

PERSONAL COMMUNICATION DEVICE AGREEMENT

The following agreement is to be used by parents/guardians of students who use a personal electronic device for communication purposes at Melton Specialist School. This agreement is designed to outline the responsibilities and expectations of the family involved and the school.

1. MSS does not take responsibility for personal property that is lost, stolen or damaged at school or during school activities. Damage to personal property is the responsibility of the owner, as such, MSS encourages parents/guardians to obtain insurance for their device.
2. Repairs to devices if damaged are to be undertaken by parents/guardians of the student whose device has been damaged or lost.
3. Parents/guardians need to ensure that the device is provided with a durable device case that is clearly labelled with the student's name before it can be brought to school.
4. It is the responsibility of the parents/guardians to send the device to school fully charged and ready to use for communication purposes each day.
5. The device is only to be used by the student who owns the device and MSS staff across the educational setting, i.e., incursions, specialist classes and community outings.
6. **The device will be used for communication purposes only**, using your young person's speech generating app recommended by a speech pathologist.
7. Whilst the device is on school premises, **Guided Access will be used at all times** to ensure the device is being used for communication purposes only.
8. Apps on the device should be limited, where possible, to those legitimately required for communication or education. If any apps are being used inappropriately by the student during school time, parents will be contacted by the student's teacher about the suitability of the apps and whether they may be removed from the device.
9. No videos or photos will be taken on the device when at MSS, unless the device is being personalised.
10. Should you require personalised vocabulary to be added to the device, please contact the MSS Speech Pathology Team.
11. Internet access is strictly prohibited while at school and it will not be connected to school networks.

I agree to the above guidelines outlined in Melton Specialist School's 'Personal Communication Device Agreement'.

Student Name	
Class/Teacher	

Parent/Guardian Name	
Parent/Guardian Signature	
Date	
Guided Access Passcode Please provide if one is already in use, otherwise the Speech Pathologist will assign a code	
Communication App Please Tick	<input type="checkbox"/> Proloquo2Go <input type="checkbox"/> LAMP <input type="checkbox"/> SnapCoreFirst <input type="checkbox"/> GoTalk <input type="checkbox"/> Other: _____

MSS Use Only

Date Received: ___/___/___