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Kawungan State School

iDiscover@KawunganSS
Learning Program

Participant's agreement



March 2025



Queensland Government



Kawungan State School Device Learning Program

Kawungan State School has an established technology vision statement ***“Helping Each Other Achieve Excellence through 21st Century Learning”***. As well as using the essential learning’s from the Australian Curriculum, we develop curriculum to meet our school needs helping Kawungan students to be life-long learners, with the skills, attitudes and attributes we value now and in the future.

Rationale

Device programs provide students with personal portable devices. We believe these devices help our students to engage with the digital generation by nurturing individual learning experiences. Increasingly, there has been a global move towards implementing these programs in schools and how they are being used for learning in ways that deepen students understanding of concepts and advance knowledge of how to use digitally rich ICT environments for teaching and learning.

Kawungan State School has determined that Year 4, 5 and 6 will be the target year levels for 1-1 devices this year and beyond. In addition, electronic whiteboards are available throughout our school. Our general whole school commitment to ICTs across all year levels will also be maintained with, class sets of laptops and iPad’s for all year levels to access.

Staff at Kawungan State School will work as a team to assist in the delivery of this program. This will mean shared curriculum, planning and assessment processes across the whole of Year 4-6. All children in these year levels will be taught the same curriculum as dictated by Australian Curriculum including all assessment tasks. All Kawungan staff regularly engage in professional learning opportunities to integrate ICT’s into learning contexts.

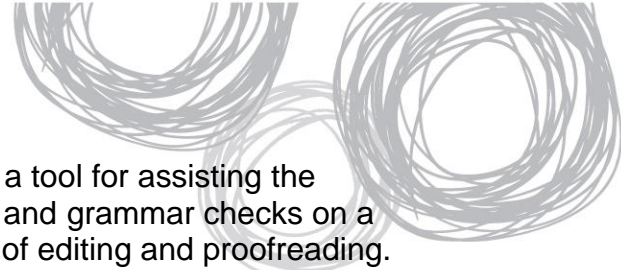
For the purpose of this document, laptops and iPads will be identified individually, unless reference is made to both the laptops and iPads as one entity, this being ‘device/s’.

1 -1 Device Classes Operation Guidelines

The composition of the device class, like all classes, will have a balance of gender, abilities and personalities. The program is seen as a strategy to cater for a range of students. Devices are used for activities when the teacher deems that the device is the best method to achieve a specific outcome or meet a specific need for a student. Students will not be utilising the device for the whole school day.

Teachers have the flexibility with the devices to effectively differentiate the curriculum for individuals and groups of students (i.e. cater for student needs). At various times during the day small groups may be working on their devices while other students undertake activities that require other forms of communication. Students may not all be undertaking the same thing at the same time.

Devices are used to engage learners and enhance literacy and numeracy outcomes as well as boost the engagement in all areas of learning. Our curriculum guidelines require us to teach handwriting, spelling, grammar, punctuation, number facts and



other basic skills. At times the devices will be used as a tool for assisting the development of these basics. While there are spelling and grammar checks on a device, students will still be taught the important skills of editing and proofreading.

The introduction of devices will increase opportunities for the teacher/s to interact with students providing more individualised attention. The devices provide a tool to assist in this interaction.

Some assessment and recording practices can be refined using digitised formats, allowing more time for concrete products to be analysed for assessment. Students may also have a digital portfolio for assessment purposes. Therefore, assessment tasks will be varied and showcased in a variety of ways but will remain consistent in their intent across each year level.

Things to Consider Regarding Your Child's Involvement

Every child is different and it is difficult to develop a set of characteristics which would apply to each child indicating whether they would be successful in this program. It is however, important for each family to consider whether they are considering their child's involvement in the program for the right reasons. Whilst we will provide advice and support to students in how to look after the device and how to take responsibility for it, there are a number of questions that should be considered:

Points to Consider;

- ✚ Is your child generally responsible? Does he/she take responsibility for his/her belongings?
- ✚ What is your child's transport option to and from school?
- ✚ Does your child express interest in computers for learning?
- ✚ Can your family afford the financial commitment?
- ✚ What is the likelihood of sibling rivalry? How will you manage this at home?
- ✚ What happens if your child's friend/s are/are not in the program?
- ✚ Is a future move for your family likely? e.g. parent transfer with work
- ✚ What infrastructure do you have to support ICTs in your home currently?

