



Guildford Grammar School

FOUNDED 1896

# Acceptable Use Policy

As students in years 3 to 12, we are excited to use our iPads as powerful tools for learning, creativity, and collaboration. These devices give us access to an incredible range of resources that will help us grow and explore new ideas. By using our iPads responsibly, we can make the most of this opportunity while ensuring a positive and respectful environment for everyone. This policy will help guide us in using technology wisely, so we can stay focused on our studies, protect our privacy, and uphold the values of our school community. Together, we commit to following these guidelines to enhance our learning journey and create a safe and supportive digital space for all.

- I will use my iPad in appropriate and educational ways.
- I will use my iPad only when directed to by the teacher and close it when asked
- I will use appropriate language in all communication
- I will store my iPad securely and appropriately
- I will keep my iPad and case clean
- I will keep my iPad for my own use only
- I will arrive at school with my iPad and pencil fully charged
- I will take my iPad to Tech Centre if I have any issues
- I will only use Airdrop if directed to by my teacher
- I will allow teachers to manage my device using the Classroom app
- I will tell a staff member if I see anything inappropriate
- I will act, create and share content in a manner that is kind, respectful and lawful
- I will use AI ethically and appropriately
- I will keep my personal information private
- I will only take photos or videos of others if I have their permission and my teacher's permission
- I will never put photos, images or likenesses of myself or others on the internet.
- I will uphold the integrity and security of the School's network
- I will only install apps through Self-Service
- I will ensure only lawful material is stored on my device or in my cloud
- I will only use the School's internet educational purposes
- I will seek permission before publishing any information online
- I will only use screen savers and backgrounds deemed appropriate
- I will only connect my device to the school Wifi during school hours.
- I will use AI only as directed by my teacher when completing assignments

**Name of student**

**Year**