



Mosman Church of England Preparatory Staff Acceptable Technology Usage Agreement 2019

1. I understand that the use of the school's Laptop (and mobile device) I have been issued is for the preparation, dissemination and evaluation of teaching and learning materials only.
2. I understand that the use of the school's internet is for the preparation, dissemination and evaluation of teaching and learning materials only.
3. I understand that the use of the school issued Google Apps and email use is for the preparation, dissemination and evaluation of teaching and learning materials only. I will use the school issued email account for school purposes only and I will only write and respond to all emails in a professional, respectful and courteous manner.
4. Only software purchased or approved by the school and installed by the school can be used on school equipment.
5. Mosman Prep takes no responsibility for any personal files (such as videos, photos) saved on the hard-drive of the laptop or the external hard-drive. Any files that are created on the School's laptop or electronic device remain the intellectual property of Mosman Church of England Preparatory School.
6. The use of the school's internet on personal devices can only be used for the preparation, dissemination and evaluation of teaching and learning materials.
7. The use of school purchased devices can only be used for the preparation, dissemination and evaluation of teaching and learning materials on external networks, including home and public networks and external internet providers. I will continue to use the school issued device in a professional and respectful manner.
8. I undertake to care for and secure the school issued Laptop and/or mobile device both at Mosman Prep and if and when I take it off school grounds for preparation of learning materials.
9. I acknowledge that the issued Laptop maybe swapped out and a spare issued in the case of hardware failure and that it is my responsibility to ensure all data is backed up on either a cloud backup service or the Apple's Time Machine external drive at all times.
10. Liquid damage, Loss and breakage **WILL NOT** be by covered by the school. You will be required to provide your own personal laptop (or iPad) or purchase one through the school in this case.

Name	
Laptop / iPad	
Signed	
Date	