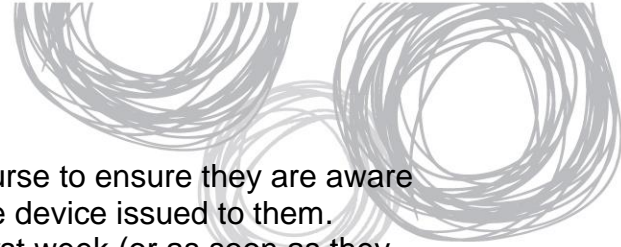
Privately Owned Devices- BYOD - Ipad

Privately owned laptops cannot currently be connected to Education Queensland's network to support the departmental Managed Operating Environment (MOE). However, the school does have a BYO iPad option as part of the iPad classes.

Guidelines for Participation

The following mandatory requirements will be enacted to meet Education Queensland requirements prior to students being issued with devices:

- ✚ Each device must be registered in our asset database with a unique identifier and logged on a local database against the students' ID. An asset number will be assigned to the device and the device will be labelled with these identifiers.
- ✚ Parents must ensure devices are stored securely when taken home and that they are not left in plain view. It is important to consider the type of bag your child carries the device to and from school; it must be sturdy and provide protection should the bag be dropped.

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- ✚ Students must undertake a 1-to-1 induction course to ensure they are aware of how to care for and take responsibility for the device issued to them.
 - ✚ Students will receive their devices during the first week (or as soon as they become available) and will be given an induction during the week to ensure they are familiar with their roles / responsibilities before taking the devices home. This will include learning how to log on (both on and off the school network), how to open program applications, how to set up and pack up the device and how to carry the device.
 - ✚ **The school will hold mandatory information sessions for parents- these will clarify all expectations as well as provide critical information to support your child's device use.**

Insurance

Education Queensland does **not** provide an insurance policy. However, devices are covered while they are in the school grounds in the event of theft or vandalism. Onsite and once the device leaves the school grounds, if it is in the 2 year warranty period they are covered by Accidental Damage Protection cover, as long as damage was not deliberate. In some cases, the cost of repair cover is the responsibility of the student / parents.

Warranty and Accidental Damage

- ✚ All school purchased iPads will have a **2 year** warranty and accidental damage protection. \$65.00 excess charged to parents each claim. (1 per Year)
- ✚ Any claim, not covered by accidental damage or warranty, will incur an excess subject to the repair costs, payable by the assigned user.
- ✚ Repeat claims for the one device do attract additional scrutiny and repair costs will be passed on to families should the manufacturer not cover the damage under ADP (accidental damage protection).
- ✚ BYO iPads are not covered by any form of school insurance of accidental damage cover. The school encourages families to source their own insurance for these items.

Appearance and Personalisation

Students are not permitted to engrave or etch into the device. However, personalisation such as a sticker applied to the device cover, personalised covers / protectors are permitted. All personalisation must be reversible.

IPADS

Students are able to purchase their own apps through their family Apple accounts' which can then be downloaded onto their iPad. A separate list of expected apps will be given to BYO iPad students and these apps will be expected to be installed for school use. The school will purchase programs such as Reflex, Matific and other subscription-based apps/programs and these subscriptions will be covered in your software levy.

It is strongly recommended that game apps are not loaded onto the device except for weekends and holidays. Some students have difficulty refraining from using these during class. It can also become a problem if there is insufficient storage capacity for updates to educational apps.

Please note that students participating in the iDiscover@KSS iPad- BYOD classes are also required to purchase a Bluetooth keyboard and a suitable case for their device. The school highly recommends investing in a quality case to prevent damage to the device.

Cost of Participation in 2025 Program

	iPad	iPad BYOD
3 Years (year 4/5/6)	\$1346	\$688
2 Years (year 5/6)	\$1125	\$467
1 year (year 6)	\$904	\$246

Payment Options

Payments can be made to the school in the following manner:

Payment in Full: Single Payment in full for the total amount.

