



St Francis Xavier Primary School

2020 HOME BORROWING OF DEVICES

This policy has been designed for students who will need to resort to Remote Learning and have no other means by which to access school resources and programs through the internet. For students in Year 3 to 6 this policy becomes an addendum to the 2020 Acceptable Use policy that has already been signed and returned to school this year.

RIGHT AND RESPONSIBILITIES

The device given to students to borrow is your family's responsibility. Included will be one laptop/Chromebook/device and its related charger.

Both these items need to be returned undamaged after the borrowing period to St. Francis Xavier School Montmorency. To minimise risk of damage, devices are not to be carried around whilst open or in use, and should be on a stable surface such as a table, rather than on students' laps.

Laptops are to be used by SFX students for remote learning purposes only, and kept away from siblings and pets.

It is also the responsibility of the student to ensure the laptops are kept clean. A very lightly damp cloth can be wiped across the keyboard and screen to clean finger marks and dust. No chemicals are to be used. Excess liquid may also damage the device.

ONLINE CONDUCT

Please refer to the 2020 Acceptable Use policy distributed to Year 3 to 6 in reference to correct online conduct. Students are expected to adhere to all of the rules and expectations from the 2020 Acceptable Use Policy when using their borrowed laptops. These devices are to be used for educational purposes only, and therefore, students are not permitted to use these devices for leisure or personal activities at any point.

DOWNLOADING OF CONTENT AND APPS:

At no point should unauthorised content be downloaded or loaded onto these laptops. Settings, backgrounds and screensavers should not be changed. All laptops will be returned to St. Francis Xavier School without additional programs to ensure the risk of malware infecting our server is kept at a minimum. This includes students taking precautions to navigate to safe sites only where malware will not be downloaded without their knowledge. Students must only access sites recommended by the classroom teacher or leaders of St Francis Xavier School.

SOCIAL MEDIA

No photos, videos or other media is to be taken or stored on these devices without the permission of your classroom teacher or other leader from St. Francis Xavier School. The uploading and downloading of images or any content to any of the social media platforms is strictly prohibited whilst using these devices.

Students are expected to at all times demonstrate the school values of Respect and Responsibility and model the person of Jesus demonstrating respect and dignity of each person. This refers in particular to online conversations, forums and discussions. It is never acceptable to bully, harass, intimidate or humiliate others online.

Any student found to be acting in breach of these guidelines will lose the privilege of using the device at home. Each device that is borrowed from the school will be monitored.

The device always remains the property of St Francis Xavier School. Parents should ensure that they have sufficient insurance cover so that if a school device is lost, stolen or broken it will be replaced by the family at their cost. If the device is lost, stolen or broken parents need to understand that their child may have to do **without** a temporary device, whilst the family is replacing the device, thereby affecting their child's learning at school.

ACCEPTANCE

Please read this agreement and sign it upon borrowing the device.

We have read the Home Borrowing of Devices Code of Conduct for 2020 and agree to follow the code of behaviour that has been established by St. Francis Xavier Primary School Montmorency.

Student's Name: _____ Grade: _____ Signature: _____

Parent/Guardian Name: _____ Parent/Guardian signature: _____

Date of borrowing: _____ Sign out by: _____ (Staff member)