Appendix iii – Sample - Acceptable Use of Personal Electronic Devices (PEDs) in School Agreement

This PEDs in School Agreement was developed for students of *(insert school name)* School and is consistent with the Directorate’s Communities Online policy and Use of Personal Electronic Devices (PEDs) in Schools policy.

All Students must read and sign this Acceptable Use of PEDs in School Agreement in the company of a parent unless otherwise directed by the principal**. I agree that I will abide by the school’s Use of PEDs guidelines and procedures and that** (please tick):

🗆 I will use the Directorate’s Wi-Fi network for learning.

🗆 I will use my device during school activities at the direction of the teacher.

🗆 I will not attach any school-owned equipment to my PED without the permission of the school.

🗆 I will use my own portal/internet log-in details and will never share them with others.

🗆 I will stay safe by not giving personal information to strangers.

🗆 I will not hack or bypass any hardware and software security implemented by the Directorate or my school.

🗆 I will report inappropriate behaviour and inappropriate material to my teacher.

🗆 I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.

🗆 I understand and have read the limitation of the manufacturer’s warranty on my device, both in duration and in coverage.

🗆 I have read the PED Requirements that form part of this agreement and have ensured my device meets the minimum outlined specifications.

🗆 I have read the Use of PEDs Student responsibilities that form part of this agreement and agree to comply with the requirements.

🗆 I understand that I still must honour the terms of the Acceptable use of ICT form I signed when using my device.

Date: Student Name: Student Signature:

In the presence of: Parent Name: Parent Signature:

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# PED Requirements and Student Responsibilities (Sample)

| Category | Device Requirement  | Student responsibility |
| --- | --- | --- |
| **Wireless Connectivity** | The ACT Education Directorate’s Wi-Fi network installed in schools operates on the **802.11n 5GHz standard with WPA2 enterprise security.** Devices that do not meet these specifications may not be able to connect. | Student devices are only permitted to connect to the ACT Education Directorate’s Wi-Fi network while at school. There is no cost for this service. |
| **Operating System** | The current or prior version of any operating system. | Students must ensure they have a legal and licensed version of a supported operating system and of software. |
| **Anti-virus** |  | If applicable, students’ devices must be equipped with anti-virus software. |
| **Software and Apps** | *List school-based requirements*. All software and apps should be fully updated. | Students must ensure they bring their device to school fully charged for the entire school day. No charging facilities will be supplied by the school. |
| **Battery life** | A minimum of 5 hours to last the day | Students must ensure they bring their device to school fully charged for the entire school day. No charging facilities will be supplied by the school. |
| **Memory and RAM** | A minimum specification of 16GB storage and 2GB RAM to process and store data effectively. |  |
| **Hardware Features** | Camera and microphone. |  |
| **Ergonomics** | Reasonable sized screen and a sturdy keyboard to enable continuous use throughout the day. | Students should ensure they are comfortable using devices during the school day particularly in relation to screen size, sturdy keyboard etc. |
| **Other Considerations** | Weight: Lightweight for ease of carrying.Durability: Durable and strong. |  |
| **Data back-up** | Consider a portable hard drive as an appropriate source of back-up storage for essential documents. | Students are responsible for backing-up their own data and should ensure this is done regularly. |
| **Insurance/warranty** | Be aware of the terms of insurance policies/warranties for the device. The school will not accept responsibility for loss or breakage. | Students and their parents are responsible for arranging their own insurance and should be aware of the warranty conditions for the device. |
| **Theft and Damage** | * Supply a carry case or skin to protect the device that is durable and strong.
* Consider a tough and sturdy case to avoid breakage.
 | Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Directorate. |
| **Maintenance and Support** |  | Students are solely responsible for the maintenance and upkeep of their devices. |
| **Confiscation** |  | Students’ devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches the *Use of PEDs in School Agreement*. |