Instalments for school purchased:

- 50% due 4 December 2024
- 25% due 24 February, 2025
- 25% due 24 March, 2025

Instalments for BYO:

- 50% due 4 December 2024
- 50% due 24 February, 2025

Centrelink (Centrepay): Deductions to be made each fortnight through Centrelink.

Exiting before Conclusion of Program

Students leaving the program before the end of the assigned (3 years or 1 year) period will be able to remove their device from the program and take it with them. Unfortunately, we are unable to reimburse any program costs as these funds will be committed to paying for technician wages and facilities upgrades. Please consider your family's arrangements and commitment to the program. Please note that devices will be reset to original factory settings when leaving the program and will therefore lose any applications purchased by the school.

Terms and conditions - Student Resource Scheme – 1 to 1 Device Learning Program (Part A)

1. Principles

- 1.1 In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
- 1.2 The School operates a Student Resource Scheme – 1 to 1 Learning Program that enables a Parent/Guardian to enter into an agreement with the School and provides for the use by the student of a laptop or iPad for a specified participation fee.

2. Benefits of the scheme

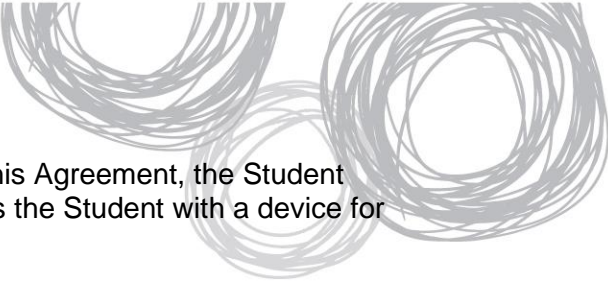
- 2.1 The purpose of the scheme is to provide the Parent/Guardian with a cost effective alternative to purchasing a device, through providing access to departmental-owned devices purchased at reduced prices through the school's bulk purchasing practices. Such provision is an education service that is not met by the State under s.50 (2) of the *Education General Provisions Act 2006*.
- 2.2 Provided the Parent/Guardian agrees to opt-in to this arrangement, they will be given the right to buy the device when disposal occurs at the end of the agreement for a residual fee and the GST payable. This is called a Private Treaty as described in *State Purchasing Policy* and the Department of Education and Training's Procurement Instructions.
- 2.3 The scheme also ensures that students have a device for their education that can be safely connected to the Departmental network and saves the Parent/Guardian time and money in sourcing the prescribed materials elsewhere.
- 2.4 The Student Resource Scheme - 1 to 1 Learning Program is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

3. Parties involved

- 3.1 This Agreement is between the State of Queensland acting through the Department of Education and Training [in particular via Kawungan State School (hereafter called "the School")] and

.....
(Parent/Guardian) in relation to provision of computer equipment to
..... (Student).

- 3.2 The Student has been accepted into the School 1 to 1 Learning Program for the remainder of the agreement.

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- 3.3 In exchange for the Parent/Guardian complying with this Agreement, the Student Resource Scheme – 1 to 1 Learning Program provides the Student with a device for educational use at school and home.
- 3.4 The equipment is provided to the Student and remains the property of the School until the end of the arrangement when the Private Treaty arrangement is concluded.
- 3.5 This Agreement outlines the roles and responsibilities in relation to the Student Resource Scheme – Student 1 to 1 Learning Program and the terms and conditions which binds the parties during the term of the provision of the equipment.

4. Equipment Provided

- 4.1 The equipment, subject of this Agreement, consists of:

- iPad, powerpack,

These items are referred to through this Agreement collectively as the “Device”.

- 4.2 Each device will be:

- protected by Education Queensland anti-virus tools and automated updates
- covered by warranty including the battery
- able to be connected to the Education Queensland Network and have filtered internet and email
- able to be used at home and at school for student learning
- installed with central data storage, common file access, backup and network software resources
- repaired through the school, where possible, including software and hardware repairs
- exchanged for a temporary device during any repair and maintenance

- 4.3 At the end of the provision period, the device will be removed from the school network. At this time the device will have all licensed software/apps and data removed and be restored to original factory settings. Please note that this removes all programs installed at school (including Microsoft Office).


