



Laptop Loan Guidelines

The following guidelines cover student’s use and responsibility in borrowing a Laptop from Warrenheip Primary School during the current Victorian Government’s advice that we are moving to Remote and Flexible Learning for Term 2.

All requests for a device must be made via email or phone. Requests for a device will be confirmed by the principal within 48 hours of the request being made.

Parents/carers need to read the below conditions before signing and ensure they are willing to abide by all conditions and terms as set out below. Parents/carers are responsible for sharing the guidelines with their child/ren.

1. The Laptop (device) is available for use during the time of remote and flexible learning as set by the Victorian Government.
 2. The device will be returned to the school on the first day school is re-opened to all students.
 3. The device must only be used for remote learning activities as outlined by the classroom teacher. No software programs or apps can be added to this device without permission from the Principal.
 4. The borrower (parent/carer) is responsible for the device from the time of collection until it is returned for and signed back in to the possession of the school. The working condition of the device will have been checked prior to checkout.
 5. During the borrowing period, borrowers are required to report any technical problems as soon as possible.
 6. Borrowers are not to modify the operating system (jailbreaking) as this action renders the warranty void.
 7. The device must be returned to the school in the same condition as when it was borrowed.
 8. All personal data (children’s work) must be removed from the device prior to it being returned. Warrenheip PS will not be responsible for any lost personal data should the borrower have not removed it.
 9. The device must be stored in a safe and secure location within the family home.
 10. The device is not to be shared with any other family members. It is only to be used for school related purposes.
- By signing these guidelines, the student and parent/carer agrees to abide by the conditions set.
 - I understand that the school reserves the right to vary these guidelines in the foreseeable future to accommodate for unforeseen circumstances.

Name:

Signature:

Date:

Serial Number:

Device Return (Staff use only)

Device working	YES	NO
Device in Pre-Loan Configuration	YES	NO

Principal signature:

Safe, responsible and acceptable online behaviour

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.

This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online.

This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school and at home we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies