



# NETBOOK & IPAD PROCESS

TO BE READ IN CONJUNCTION WITH THE DIGITAL TECHNOLOGIES POLICY

## Basic Belief

Wodonga Primary School is committed to providing a school community where students can maximise their learning while remaining safe.

## Guidelines

To promote and ensure safe use of school-based digital apparatus by students.

Item	Action
Netbook Usage	<ul style="list-style-type: none"><li>• Should be supervised closely by the teacher</li><li>• Should be used for a learning purpose – students should be aware of their learning intention when using the netbooks or iPads</li><li>• Netbook configurations should not be altered by students. This includes changing backgrounds, shifting icons or accessing another student's digital files.</li><li>• USBs from home should not be used on the netbooks unless directly supervised by the teacher who is aware of the risks.</li><li>• Netbooks and iPads should be stored in a secure location.</li><li>• Netbooks and iPads should not be used when food or drinks are present.</li></ul>
Internet	<ul style="list-style-type: none"><li>• Teachers should use appropriate internet sites/search engines rather than allowing wide-spread searches by students.</li></ul>
Storage	<ul style="list-style-type: none"><li>• Netbooks and iPads should be stored in a secure location.</li><li>• Netbooks and iPads should be charged in an environment that takes OHS issues into consideration.</li></ul>
Additional Usage	<ul style="list-style-type: none"><li>• Use of eLearning tools during break times needs to be strictly supervised.</li><li>• Teachers will be responsible for the monitoring of student use in this less structured environment.</li></ul>
Inappropriate Usage	<ul style="list-style-type: none"><li>• Inappropriate use of the school eLearning tools will have consequences enforced. These consequences will include losing the privilege to use the eLearning tools for a length of time in line with the Acceptable Use Agreement.</li></ul>

## Evaluation & Review Cycle

This process will be reviewed with the Digital Technologies Policy and Acceptable Use Agreement.