5. IPAD Specifications

Brand and model	iPad, 64GB 10 TH GENERATION, WIFI
Specifications	10.2" screen
Installed software	Built-in Apps include; Safari, Mail, Photos, FaceTime, App Store, iTunes, Maps, Music, Photo Booth, YouTube, Reminders, Calendar, Camera, Keynote, Pages & Numbers. Microsoft Office as per Education Queensland's School Licence
Warranty / support	2 years of service and expert telephone technical support and accidental damage protection (insurance excess payment required).
Other items	Charging Cable & Power Adapter, glass screen protector, case and Bluetooth keyboard

6. Rights and obligations

6.1 The Student has the right to use the Device only in accordance with this Agreement.

6.2 The Parent/Guardian must comply with the Agreement and ensure that the Student complies with the *Device Rules for Students* in relation to use of the device at the School and outside the School (e.g. at home).



6.3 To the extent that the *Device Rules for Students* can apply to the Parent/Guardian, the Parent/Guardian must comply with the rules. The Parent/Guardian must also comply with their respective obligations under the *School's Student Network / Internet Access Agreement* and the *School's Internet Usage Policy*.

7. Period of Participation

7.1 The School agrees to provide the Device to the Student/Carer from the date all parties sign this Agreement and the Student receives the Device.

7.2 Subject to clause 7.3, the provision continues until the end of the agreement.

7.3 The provision may be ended earlier, at the School's absolute discretion, if:

- + the Student is no longer enrolled with the School;
- + the Student is excluded from the School;
Note: The Device may be retained within the school during any period of suspension.
- + if, in the opinion of the School, the Student is not meeting the School's behaviour and educational requirements, including absenteeism;
- + the Parent/Guardian fails to comply with this Agreement or the Student Network / Internet Access Agreement and the School Internet Usage Policy; or
- + the Student fails to comply with the attached *Device Rules for Students* or the School's Student Network / Internet Access Agreement and the School's Internet Usage Policy.

8. Ownership of device

8.1 This Agreement does not give the student ownership of the Device. The school retains ownership of the Device during the term of the provision.

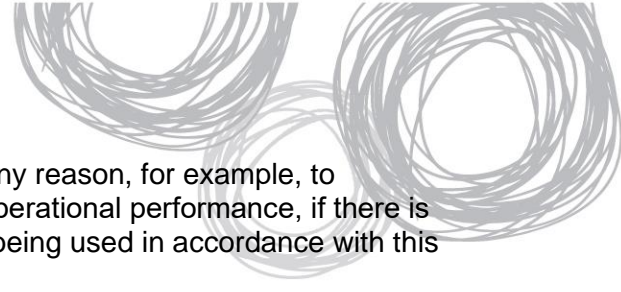
8.2 This Agreement and the School's delivery of the Device to the Student does not constitute a transfer of ownership, or the obligation to transfer ownership, of the Device to the Student or Parent/Guardian.

8.3 At the end of the agreement, parents will be able to take ownership of the device – the device will be restored to factory settings (please note that this removes all programs purchased by the school).

9. Status of Device

9.1 The Device being provided to the Student is new, and will not have been used before.

9.2 Students will be responsible for the device at all times during school hours. At such times when the student may need to leave the device (during morning tea/lunch breaks or teacher-directed activities such as sport), the school will aim to provide a secure location for their storage. The device will be left in a locked classroom.

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- 9.3 The School may demand the return of the device for any reason, for example, to upgrade software, to inspect hardware or software's operational performance, if there is suspected misuse of the device and to verify that it is being used in accordance with this Agreement and the Device Rules for Students.

10. Fee for provision of Device

- 10.1 If the Parent / Guardian and Student opt to participate, a Student Resource Scheme – Student Device Program fee will be due and payable by the Parent / Guardian.
- 10.2 The device must be paid in full for the student to be permitted to take the device home.
- 10.3 In the event of loss or damage to, or caused by, the Device, see Clause 17 Loss or Damage.

