

1. Follow the standards for use as set out by MRSHS and the Responsible Use of Technology policy and Computer Use Rules.
2. Abide by the school's acceptable use guidelines for access of network resources.
3. Install and maintain anti-virus software where possible.
4. Maintain system updates on the device where possible.
5. Maintain personal backups of schoolwork or store schoolwork on OneDrive.

Before using your own device at school, the following procedures must be followed and adhered to:

- The device is only to be switched on for educational use. This will occur after asking permission from their teacher or requested by the teacher. The device must remain switched off at all other times.
- Devices are not to be used for messaging, social media, or phone calls.
- You must not film, record or take images or videos unless it is supervised by the class teacher and directly a part of the class program.
- No photos or videos are to be shared or uploaded to the internet or any social networking sites (e.g. Facebook, Snapchat, Twitter, Instagram etc).
- Devices are not to be used out of class time (before school, recess, lunch) unless specifically requested by a teacher in order to do schoolwork – this must be done in a supervised classroom.
- Student owned devices are not licensed to use school owned or purchased software other than the DoE Microsoft 365 suite.
- You must not access any other social media sites (Snapchat, Instagram, Facebook etc) or any site that is not directly part of the school educational program and has been directed by a teacher.

### MISUSE OF DEVICES:

- If you misuse your device, it will be confiscated and sent to Student Services.  
The device may be collected by the student from Student Services at the end of the day.
- Second offence, the device may only be retrieved by a parent or guardian.

Breaches of this policy will be treated as any other breach of school rules.

