



## Academic Integrity Policy

### OVERVIEW

This policy is developed by representatives from leadership and staff, including the teacher librarian and specialist teachers.

*“Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work”, (Academic Integrity Policy, IBO, 2019, p3).*

Academic integrity is defined as behaving and working honestly in researching and presenting school work. This includes respecting the ownership of the ideas and material of other people, and behaving appropriately when sitting exams or tests. It is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. Academic integrity is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modelling and skill development, (Academic Honesty in DP, IBO, 2014, p2).

In accordance with the IB Learner Profile we expect all members of our learning community to be principled and act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of others.

### AIM

Our school mission is to *“develop resilient, caring, curious and creative lifelong learners who appreciate diversity, demonstrate global citizenship and make a difference through their actions”*. This includes explicitly teaching the IB learner profile dispositions and approaches to learning skills (communication, research, social, self-management and thinking skills) to support students to acknowledge the sources through referencing or a bibliography, so that their work is not plagiarised and to avoid claiming the work of others as their own.

This policy is aligned with the school's commitment to restorative practices. Academic integrity is therefore approached in a positive way; where students learn from their mistakes; and acceptance of responsibility for behaviour and a willingness to make amends is developed. This approach stresses the benefits of properly conducted research and a respect for the ideas, expression and work of others.

Linden Park Primary School commits itself to educating our students about academic integrity, how to be academically honest and ethical; and how to take responsibility for the representation of their own and others' ideas.

### Definitions of academic misconduct:

- **Academic misconduct:**  
The IB defines student academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct, (Academic Integrity Policy, IBO, 2019, p3).
- **Plagiarism:**  
Plagiarism is the representation of other's thoughts or work, as the student's own in order to gain an unfair advantage. This includes using others work without citation or sourcing, including the use of AI (Artificial Intelligence) tools, (Academic Honesty in DP, IBO, 2014 p19).
- **Collusion:**  
Allowing one's work to be copied or submitted for assessment by another is called collusion. There are times when students will collaborate with other students to complete their work. However, the final work must be independently produced, despite the fact it may be based on the same or similar data and/or research as another student, (Academic Honesty in DP, IBO, 2014, p19).
- **Duplication:**  
Duplication of work is defined as the presentation of the same work for different assessment components and/or IB requirements, (Academic Honesty in DP, IBO, 2014, p19).
- **Cheating:**  
Cheating is defined as gaining an unfair advantage, including:
  - falsifying data
  - use of mobile phones to text outsiders, use of the camera facility
  - using a digital device to download information
  - commissioning another person to do the work e.g. having a parent or tutor do assignments/assessments
  - submitting work, which has been submitted by yourself or another student for a previous or different assessment task, or for a task at a different school

## Procedures in place to develop Academic Honesty

All students and parents complete a 'Digital Devices and Cyber Safety User Agreement', (Appendix 1), that provides students and parents with clear guidelines that support students in their responsible use of ICT equipment within the learning community. It is sent home, is signed by students and parents and is returned to the school.

Parents and students also are communicated the 'student use of mobile phones and personal devices policy', (Appendix 2). This document outlines expectations of students in relation to storage and use of mobile phones, cameras, chromebooks, laptops, I-pads and other digital devices at school. From year 3, students use of technology increases as they enter Linden Park's Bring Your Own Device (BYOD) program where individual chromebooks become part of their day-to-day learning. To support this increase of technology, 'Chromebook User Essential Agreements', (Appendix 3) are sent home to foster a conversation between student and parents about acceptable use of Chromebooks. Both parties sign the document and return it to school. This document is revisited yearly.