11. Connection to the internet

- 11.1 At school, the carriage service and connectivity to the internet is governed by the *School's Student Network / Internet Access Agreement and the School's Internet Usage Policy* and Responsible Behaviour Plan for Students. The School reminds the Parent/Guardian of their obligations under this Agreement.
- 11.2 The department provides a web filtering system to protect schools from malicious web activity and inappropriate websites. Students' Internet browsing on departmental owned iPads and laptops installed with the MOE CFS build is filtered at school and at home.
- 11.3 No web filtering system can be 100% effective and students and/or parents should notify the school as soon as possible if an unsuitable website is accessible when using the device so that the school can take appropriate action.
- 11.4 If Internet access at home occurs through private internet providers and is unfiltered, it is the Parent/Guardian's responsibility to monitor student Internet usage. The School accepts no responsibility for consequences of Internet access outside the school and will seek to enforce any breach of policy found on a departmental-owned device regardless of whether the breach was done at home or not (e.g. cache files for Internet browsers containing pornography).

12. Improper use

- 12.1 The Parent/Guardian must ensure that the Device is not tampered with in order to connect to Internet services outside the school and that the device is not used:
- for any illegal, pornographic, fraudulent or defamatory purposes;
 - for bulk transmission of unsolicited electronic mail;
 - to send or cause to be sent any computer worms, viruses or other similar programs;
 - to menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive);
 - to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;

- to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
- in a way that violates any laws, such as privacy laws.

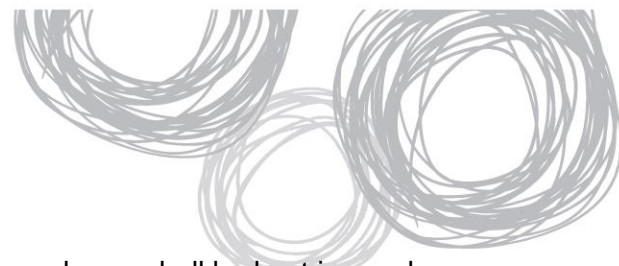
13. Software/APPS for Laptops and iPads

For School Owned iPads

- 13.6 Only software authorised by the School can be stored or otherwise loaded on to the iPad with the school Apple account. Students have the right to load additional software onto the iPad however the Parent/Guardian must ensure that any other software loaded onto the iPad has parental consent and uses their own personal home Apple account.
- 13.7 Should the device require repair, the hard drive may need to be reformatted and the device returned to its original issued state that is, with Apple pre-installed Apps and departmental and school software installed again. Students would then need to reinstall the Apps that they require from their home Apple Account.
- 13.8 The school is not responsible for restoring any programs, music, pictures or other data which may have been installed by the student. Students are responsible for backing up any work or installed software on the device.
- 13.9 In addition, at the conclusion of this agreement, all installed software and data will be removed and the device restored to its original manufacturer's state.

14. Repair and maintenance

- 14.1 A manufacturer's warranty applies to the Device for a two year period from date of purchase.
- 14.2 Students must not "personalise" their device in any permanent way by using felt pens, or engraving or other marks. Devices will be identified as belonging to a particular student in a manner determined by the school. Such identification is not to be tampered with.
- 14.3 The Parent/Guardian or Student must immediately return the Device to the School if they suspect the hardware (e.g. laptop computer or power pack) or software is or may be faulty.
- 14.4 The Student and Parent/Guardian must not arrange or allow any repair or maintenance work to be carried out on the Device without prior written consent of the School.
- 14.5 Should the Device require repairs or maintenance, a replacement device will be made available while the device is being repaired.



15. Loss or damage


- 15.1 The Devices provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to, or caused by, any issued item.
- 15.2 Where an issued item is lost or negligently damaged, parents/guardians may be responsible for payment to the scheme of the full (or partial) replacement cost of the item.
- 15.3 The Parent/Guardian must use their best endeavours to ensure that the Device is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the Parent/Guardian to ensure the Device in a safe place when it is taken off the School's site.
- 15.4 The Parent/Guardian must immediately notify the School if the Device is damaged, lost or stolen.
- 15.5 If the Device is stolen, the Parent/Guardian must report this to the Police as soon as possible. The Parent/Guardian must obtain from Queensland Police a Crime Number and the name of the investigating officer and provide this to the school. Parents of students who are using iPads will be shown how to track the iPad if in range. They would then report this to the police.
- 15.6 Advice on how to protect the Device is outlined in the attached Use and Care of the Device / Device / Computer guidelines.

