

St Francis of Assisi College

SCHOOL LAPTOP CODE OF CONDUCT AGREEMENT

To the student and Parent/Legal Guardian,

Please carefully read the information below to ensure you understand the School Laptop Code of Conduct user requirements at St Francis of Assisi College.

This agreement is in addition to St Francis of Assisi College ICT User Agreement.

While at school students will:	The College will:
Arrive with their laptop fully charged each day with the understanding that only tested and tagged power leads may be used at College. Devices may be charged in class at the discretion of the teacher, who will determine the safety implications and ensure that trip and/or safety hazards are not caused by the charging of the devices in their class.	Provide secure charging facilities in the Year 7-9 building. This is not to be relied upon by students day to day.
Have material and all equipment well labelled.	
Ensure their College laptop has storage space maintained for learning tasks.	
Use social media sites for positive communication or comment, only posting or sharing comments about the College and peers with permission.	Reserve the right to ask that all offensive uploads be taken down on request.
Not upload any identifying information or images regarding	Provide Cyber-Safety information and learning opportunities.

others without permission from the teacher.	
Report issues or concerns with IT to staff for resolution.	Work to facilitate easy access for 24-hour educational experiences. This can include connection to school wireless and remote access tools, recovery of work from school backups.
Take care of all IT resources whether owned by the College, yourself, or other students, and be held accountable for deliberate damage.	Act to discipline breaches of deliberate damage. The College takes no responsibility for the damage or loss of student owned devices.
Take care to place the laptop on a stable surface and carry it with care.	
Be responsible for locking their student locker to ensure security of the laptop.	Provide a student locker and combination lock for safe storage of equipment.
Offer the laptop for auditing and review when asked by the College.	Support students in good choices of appropriate material by way of downloads and communication.
Choose to use appropriate sites for learning mindful of College values.	Provide appropriate choices in apps and programs that represent good value and maximise learning and presentation experiences.
Follow the rules of the St Francis of Assisi College ICT User Agreement and ICT Policy.	Take disciplinary measures for any actions outside of the ICT User Agreement or ICT Policy.

Student

I have read the above and agree to abide by the Code of Conduct requirements while using my College supplied laptop at St Francis of Assisi College.

Parent / Legal Guardian

I have discussed the above with my son/daughter and encouraged my child to follow the School Laptop Code of Conduct requirements while using it at St Francis of Assisi College and at home.

Damage and Insurance:

St Francis of Assisi College has insurance coverage for the provided laptop. Parents/Legal Guardians will be required to pay the excess for an insurance claim.

BYOD CODE OF CONDUCT AGREEMENT approved by:			
SIGNED (Principal or Delegate)		Date:	
SIGNED (Board Chair)		Date:	
SIGNED (Responsible Leadership Member)		Date:	
POLICY TO BE REVIEWED BY (person/role):		Review Date:	