## Academic integrity rights and responsibilities:

The **school** should:

- promote academic integrity
- develop an academic integrity policy, with scheduled plans for reviews and updates
- explicitly teach students about academic integrity
- ensure that teachers, students and parents have a common understanding of academic integrity, including the IB standards and practices that encompass creating an ethical culture
- ensure the academic integrity policy and the principles of academic integrity are communicated to the community
- ensure students are held accountable when academic misconduct is identified

**Students** should:

- be honest in presenting all of their school work
- seek inspiration from the ideas of other people and understand that it is acceptable to use the ideas, photos and graphics of others, providing they are they acknowledged
- learn how correctly reference and ethically use information, opinions and artificial intelligence (AI) tools
- understand that their teachers value their ideas and want them to present their ideas using their own language and voice
- understand the importance of saying 'no' to others who want to copy their work
- understand that working in groups can be a positive learning experience, and what they present to the teacher should be their own work, expressed in their own words
- understand the benefits of properly conducted research and demonstrate respect for the creative efforts of others
- be given the opportunity to understand what academic integrity is and how to uphold the school's academic integrity expectations
- understand that the goal of academic integrity is to make knowledge, understanding and thinking transparent
- understand that work produced by AI tools are not their own, and so the software must be credited in the body of the text and appropriately references in the bibliography

**Teachers** should:

- model good practice in academic honesty
- provide clear intentions, guidelines and scaffolds for learning tasks
- promote the benefits of properly conducted research and respect for the creative efforts of others
- design learning tasks that develop approaches to learning skills, particularly thinking and research skills such as: use of key words, summarizing, paraphrasing, comprehension, application, synthesis, critical use and reflection of ideas and information
- ensure that all their students understand a task's requirements and provide feedback
- follow through with appropriate consequences when encountering instances of academic misconduct
- use anti-plagiarism tools as teaching instruments in raising awareness of academic integrity e.g. Google
- be explicit about the expectations regarding academic integrity and how to uphold the school's academic integrity expectations
- explicitly teach citing and referencing as part of developing approach to learning skills, including the use of the online reference generator including attributions for pictures, images; and written page references as required e.g. when quoting from novels and experts
- share information about appropriate use of electronic devices to support learning at parent information evenings
- teach students how to use artificial intelligence (AI) tools ethically

**Parents** should:

- become familiar with the academic integrity policy
- support their child's understanding of academic integrity by discussing and role modelling
- understand what constitutes academic misconduct and the implications of this
- actively choose to not give unauthorised assistance in the completion of their child's work

## References

Academic Integrity Policy, IBO, 2019, 3.

Academic Honesty: Diploma Programme, IBO, 2014, p2, p19.

Programme standards and practices, IBO, 2020.

## Appendices

Digital Devices and Cyber Safety Policy and User Agreement, 2023, (Appendix 1)

Student use of mobile phones and personal devices policy, 2023, (Appendix 2)

Chromebook user essential agreement, 2024, (Appendix 3)



### DIGITAL DEVICES AND CYBER SAFETY POLICY AND USER AGREEMENT

The use of ICT equipment and digital devices at Linden Park Primary School comes with responsibilities. Access is provided to promote educational excellence through facilitating resource sharing and communication with people around the world.

#### RESPONSIBILITIES

- Students remain responsible for all their personal effects while at school. When students enter the school grounds personal devices must be powered off. The school takes no responsibility for the safety of personal digital devices.
- Urgent parent contact with students is to be made via the front office, or on a nominated phone number in the event of activities outside of school hours (eg. camps), so that the school can provide support to students.

#### PROCEDURES FOR INAPPROPRIATE BEHAVIOUR

- Misuse of mobile phones or other digital devices at school will be brought to the attention of school leadership for appropriate review of the student's privilege.
- Students will follow these guidelines. Inappropriate use of any digital devices will result in the withdrawing of computer privileges and consequences at the discretion of leadership.

#### CYBER-SAFETY AT LINDEN PARK PRIMARY SCHOOL – RECEPTION to YEAR 6

The measures to ensure cyber-safety at Linden Park Primary School are based on our school values of Respect, Responsibility, Diversity and Creativity. To assist us in enhancing learning through the safe use of information and communication technologies (ICTs), we are asking you (parents/caregivers/legal guardians) to read this document and sign the attached User Agreement Form.