16. Consequences

- 16.1 All Devices provided for temporary use during the program (Hotswaps), remain the property of the Department and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier.
- 16.2 Where an item is not returned, the Parent/Guardian will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Guardian.
- 16.3 Failure to comply with this Agreement may result in the School ending the Agreement including automatic loss of the Device or suspension of use for a period of time.

17. Acceptance of agreement

- 17.1 By completing and signing the Student Resource Scheme Participation Agreement form which is included in *FNM-PR-018: Student Resource Scheme* <http://education.qld.gov.au/strategic/eppr/finance/fnmpr018/>, the Parent / Guardian is acknowledging they understand and accept the Terms and Conditions of this agreement.

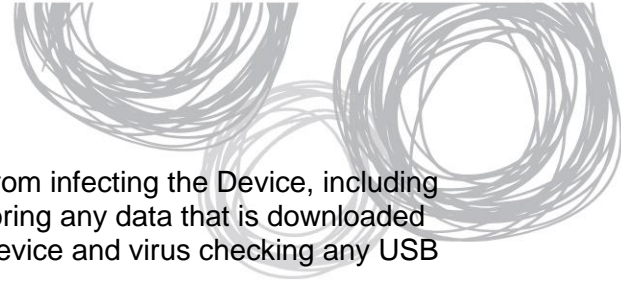


Terms and conditions –Student Resource Scheme

1 to 1 Device Learning Program (Part B)

Device Rules for Students

1. You can use the Device for your own educational purposes, both at home and at school. The Device may be used for limited personal use but not for commercial purposes (e.g. you cannot use the Device for a part-time job).
2. If you do not comply with these *Device Rules for Students*, you are not allowed to use the Device and the School may demand that you return the Device. There may be other disciplinary consequences under your School's Responsible Behaviour Plan for Students as outlined in *SMS-PR-021: Safe, Supportive and Disciplined School Environment* <http://education.qld.gov.au/strategic/eppr/students/smspr021/>
3. The *School's Student Network / Internet Access Agreement* and *Internet Usage Policy* also apply to your use of the network / internet when you are accessing the internet using the Device. You are reminded of your obligations under that agreement and policy.
4. You must not allow anyone else to use the Device for their own purposes, including family members and friends. You must not tell anyone else your account name and password.
5. You can only have and use the Device at the School and at home. Upon request, the School may give written approval for the Device to be used in other places.
6. You accept responsibility for the security and care of the Device.
7. You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Therefore please ensure all your school work and important documents are backed up onto disc or other device.
8. The software/Apps loaded on the Device are licensed to the Department of Education and Training or the School. You must ensure that the software/Apps are not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.
9. All software/Apps installed on the device must have a legitimate licence. If you have been authorised as a Local Administrator on the device, you may install software provided you have a legitimate licence. The school has the right to inspect the licence for any software installed on the device at any time. If the school has not authorised you as Local Administrator, then all software must be installed by the School's Technical Administrator.
10. You may upload/download onto the device music, images, video and other data files provided you have a licence or ownership for such files. Any personal data files stored on the device are not to be uploaded to school server(s).
11. You must not open, or allow anyone else to open, the hardware case of the device to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the Device, without the School's written consent.

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12. You must take all reasonable steps to prevent a virus from infecting the Device, including never disabling the installed anti-virus software, monitoring any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the Device.
 13. You are responsible for the security of the device. When not in use, it is to be stored in its carry case and kept with you; or, if available, in a secure storage for activities as directed by a teacher or during morning tea and lunch breaks.
 14. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the Device, for the purpose of causing embarrassment to individuals or the School for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.
 15. You must not intentionally use the Device or internet services to which it may be connected:
 - ✚ for any illegal, pornographic, fraudulent or defamatory purposes;
 - ✚ for bulk transmission of unsolicited electronic mail;
 - ✚ to send or cause to be sent any computer worms, viruses or other similar programs;
 - ✚ to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
 - ✚ to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
 - ✚ to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
 - ✚ in a way that violates any laws, such as privacy laws.
 16. In particular you must not use the Device (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.
 17. The Device is to be returned in good condition to the School at the end of the agreement. If you cease to be enrolled for any reason before completing the agreement period, you must return the Device before leaving the School. If the Participation Agreement is ended, you must return the device.
 18. The School can request the Device be returned for any reason at any other time.

