



2022 RIVERSIDE GRAMMAR CLIENT LAPTOP POLICY

Clients will have access to a laptop computer, provided through Riverside Grammar. They are an important part of the way we deliver our services. They are also part of our approach to teaching discipline and respect. For the safety of all clients the use of computers and the internet must be closely monitored. As such we must impose some strict rules relating to the use of computers.

- This computer is for use at Riverside Grammar only and is not to be taken home. Parents, if you become aware your child has taken the computer home please inform a member of staff.
- Clients will be loaned one computer per year and it is the responsibility of the client to look after it
- A computer inventory will be conducted once per term. If a computer cannot be accounted for on this day client/ parents will be charged for the computer or missing part thereof.
- The computer remains the property of Riverside Grammar.
- Any damage/ repairs will be a cost incurred by the client/parent unless it is proven to be as a result of a faulty product
- Riverside Grammar reserves the right to access client computers at any time while on Riverside Grammar premises.
- Riverside Grammar does not tolerate chat room activity or email exchanges with unauthorised people.
- Riverside Grammar does not tolerate access to sites which contain material deemed offensive by the founder.
- The computer is for Riverside Grammar authorised use only and may be confiscated if it is being used for another purpose. Especially if this purpose puts children or young people at risk.
- Client computers may be confiscated at any time at the discretion of the founder if behaviour around computers is deemed to be inappropriate. Especially if this behaviour puts children or young people at risk. This may be as a result of improper use of computers by the owner of the computer or another client/s using the computer.
- Clients will be provided with a memory stick which they will use to back up work. It is the responsibility of the client to back up work. Work lost due to computer troubles is not an acceptable excuse for handing work in late.

Please contact Riverside Grammar if you have any questions regarding the use of computers or the computer policy. We appreciate your support in ensuring they are used in a correct and responsible manner.