#### Please note that:

- Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies and is provided to all students.
- Material sent and received using the school computer network may be monitored and filtering software may be used to restrict access to certain sites and data, including e-mails. Where a student is suspected of an electronic crime, this will be reported to the South Australian Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime such as an assault, the device will be confiscated and handed to the police.
- While every reasonable effort is made by schools and Department for Education administrators to prevent children's exposure to inappropriate content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, the Department for Education cannot filter internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. The Department for Education recommends the use of appropriate internet filtering software.
- More information about internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au>, Bullying No Way at <http://www.bullyingnoway.com.au>. and at <http://cybersmart.gov.au>

Parents/caregivers/legal guardians play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we ask you to discuss with your child the strategies in this document to help us stay safe when using ICT/digital devices at school and after school hours. The following concepts will be discussed, reviewed and included at age appropriate times.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. I will only use ICT/digital devices for my learning.
3. I will only go online, access the internet or use digital devices at school when a teacher gives permission.
4. I will only log on with my user name. I will not allow anyone else to use my name and I will keep my password private from all other students. If my parent, guardian or caregiver requests my password I will share it.
5. I will only use the internet, e-mail, mobile phones, any ICT equipment or digital device for positive purposes, not to be mean, rude or offensive, or to bully, harass, spam, or in any way harm anyone (students, staff, school, school community, wider community), even if it is meant as a joke.
6. I will notify my teacher of any spam/chain emails and not forward them on to other students.
7. While at school, I will:
  - attempt to search for things online that I know are acceptable. This would exclude anything that is rude or violent or uses unacceptable language such as swearing, racist or sexist language;
  - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school;
  - only print with teacher permission;
  - ensure that any personal digital devices are stored responsibly and powered off whilst on school grounds.
8. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - keep it confidential from students and report it to a teacher;
  - turn off the screen;
  - get a teacher straight away.

14 Hay Road, Linden Park, South Australia 5065  
Ph +61 8 8379 2171 | E dl.0647.info@schools.sa.edu.au | www.lindenpk7.sa.edu.au  
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9. With permission from [home](#) I am able to bring digital devices to school. I acknowledge that any loss or damage to this property will be at my own risk and the school will not be held responsible.
10. I will care for all digital devices. This includes not having food or drink near devices, storing devices appropriately and keeping areas tidy. I will tell a teacher about anything wrong or damaged. My family may be charged for repairs or replacements caused through misuse.
11. Only with permission from the teacher will I connect any ICT/digital device to school computers/ICT/digital device (eg a USB/portable drive, camera or phone). This includes all wireless/[bluetooth](#) technologies.
12. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media etc. I will acknowledge all primary and secondary sources. I will validate information and use and abide by the fair use rules.
13. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following: my full name; my home address; my email address; my phone numbers; photos of me and/or people close to me.
14. I will follow these cyber-safety strategies. If I'm not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour. If illegal material or activities are involved, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

PLEASE NOTE: Under regulations 40 and 41 of the Education Regulations 1997, principals can suspend or exclude a student who acts in a manner that threatens the safety or wellbeing of a student or member of staff, or another person associated with the school. These regulations do not preclude an event that occurs outside of school hours or off site. Principals can therefore use these procedures with a student enrolled at their school if the principal believes, on reasonable grounds, that the student has acted in such a manner, even if this behaviour occurred outside of school hours or off site.

**To the parent/caregiver/legal guardian:**

- ✓ This user agreement applies for the duration of your child's schooling at Linden Park Primary School.
- ✓ Parent and students are required to sign the agreement.
- ✓ Please read this page carefully to check that you understand your responsibilities under this agreement.
- ✓ Return the signed user agreement to the school office.