Specific equipment detail

Type of Equipment	Brand	Make Model	Asset Number
iPad	Apple	iPad	

For more information about the Program and the Device Rules for Students, contact:

Christine Cattell
Deputy Principal
Kawungan State School
4197 9111

Terms and Conditions – Student Resource Scheme

1 to 1 Device Learning Program (Part C)

Device Rules for Students

Use and care of the Device

Usage

- + Don't use technology devices on soft surfaces (e.g. sofa, bed or carpet) because it can restrict airflow and cause overheating.
- + Avoid dropping or bumping technology devices.
- + Don't place technology devices in areas that may get very hot.
- + Don't get technology devices wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- + Follow all instructions given by staff.
- + Login correctly and logoff when finished.
- + Always package, carry and store technology devices in appropriate and secure carry cases for transporting.
- + Personalise technology devices with methods approved by the school, to ensure students do not get the devices mixed-up.
- + Don't place objects on top of your device and never carry the device around while it is turned on.
- + Avoid exposing your Device to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration.

Handling Your Device

- + Try to avoid moving your Device around when it is on. Before switching on, gently place your device on a stable surface and then switch on.
- + You still need to be careful with your Device while it is in the bag. Do not drop the bag from your shoulder. Always place the Device bag gently down.
- + Be careful when putting the Device in the car that no other items are on top of it and nothing will roll onto the Device bag.
- + Devices should be switched off before being placed into the bag.

Care of Device Bag- if applicable

- + The bag should be fully zipped up before being carried
- + The bag should be fully unzipped before removing the Device to avoid non-warranty bag damage.

LCD Screen

- + LCD screens are delicate - they don't like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don't slam the screen closed and always be gentle when putting your laptop down. With an iPad, always carry it with the protective cover completely closed and adhere to the same safety messages above as per a laptop.
- + To clean your LCD screen:
 - Switch off your device.
 - Use the cleaning cloth that is provided with your original accessories or a soft cloth.
 - Do not directly apply water or cleaner to the screen of any device.
 - Avoid applying pressure to the screen.



AC adapter

- ✚ Connect your adapter only to your device.
- ✚ Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas. When unplugging the power cord, pull on the plug itself, rather than the cord.
- ✚ Do not wrap your cord tightly around the adapter box.

Battery

- Once a week allow your battery to fully flatten. Then re-charge the batteries fully. This will extend the life of your battery cells.
- Do not tamper with the connections.

Keyboard

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.

Security

- Report any technology device fault or suspected virus activity to the nearest staff member.
- Make regular backups of your work- at school use OneDrive, OneNote and email yourself.
- Keep your login and password confidential.
- Don't tamper either physically or electronically with either hardware or software settings.
- Don't attempt or undertake any malicious behaviour towards the School's ICT resources.
- Don't attempt to make unauthorised access to ICT resources or entities.
- Don't have food or drink near the technology device.
- A good idea is to attach a fairly large name tag in a bright colour to the case or bag so it is easy to identify. Remember, over the life of the program this laptop may not be with the same student the whole time, and it may need to be returned for servicing at any time.

Software

- Don't copy any software from the school's ICT network or system.
- All technology equipment should only have operating systems loaded that are compliant with departmental standards.
- Keep your virus check software up-to-date. If your virus check software detects virus activity then carefully follow the instructions for removal and advise the nearest staff member. If unsure, quarantine your computer and disks and immediately consult with the IT staff.
- Always adhere to licensing and copying agreements.
- Never use technology devices to engage in illegal activity, including violation of copyright or other contracts.

Batteries

- Don't use incompatible chargers.
- Device batteries can get hot during use or while on charge. Do leave your device plugged in on flammable materials.
- Have fully charged device at the start of each school day. All charging should be undertaken at home, as the school will not have the infrastructure or resources available to charge batteries for every student.
- Don't crush, puncture or put a high degree of pressure on the device as this can cause an internal short-circuit, resulting in overheating and damage the overall use.
- Don't get your device wet.
- Follow battery usage, storage and charging guidelines found in the user guide.

Wet weather

- Particular care needs to be taken during wet weather, whether at school or while travelling to/from school or at home
- Never drop your bag into a puddle, leave it out in the rain or where water might run, or have it otherwise unprotected from rain – if your school bag gets wet, your device might also.