



# Oatlands Primary School

## BRING YOUR OWN CHROMEBOOK (BYOC) CODE OF CONDUCT 2022

### OVERVIEW

The **Bring Your Own Device/Chromebook Code of Conduct** relates directly to all Year 4-6 students participating in the 1:1 BYOC program at Oatlands Primary School. This works in conjunction with the **Acceptable Use Agreement**, the **Cyber Safety Policy and Responsible Use of Digital Technologies Policy**, the **Privacy Policy** and the **Photos and Social Media Policy**.

### CODE OF CONDUCT

#### **DIGITAL ETIQUETTE**

##### **USER RESPONSIBILITIES:**

I understand that I am expected to:

1. Use my device in an appropriate, educational and responsible manner that works in accordance with Oatlands Primary School's *Acceptable Use for Digital Technologies and the Internet Agreement*.
2. Have a school agreed device – *Chromebook*.
3. Use appropriate media as a screensaver or background image.
4. Inform a teacher if students are using the camera or audio recording functions without permission.
5. Only install age-appropriate games.
6. Not have **any** social media applications installed on the device. Oatlands Primary School defines social media as any means of digital communication that enables users to create and share content or to participate in social networking – in and outside school. This includes, but is not exclusive to Instagram, Facebook, Instagram, Youtube, TikTok, Snapchat etc.
7. Never use/sign in to a *home account* at school.

##### **DIGITAL COMMUNICATION:**

I agree to:

1. Immediately inform a teacher if myself or another student receives an email or other electronic message containing inappropriate content or abusive language, or if the subject matter appears questionable.
2. Not publish or post photographs, video or audio content to any online network, unless instructed to do so by a teacher.
3. Use appropriate language when speaking online; being aware that whatever you say online adds to a personal digital footprint.
4. Having a list of trusted adults that I can communicate any concerns with; people whom I feel comfortable in asking questions to or gaining advice from if I feel confused, upset,

scared, worried or unsafe online.



## **DIGITAL ACCESS AND USE:**

I agree to:

1. Adhere to the **Acceptable Use Agreement For Digital Technologies and the Internet** agreement.
2. Report any accidental damage to your own or another student's device immediately to a teacher.
3. Follow all teacher directions regarding the device, including when and where to use the device.
4. Follow teacher instructions at all times, for educational purposes only.
5. Ask for a teachers' permission before posting any work, comments or photos on the school Google Platform (Google Apps for Education).
6. Not post or upload any images of other students onto social media sites or messenger apps (without permission) - this includes at home.
7. Not using social media apps that are not age appropriate.
8. Not using my school Oatlands Gmail/other Google apps to have private conversations that are not related to school work (i.e. using Google Gmail to have private email conversations about out of school events).
9. Not sharing Google Apps documents with others, unless directed to by a teacher.
10. Ensuring that I use Google Classroom as a learning platform, where I only make comments if asked to by a teacher. I do not comment at any other times.
11. Provide your device to your teacher upon request. Remember, your device is just like a workbook.
12. Have my device at school everyday, fully charged. Bring your charger with you to school, in case it is required.
13. Carry the device in a safe manner with an appropriate protective case at all times
14. Ensure my device's software and list of apps is up to date with the required app/program list.
15. Not loan my device to another student or leave it in a place where it can be easily stolen or damaged.
16. Have headphones compatible with my device at school everyday.
17. Only use the device when under the direct supervision of a teacher.
18. Not disassemble any parts of my device.
19. Only use my device during class time and not at other times on school premises, unless permitted by a teacher.

## CONSENT

**\*\*\*Please CONSENT to this agreement on Compass by Friday February 11th, 2022.**

I have read the **Bring Your Own Chromebook (BYOC) Code of Conduct** carefully and understand the significance of the conditions.

I agree to abide by these conditions and I understand that any breach of these conditions will result in internet and access to digital technologies privileges being suspended or revoked.

### **Parent/Guardian Permission**

I have read and understand the above information about appropriate use of the Internet and Digital Technologies at Oatlands Primary School. I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist should the need arise (e.g. if lost, or if the device is being used inappropriately). I give my child permission to use a chromebook at Oatlands Primary School and understand that my child will be responsible for ensuring that the device is used appropriately and correctly while under the school's supervision, as outlined in this document.

### **Student Permission**

I understand that if I breach this agreement, I will be suspended from the BYOC program for a period of time deemed appropriate by my teacher and the Digital Technology Coordinator. In addition, it is my responsibility to report and remind my peers of the commitment made to Oatlands Primary School when signing this Code of Conduct and Agreement. I also understand I must work within the Acceptable Use of Digital Technologies and the Internet Agreement.

**Please press CONSENT on the Compass Event and agree to this 2022 policy.**