



# Mount Gravatt East State School

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## SRS Laptop Program - Student Participation Agreement

Mount Gravatt East State School maintains a strong focus on embedding digital learning into the curriculum. Having access to such technologies brings with it certain responsibilities – both ethical and legal. The smooth operation of the school computer network relies on the proper conduct of the users who must adhere to the following agreement.

As a responsible user, I agree that:

- I will login into the school network, or any other digital device, using only my username and password.
- I will keep my login and password confidential.
- I will lock my device whenever I move away from it.
- My Education Queensland email account is the only permissible email account I can access within the school.
- I will only use digital learning technologies for learning related activities
- I understand that illegal software, games or inappropriate content is not to be accessed, downloaded, stored, emailed or saved on my laptop or USB storage devices.
- I adhere to the laws concerning copyright and other intellectual property rights and will acknowledge the owners of copyright works.
- I will not retrieve, view, post, store or distribute any material that is sexually explicit, obscene, violent or offensive via my school's email account, network or other hardware.
- I will promptly report to staff any inappropriate material that is accidentally accessed.
- I will not use digital technologies to harass or bully others.
- I will not attempt to circumvent the network or internet security.
- I will take care in not revealing personal contact details, including my own over the internet.
- I will not knowingly introduce a virus onto the device or school network.
- I will charge my laptop fully each evening in preparation for the next school day, therefore not have the need to bring my charger to school.
- I will regularly back-up my device and personal data on the network, a USB or portable device and understand that it is my responsibility to have a backup completed before visiting the IT room with any issues to do with my device or network account.

- I will promptly report any damage to any hardware or software to the Classroom Teacher and or School Technician.
- I will not deface my laptop or case with stickers or graffiti, remember it is not yours until you choose to purchase it at the end of primary leave school.
- I will carry my laptop in the supplied protective carry case at all times.
- I will keep the laptop with me at all times or stored in a safe place when not in use.
- I will take all reasonable precautions to ensure that my laptop is not lost or damaged.
- Once my yearly SRS Payment has been paid, my parents/carers might opt to complete an External Request for Equipment Form that allows me to bring my laptop home. When I use my laptop at home, my parents/carers will be aware of and monitor my use of digital technology and the internet at home as they see appropriate.

I am responsible for the security and use of my laptop while at Mount Gravatt East State School. I understand if the above conditions are not followed, I may lose my privilege to use the laptop at Mount Gravatt East State School for such time, determined by the school.

<b>Student Name:</b>	<b>Student Signature:</b>	<b>Date:</b>
<b>Parent/Carer Name:</b>	<b>Parent/Carer Signature:</b>	<b>Date:</b>
<b>Authorised by Principal Signature:</b>	<b>Date:</b>	