

Kranji Primary School
Information & Communication Technology (ICT)
Device Acceptable Use Agreement

Computing devices are used to support your learning in school and internet access allows you to share resources and interact with people from all over the world. To ensure that all students have a safe, conducive online learning experience, please abide by the following rules when you use any computing device (iPads, chromebooks, tablets and laptops) in the school.

General

I will use school-owned devices for learning and research only.

- I will not play games or watch videos during lessons unless instructed otherwise by my teacher for teaching and learning purposes.
- I will not surf the internet without guidance from my teacher during lessons.
- I will follow instructions and use the device as instructed by my teacher.

Account Ownership

- I will keep my password a secret and not share with anyone.
- I will not share my personal information (e.g. home address, email address, phone numbers, account IDs, passwords and/or personal pictures) with anyone online.
- I will be responsible and remember my own usernames and passwords.

Use of Internet

- I will take care to check for reliability and accuracy of information that I access and note that the content of some websites may not be correct or truthful.
- I will not download, copy or share videos, music, pictures or other people's work without permission.

- I will report any online encounters with strangers to a trusted adult immediately.
- I will not harm, bully or say unkind words to others.
- I will not take and post a picture or video of others without their permission.

Device Care

- I will ensure that the school-owned devices are never left unattended and are securely stored within the classroom.
- I will keep the device away from liquids or food to avoid damage.
- I will place the device on a safe surface at all times.
- I will handle the device with care (e.g. no pounding on the screen, slamming and throwing of the device)
- I will not remove the casing or any inventory tags affixed to the devices.

Theft/Damage/Loss of Device

- I will take careful steps to prevent the device from damage or loss.
- I will report any theft/damage/loss of the device to my teacher immediately.
- I will bear all costs of repair and/or replacement of the device and/or the accessories in the event of a loss or damage, arising from my own negligence and misuse.

1. Failure to adhere to the rules above will result in disciplinary action in accordance to the school's discipline policy.

2. The student is responsible for the general care of the iPad. The student accepts that he/she should take care of the iPad at all times and maintain it in good condition. Any loss or theft caused by one's negligence such as leaving the iPad unattended, and for any lost parts, damages caused by negligence, inappropriate usage, or abuse beyond normal wear and tear may be liable to compensation by the student and his or her parent/guardian. The student will adhere to the ICT Policy as stated in the Kranji Primary School Student Handbook.

In signing this form, the student and his/her parent or guardian acknowledge the following obligations to KPS in relation to the use and care of the iPad.

Student : I understand and agree to follow the rules stated in this Agreement.

Name: _____

Class : _____

Signature : _____

Date : _____

Parent : I have read, discussed and explained the Agreement to my child. I will engage my child to have a better understanding about his/her daily online activities and set expectations on the appropriate use of the device in school and at home.

Name : _____

Signature : _____

Date : _____