



# ACCEPTABLE USE POLICY (AUP)

A GUIDE TO RESPONSIBLE AND SAFE USE OF THE  
PERSONAL LEARNING DEVICE

# SUPPORTING STUDENTS IN THE PROPER CARE AND USE OF THEIR PERSONAL LEARNING DEVICES (PLDS)

- × **The Acceptable Use Policy (AUP) has guidelines to help students care and use their PLDs safely and responsibly.**
- × **In doing so, students can experience an enriching and active learning process using their PLDs .**

# COMPONENTS OF AUP

The Acceptable Use Policy (AUP) consists of the following three components:

1. **Device Use**
2. **Technology Use**
3. **USS Chromebook Policy Sign-Off and Student Pledge**

# RESPONSIBLE DEVICE USE

- × The Chromebook is intended for use every day at school. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- × Students are required to bring home their Chromebook to charge every night and should ensure that their personal devices are fully charged before bringing it to school.

# RESPONSIBLE DEVICE USE

- × Students are responsible for their personal learning devices. They should secure their Chromebook using locking cable during PE classes, recess and co-curricular activities.
- × The school will not be held responsible for any damage, theft or loss of their devices. In the event of loss or theft of devices, students must make a police report and report the matter to the school.

# REPAIR AND WARRANTY

- × Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the ICT Centre.
- × Limited Warranty from defects in materials and workmanship is over a period of 3 years.
- × The warranty does not cover damage caused by misuse, abuse, or accidental loss.

# SAFE TECHNOLOGY USE

- × Students are responsible for the ethical and educational use of the technology resources of Unity Secondary School.
- × If students inadvertently access a website that contains objectionable material, they should notify a teacher immediately so that such sites are blocked from further access.
- × All students must comply with trademark and copyright laws and all license agreements.

# SAFE TECHNOLOGY USE

- × Students should always use appropriate language.
- × Students should not transmit language/material that is profane, obscene, abusive, or offensive to others.
- × Students should not send mass e-mails, chain letters, or spam.
- × Private chatting during class without permission is NOT allowed.



# A COMMITMENT TO SAFE AND RESPONSIBLE USE

## Unity Secondary School Chromebook Policy Sign-Off and Student Pledge (Draft)

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
3. I will know where my Chromebook is at all times.
4. I will charge my Chromebook's battery to full capacity each night.
5. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
6. I will not disassemble any part of my Chromebook or attempt any repair.
7. I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
8. I will use my Chromebook in ways that are appropriate for education.
9. I will comply with the policies outlined in the Chromebook Policy Handbook and the Acceptable Use Policy while at school as well as outside the school day.
10. I will file a police report in the event of theft /loss or damage caused by fire.
11. I will be responsible for all damages or loss caused by neglect or abuse.

The school reserves the right to record and retain data on school-owned devices and/or accounts issued by the school for investigation or evidence.

Violation of any policies, rules or administrative procedures may result in a temporary suspension or revocation of student's account. The student may also face disciplinary action in accordance to the school's discipline policy.

The student pledge serves to remind students to be responsible users.

- × Students will read the pledge on the day of receiving their device.
- × Parents are encouraged to go through the agreement with their child.

(Editted)