



Student's using technology - Acceptable Use Policy

I understand that using devices including laptops and Ipad's in the classroom, I must meet the following rules:-

To be a learner

I will

- ensure that I follow my teachers instructions and only use programs or apps as directed
- not go onto websites or internet unless directed to by my teacher
- always **log on and shut down** when I have finished using the computer

To be Respectful

I will...

- be careful to treat the equipment in a respectful manner
- respect the work and privacy of others
- work quietly and ensure that I use headphones and microphone if volume is required for a program
- follow copyright laws and not plagiarise
- not use the internet or programs to bully others – cyberbullying will not be tolerated in any form

To be Safe

I will...

- not have food or drink near the laptops
- wash my hands before using laptops
- not walk around classroom carrying an open laptop
- always carry my device carefully using two hands if needed
- only use my accounts and keep my password and login information private
- tell an adult if I read anything on the internet that makes me feel uncomfortable
- refrain from sharing my personal information on the internet

To Strive

I will

- always do my best to ensure that I follow these rules

I understand that the use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege and may also include disciplinary action.



Protocols for Multi-Modal Learning (students)

Live Streaming from Classroom / Learning Area at School

- Students are not to use the webcam during the session unless directed to by a teacher
- Students will respect others by not disrupting the session
- Students will not post inappropriate images, texts or other content in the chat
- Students will not share images, videos or text for a live-stream or video to others outside the class
- Students will use a headset with a microphone
- Students will keep microphone on mute unless they contributing to the discussion or asking a question
- Students to be reminded that all content they post or provide on Teams can be viewed by teachers

Live Steaming from Home

- Students and parents to sign below to show they understand and accept the protocols below:
 - Students to join the live-stream while located in a shared space
 - Students must **not** be joining from their bedroom
 - Ideal location is a dining room with a blank wall background
 - The location must be easily accessible by parents
 - Ensure students are dressed appropriately
 - Students will respect others by not disrupting the session
 - Appropriate language to be used during the session and in the chat
 - Students will not post inappropriate images, texts or other content in the chat
 - Students will not share images, videos or text for a live-stream or video to others outside the class
 - Students will use a headset with a microphone (if possible)
 - Students will keep microphone on mute unless they contributing to the discussion or asking a question
 - Students to be reminded that all content they post or provide on Teams can be viewed by teachers
 - Students to be reminded that all people in the team can see all comments posted
 - Students also to be reminded that any files viewed during the meeting will be shared in the files tab

Student Name: _____

Sign: _____ Date: _____

Parent Name: _____

Sign: _____ Date: _____