



## Learning Technologies

### User Rights and Responsibilities Agreement 2015

Learning Technologies resources are available to all Hallett Cove R-12 School users to facilitate curriculum related information gathering and communication within the Hallett Cove R-12 School learning community. Hallett Cove R-12 School email accounts are provided for use in curriculum related activities and communication with learning advisors. The smooth and reliable operation of the school network relies on the proper conduct of all users who must adhere to the following agreement.

As a responsible user, I agree that:

- The Hallett Cove R-12 School email accounts, blogs, personal web pages, ePortfolios, DayMap, documents or any other computer-based material are not private and may be viewed by Administrators at any time.
- I will log onto the Hallett Cove R-12 School network, DayMap or any digital device using only my own username and password.
- I will only use learning technologies at Hallett Cove R-12 School (including the Internet) for learning related activities.
- I will treat all learning technologies with respect and due care. Vandalism or any attempt to harm or destroy the technologies or the data of others may result in the suspension of my user rights.
- I will promptly report any damage to learning technologies hardware and/or software to staff.
- Software, desktop systems and operating systems are not to be changed, copied or introduced by me.
- I will not play, share or view information that is inappropriate on the Internet, USB drives, iPods, tablets, iPads, MP3 players, CD ROMs, DVDs or any other media.
- I will promptly report to staff any inappropriate material that is accidentally accessed.
- I will abide by and acknowledge the rights of copyright owners.
- I will not use digital technologies to harass or bully other students.
- I will abide by conventions of etiquette and be respectful of others.
- I will not reveal personal addresses or contact numbers over the Internet including my own.

- I will not knowingly introduce a virus.
- I will ensure my laptop is charged in preparation for the next school day.
- I will regularly backup data on my laptop to the network.
- I will purchase a protective bag in which to transport my school supplied laptop.
- I will transport my laptop in a protective bag at all times.
- I will not damage or graffiti the laptop.
- I will take all reasonable precautions to ensure that my laptop is not lost or damaged.
- I understand that the use of the laptop and the Internet at home are not the responsibility of the school.
- I will be responsible for the safe keeping and ethical use of the computer.
- The cost of non-warranty repairs to your school supplied Chromebook (e.g. damaged screen/case/keyboard or deliberate/careless damage) is the responsibility of the person in whose name it is signed out. An invoice, for the cost of replacement parts only, will be sent to the family of the student in whose name the Chromebook has been borrowed. No charge for labour is made for in school repairs. Hallett Cove School have technicians who are qualified to carry out repairs to meet warranty requirements. Should the laptop be altered by a non-approved repairer your warranty may be voided.
- If you choose to have repairs carried out by a repairer other than the school you are totally responsible for the cost of the repairs.
- All warranty repairs must be made by IT Services Staff. This will mean returning the Chromebook to IT Services at school for appraisal and repair.
- IT Services reserves the right to carry out repairs deemed necessary for the safe and effective use of the Chromebooks borrowed without permission from the borrower.

It is understood that this agreement will continue until it is revoked, superseded or my child leaves the school.

Please sign section 1 of the Learning Technologies Program User Agreements 2015 form.

Steve Nicholls  
Assistant Principal




**Government of South Australia**

Department for Education and  
Child Development

T/A SA Government Schools CRICOS Provider 00018A

**HONOUR | COMMITMENT | SUCCESS**



**TRADE  
Schools**  
for the Future