inappropriate use of devices and the school network. Responsible Digital Citizenship and cyber-safety is a component of the curriculum.
- It is the responsibility of parents to back up any files where appropriate. Although every care will be taken, the staff of Pimpama State School will not be held liable for any accidental erasure of files and in the unfortunate event that this did occur; parents will be responsible for restoring these.
- All teachers have access to school laptops during class time that can be borrowed for set whole class activities.
- We advise the students through our cyber education programs that they should be 13 years of age to set up social networking accounts.
- The agreed software needs to be installed on the laptops.

All state school staff and students can download multiple free copies of the Microsoft Office 2016 suite to their personal home and mobile computer equipment. Instructions on how to install the Microsoft Office 2016 suite onto your child's BYO Laptop can be found in the BYO Laptop Program section of the school website.

For further information, please view the full BYO Laptop Charter available on the school website at <http://www.pimpamass.eq.edu.au>.



Acceptable Use Agreement

Please complete the following permission form and return to your child's classroom teacher. Students must return a signed Acceptable Use Agreement to engage with the BYO iPad Program.

PARENT COPY

The following is to be **READ** and **COMPLETED** by both the **STUDENT** and **PARENT/LEGAL GUARDIAN**:

- We have read, understood and accept the BYO Laptop Acceptable Use Policy.
- We agree to abide by the above rules.
- We are aware that any breaches of the Student Responsible Behaviour Plan may result in my/my child's immediate removal from the system for a specified period as per the school's Student Responsible Behaviour Plan and in relation to the severity of the offence.

Student's Name: Year:

(PLEASE PRINT)

Student's Signature: Date: / /

Parent's/Guardian's Name:

(PLEASE PRINT)

Parent's/Guardian's Signature: Date: / /

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SCHOOL COPY

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Student's Name: Year:

(PLEASE PRINT)

Student's Signature: Date: / /

Parent's/Guardian's Name:

(PLEASE PRINT)

Parent's/Guardian's Signature: Date: / /