Eastwood Heights Public School

EASTWOOD HEIGHTS DIGITAL DEVICE POLICY

At Eastwood Heights, we value the use of digital devices as a tool for our learning. We understand that the use of these devices is a privilege and that as such, we need to look after the devices so that we and others may use them. To sustain our various forms of digital devices, we have developed the following policy relating to its use.

STAFF (CLASSROOM DEVICES)
When using devices within the classroom, staff will:
- Be responsible for the digital devices in their possession. This includes items borrowed from other classrooms;
- Ensure that all devices are functional and charged so that all may use them;
- Monitor all students using devices to ensure devices are used appropriately and that students are viewing appropriate content;
- Check to ensure all devices are plugged into a charger at the end of a session;
- Alert technology team to any damage or faulty devices promptly through the Issue Tracking system on School Bytes.

STAFF (BORROWED DEVICES)
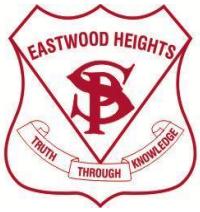When borrowing devices from other classes, staff will:
- Check all devices before use by students to ensure all devices are in working order;
- Collect all devices at the end of the session and check for any damage;
- Return all devices to owner that session (don't wait until the end of the day);
- Charge all devices upon their return;
- Identify any issues with hardware or software to IT support through the Issue Tracking system on School Bytes.

STAFF WILL ONLY LOAN THEIR OWN IPADS. STAFF WILL NOT BORROW FROM SOMEONE OTHER THAN THE OWNER.

STUDENTS
When using digital devices at Eastwood Heights Public School, students will:
- Understand and sign the school technology contract at the start of each school year;
- Use all devices respectfully;
- Hold all devices in the ways taught specific to each device;
- Hold all devices with two hands when walking;
- Only use devices for content related to lessons at teacher instruction;
- Identify any hardware or software problems to teacher promptly;
- Return all devices to their chargers at the end of use;
- Only use apps, programs, and websites as directed by the teacher;
- Ensure that no food and/or drink is consumed near devices;
- Laptops will be held with two hands when moving and will remain on desks or tables when in use;
- Not leave devices unattended at any time;
- Leave all settings on all devices to their original settings;
- Refrain from editing, deleting, or moving other students' work and will identify devices where previous students are still signed in on, to the classroom teacher;

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- Sign out of all accounts at the end of each learning session;
- Follow all teacher instructions relating to devices at all times.