**As a parent/caregiver/legal guardian understand that Linden Park Primary School will:**

- do its best to enhance learning through the safe use of ICT/digital devices. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or on ICT/digital devices at school, or at school related activities;
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the User Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world;
- respond to any breaches in an appropriate manner;
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

**Parent/Caregiver/Legal Guardian responsibilities include:**

- discussing the information about cyber-safety and responsible digital citizenship with my child and explaining why it is important;
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the class teacher, principal or nominees to discuss any questions I may have about cyber-safety and/or this user agreement;
- contacting the [front office](#) to get a message to my child should I need to during school hours so that my child will not be in breach of the user agreement;
- model cyber safe practices by considering cyber safety before publishing, posting or sharing any images of children.

**DIGITAL DEVICE AND CYBER-SAFETY USER AGREEMENT**

I have read and understood this Cyber-safety and Digital Device User Agreement and I am aware of the schools' initiatives to maintain a cyber-safe learning environment.

Name of [child](#): \_\_\_\_\_ Child's Signature: \_\_\_\_\_

Name of parent/caregiver/legal [guardian](#): \_\_\_\_\_

Signature of parent/caregiver/legal [guardian](#): \_\_\_\_\_ Date: \_\_/\_\_/\_\_

14 Hay Road, Linden Park, South Australia 5065  
 Ph +61 8 8379 2171 | E dl.0647.info@schools.sa.edu.au | www.lindenpk7.sa.edu.au  
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## **STUDENT USE OF MOBILE PHONES AND PERSONAL DEVICES AT LINDEN PARK PRIMARY SCHOOL**

(Updated: 2 March 2023)

### **SCOPE**

This school policy is implemented in line with the Department for Education's **Student use of mobile phones and personal devices policy**, which applies to all government schools. This document provides direction to students, staff, and families about managing personal devices that students choose to bring to school. For the purposes of this policy, **personal devices** include mobile phones, smart watches and other digital devices that are capable of sending or receiving messages or calls and/or able to connect to the internet, and personal laptops or iPads that are not owned by the school and have not been brought to school by the student under a separate Bring Your Own Device (BYOD) agreement.

### **RATIONALE**

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens. It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- Safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content and critical incidents that involve mobile phones.
- Classroom environments where teachers can teach and students can learn, free from distractions caused by personal use of devices.
- Use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

### **PERSONAL DEVICES AT SCHOOL**

Students are permitted to bring personal devices to school:

- As a measure to ensure their safety while travelling to and from school.
- So they can be contacted about a person under their own care, where applicable.
- To be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices. The Department for Education's policy requires all students at all department schools to **keep personal devices 'off and away' between the start and end of each school day.**

Students will not be able to access their personal devices at any time during school hours, unless they have received an approved exemption from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

## **CAMPS, EXCURSIONS & EXTRACURRICULAR ACTIVITIES**

Students are not permitted to bring phones or smart watches to camps, excursions, special activities and events

## **STORAGE OF PERSONAL DEVICES AT SCHOOL**

Students will turn their devices off or place them in flight mode before putting them away. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches.

Students will:

- Present their devices to their teacher at the beginning of the school day.
- In order to minimise disruption to learning, all devices are to be turned off before being stored.
- Collect devices at the conclusion of the school day.

Teachers will:

- Collect devices and keep in secure storage.
- Each device will be stored in a bag labelled with the student's name.
- Ensure that they are the only ones who have access to the secure storage.

## **RESPONSES TO NON-COMPLIANCE**

Where students use a personal device at school without an approved exemption, or use it inappropriately, a response will be provided in line with the school's behaviour support policy.

- In the first instance, students will be verbally reminded to put their personal devices 'off and away', stored securely in the classroom, eg locked drawer.
- If the student continues to use their device without permission, the teacher will ask the student to go to hand in their personal device(s) to a member of the Leadership team. The device will be stored in the Administration Office. The student can collect their device(s) back from the Administration Office at the end of the school day.
- Where a student repeatedly and intentionally breaches the requirements of this policy, or refuses to follow a staff member's direction to hand over a personal device that has been used inappropriately, a member of the school leadership team will contact home and the parent will be asked to collect the phone.

Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of student's procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

## **EXEMPTIONS - Exceptional circumstances**

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- The device is used to monitor or help manage a health condition.
- The device is a negotiated adjustment to a learning program for a student with disability or learning difficulties.
- The device is used for translation by a student with English as an additional language.
- The student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

Please contact the school if you need to request an exemption due to exceptional circumstances. The principal (or delegate) will consider these requests on a case-by-case basis. If approved, the exemption will be recorded in the

student's file or health care/learning plan as appropriate.

## **ROLES & RESPONSIBILITIES**

### **Principal**

- Make sure:
  - The school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families.
  - There is a process for regular review of the school's local policy.
  - Processes are in place for monitoring internet and school network use by all members of the school community.
- Enforce the policy and responses to instances of non-compliance.
- Consider requests for exemptions from the policy from parents or independent students due to exceptional circumstances on a case-by-case basis. Make sure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption.
- Model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.
- Report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements.

### **SCHOOL STAFF**

- Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.
- Respond to instances of non-compliance in line with the school's policy.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legal requirements.
- Ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded.
- Consider and approve, at discretion, temporary exemptions in line with the conditions outlined in this policy.
- Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent) by the end of the same school day.
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children. Use mobile phones for work-related/emergency purposes only when students are under their care.

### **STUDENTS**

- Comply with the requirements of this policy, follow all reasonable directions from the principal, and school staff.
- Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.
- If permitted to use a mobile phone or personal device in line with an exemption under this policy, do so in a safe, responsible, and respectful way and support peers to do the same.
- Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass, or threaten another person.
- Respect others' rights to privacy and do not take photos, film, or audio records of other people without their knowledge or permission.
- Notify a school staff member as soon as possible if feeling unwell or experiencing any, other issues at school. Use the school's sign-out processes in all cases where requiring early collection from school.



## **PARENTS**

- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).
- Use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
- Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible, and respectful way.

## **COMMUNICATION & REVIEW**

- The Student Use of Mobile Phones and Personal Devices policy has been developed in consultation with the staff, students and Governing Council.
- All school policy documents are aligned with DfE policy documents.
- The Student Use of Mobile Phones and Personal Devices policy will be located on the school website.
- The Student Use of Mobile Phones and Personal Devices policy will be reviewed regularly.

## **SUPPORTING LINKS**

For further information, please refer to the school:

- Behaviour Policy
- Cyber-safety and Digital Device User Agreement
- Chromebook User Essential Agreement

## **QUESTIONS, CONCERNS & FURTHER INFORMATION**

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the department [at:-](mailto:education.customers@sa.gov.au)

**Email:** [education.customers@sa.gov.au](mailto:education.customers@sa.gov.au) or submit an [online feedback form](#)

**Phone:** Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.

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## **POLICY DOCUMENT**

Ratified by Staff:	28 <sup>th</sup> February 2023
Ratified by Governing Council:	2 <sup>nd</sup> of March 2023
Review Date:	2 <sup>nd</sup> of March 2024



### CHROMEBOOK USER ESSENTIAL AGREEMENT 2024

#### **As a member of the Linden Park Primary School community, I will:**

- ✓ log onto the Linden Park Primary School network, 'Google Apps' or any other digital device using only my username and password provided by the school
- ✓ only use learning technologies at Linden Park Primary School (including the internet) for learning related activities
- ✓ only use the Chromebook when teachers instruct me to
- ✓ take care to check the credentials and reliability of any information obtained from the internet
- ✓ treat all learning technologies with respect and due care
- ✓ not modify the application or operating system software provided on my Chromebook without written permission from the class teacher
- ✓ not access or store offensive images or audio on the Chromebooks or other digital storage devices
- ✓ abide by copyright law by not copying and redistributing another's work and will acknowledge the owners of copyright works
- ✓ not use digital technologies to harass or bully another student and abide by conventions of etiquette and be respectful of others
- ✓ not reveal personal addresses or contact numbers over the internet including my own
- ✓ not knowingly introduce a virus
- ✓ fully charge my Chromebook each evening in preparation for the next school day
- ✓ regularly backup school files on my Chromebook to Google Drive and/or a USB
- ✓ be supervised by my parents/carers who will monitor my use of the Chromebook and internet at home as this is not the responsibility of the school
- ✓ promptly report to staff any inappropriate material that is accidentally accessed at school
- ✓ promptly report damage to the hardware and/or software to the class teacher and IT Support staff
- ✓ transport my Chromebook in a protective bag at all times
- ✓ keep my Chromebook clean and free of graffiti and stickers
- ✓ take all reasonable precautions to ensure that the Chromebook is not lost or damaged
- ✓ store Chromebooks safely - not on the floor
- ✓ not share any log ins or passwords

