



Department of
**Education, Training
and Employment**

BYO Laptop Student Participation Agreement

General Use

1. I understand that I need to bring my laptop to school each day, unless otherwise instructed by my teacher.
2. I will ensure my laptop is charged at the beginning of each school day. I will leave the charger at home unless directed to bring it to school by my teacher.
3. I will hold my laptop with two hands when carrying it and will walk with it at all times.
4. I will ensure my laptop is kept in its protective case on my way to and from school and on my way to and from After School Care.
5. I will not use my laptop before and after school or at break times unless I have permission and supervision from parents/caregivers and/or teachers.
6. I will not allow other students to be in possession of my laptop. When asked to work with other students for the purposes of collaboration, I understand that other students may not use my laptop.
7. I will follow all staff directions in relation to the use of my laptop.
8. I will keep food and drinks away from my laptop.
9. I will immediately report any accidents or breakages to my parents/caregivers and teachers.
10. I understand that if damage to a laptop is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed onto those involved and necessary behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the Principal.
11. I will only access the school network while on school grounds.

Content

1. Whilst at school, I will use my laptop only to support my school learning program.
2. I permit my teachers and parents/caregivers to perform checks and monitor that I have not installed illegal/unsuitable software and content on my laptop and to check the websites which I visit. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege to use my laptop for a period of time.
3. I am responsible for ensuring that my laptop is backed up.
4. I will ensure there is adequate storage available on my laptop for classroom use.
5. I understand that if any inappropriate content appears on my laptop, I must immediately close the screen and take my laptop to the teacher.

Safety and Security

1. I will use my laptop lawfully and in accordance with the Student Code of Conduct for Corinda State School.
2. Whilst at school, I will only connect my laptop to Education Queensland's Managed Internet Service. I am not permitted to access external or 3G/4G/5G Internet at school.
3. Whilst at school, I will only go to websites that support my learning activities.
4. I will be CyberSafe and CyberSmart when using the Internet.
5. I will only use my school email account for mail related to my learning.
6. I will only take photos and record sound or video when granted permission by my teacher.
7. I will not use any live messaging apps or websites while at school.
8. Electronic messaging, communications and file transfer may be used for educational purposes only, under the direction of my teacher.

9. I will demonstrate etiquette when using my laptop and other equipment with regard to other people. I will not reveal names, personal details or images of myself or others, online or in electronic communication unless it is safe and I am authorised to do so. Parents and students are encouraged to visit the government [eSafety](https://www.esafety.gov.au/) site at <https://www.esafety.gov.au/> and discuss online safety and privacy.
10. The school name, crest or uniform will not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of such.
11. For security reasons, I am not to share account names and passwords with anyone unless requested by Corinda State School for support purposes.
12. I am responsible for the security and use of my laptop while at Corinda State School. Lockable storage will be provided in each classroom and at After School Care.

I understand if the above conditions are not followed, I will not be granted the authorisation to use my laptop at Corinda State School for a period of time determined by the teacher, in accordance with the Student Code of Conduct.

I understand that if I continue to breach the Student Participation Agreement, I will be required to meet with a member of the Leadership Team and authorisation to use my laptop at school will be removed for a longer period of time.

Name of student: _____ Class: _____

Student signature: _____ Date: _____

Name of parent/caregiver 1: _____

Parent/caregiver signature: _____ Date: _____

Name of parent/caregiver 2: _____

Parent/caregiver signature: _____ Date: _____