By signing the attached agreement, the student and their parent/caregiver agree to follow and accept:

- this Chromebook User Agreement in its entirety
- Chromebook acceptable use guidelines (provided in the letter sent home)
- in no event will Linden Park Primary School be held liable to any claim of damage, negligence, or breach of duty
- I understand that Linden Park Primary School will not be liable for any damage or loss to Chromebooks, software and accessories owned by families.
- I understand that the cost of any repairs to the Chromebooks is the responsibility of the owner and not the school.
- I understand that for any Warranty issues I can contact Acer directly, however the School IT technicians can help with this process if needed.

**This user agreement applies for the duration of your child's schooling at  
Linden Park Primary School.**



**2024 CHROMEBOOK USER ESSENTIAL AGREEMENT**

Name of Student: \_\_\_\_\_ Year: \_\_\_\_\_ Room: \_\_\_\_\_

**As a member of the Linden Park Primary School community, I will:**

- ✓ log onto the Linden Park Primary School network, 'Google Apps' or any other digital device using only my username and password provided by the school
- ✓ only use learning technologies at Linden Park Primary School (including the internet) for learning related activities
- ✓ only use the Chromebook when teachers instruct me to
- ✓ take care to check the credentials and reliability of any information obtained from the internet
- ✓ treat all learning technologies with respect and due care
- ✓ not modify the application or operating system software provided on my Chromebook without written permission from the class teacher
- ✓ not access or store offensive images or audio on the Chromebooks or other digital storage devices
- ✓ abide by copyright law by not copying and redistributing another's work and will acknowledge the owners of copyright works
- ✓ not use digital technologies to harass or bully another student and abide by conventions of etiquette and be respectful of others
- ✓ not reveal personal addresses or contact numbers over the internet including my own
- ✓ not knowingly introduce a virus
- ✓ fully charge my Chromebook each evening in preparation for the next school day
- ✓ regularly backup school files on my Chromebook to Google Drive and/or a USB
- ✓ be supervised by my parents/carers who will monitor my use of the Chromebook and internet at home as this is not the responsibility of the school
- ✓ promptly report to staff any inappropriate material that is accidentally accessed at school
- ✓ promptly report damage to the hardware and/or software to the class teacher and IT Support staff
- ✓ transport my Chromebook in a protective bag at all times
- ✓ keep my Chromebook clean and free of graffiti and stickers
- ✓ take all reasonable precautions to ensure that the Chromebook is not lost or damaged
- ✓ store Chromebooks safely - not on the floor
- ✓ not share any log ins or passwords

By signing the attached agreement, the student and their parent/caregiver agree to follow and accept:

- this Chromebook User Agreement in its entirety
- Chromebook acceptable use guidelines (provided in the letter sent home)
- in no event will Linden Park Primary School be held liable to any claim of damage, negligence, or breach of duty
- I understand that Linden Park Primary School will not be liable for any damage or loss to Chromebooks, software and accessories owned by families.
- I understand that the cost of any repairs to the Chromebooks is the responsibility of the owner and not the school.
- I understand that for any Warranty issues I can contact Acer directly, however the School IT technicians can help with this process if needed.
- This user agreement applies for the duration of your child's schooling at Linden Park Primary School.

**We agree to the above Chromebook User Essential Agreements.**

Please sign and return to your class teacher.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_