Mullumbimby High School

Digital Education Revolution

ICT Policy and Procedures

2011
Introduction

This document is aimed to provide guidance to Students/Parents, carers/ Teachers at Mullumbimby High School for the management and development of Laptops as part of the Digital Education Revolution (DER) integration into NSW public schools.

Responsibilities and Delegations

Principal /Deputy Principals
are responsible for establishing good management and accountability practices for the Laptops allocated to the school.

Head Teachers
are responsible for supporting the implementation of the Digital Education Revolution – NSW policy and implementation procedures within the Quality Teaching model, ensuring effective pedagogy and classroom use in their area of responsibility.

Teachers
are responsible for Quality Teaching in their classrooms enhanced by the Digital Education Revolution – NSW program.

Technology Support Officer
TSO’s are responsible for ensuring the DER and associated equipment and infrastructure is always operational, to avoid negative impact on learning.

Students/Parents
Students are responsible for: bringing the laptop fully charged each school day, using them appropriately for the purpose of learning. Students/ parents, carers are responsible for the costs associated with damage caused wholly or partly by them to their own or other students’ laptops. Proper maintenance and care will ensuring that the laptop is kept in good condition for their four years at school.

Limitations of the DER Laptop.

- No additional software or third party drivers can be installed on the laptop.
- There are filters on the internet.
- The laptop may not be upgraded or modified except by the TSO.
- The laptop may only be used for educational purposes, personal use should be avoided.
- LCD screens are delicate and will break if the laptop is dropped, stood on, hit or flexed

**Appropriate Care Of the Laptop**

As the laptops are delicate pieces of precision electronic equipment, students are required to take upmost care in handling and use.

- Students are required to use the ‘lunch box’ case to store the laptop. Failure to do so is a breach of the charter of use.
- For greater protection and insurance against the cost of damage it is highly recommended that students purchase TANC cases at $60 (cost price) available through the school. Advantages include a 3 year warranty and protection from crushing e.g. accidentally standing on the laptop.

**Ergonomics**

Students should only use the laptop at a desk and follow the advice on ergonomic use on the “My Laptop Rules” website click the “Looking after yourself” link. Laptops should not be used on a bed, the couch or inside the case as this will lead to overheating and greater risk of damage.

**Handling the Laptop**

- Students should always ensure that the laptop is picked up by the base as picking up by the screen will lead to damage to the LCD screen and hinges.
- When not in use for greater than 10mins at a time, the laptop should be shutdown, placed inside a case and where possible carried inside a school bag.

**Personalisation and Vandalism**

- The top of the laptop may be decorated or personalised with stickers/removable items.

The following acts are considered to be vandalism and will result in disciplinary action and payment for damages:

- Removing the stickers (serial number/warnings etc.) underneath the computer. (See the TSO immediately if they start to peel off).
- Tampering with hardware and or software of the laptops including: hacking; disabling security; taking the laptop apart.
- Scratching or engraving anything on the Laptop.

**Stolen Laptops**

- **If stolen at school** – students need to report this to the deputy principal immediately. The Deputy Principal can assist the student in reporting the theft to police.

- **If stolen outside of school** – students/parents must report the theft to Police immediately and obtain a police report number. Also report the theft and supply the Police report number to the school ASAP. The school can provide the laptop serial number for Police and initiate tracking.
The Deputy Principal will schedule an interview with the student and help them complete the Laptop Incident and Statutory declaration forms which can then be taken home to be signed by both student and parent/carer. The Statutory Declaration must be signed by a Justice of the Peace. The student must then hand in all completed forms to the Technical Support Officer.

• If the device is later recovered, students must tell the school and police ASAP.

**Damaged Laptops**

• All students with damages will be interviewed by the Deputy Principal and responsibility for the incident will be determined.

• If a laptop is damaged intentionally or if the student has not taken reasonable care; the student may face disciplinary action based on the behaviour rules of MHS. Such action will also result in the student / parent, carer being responsible for cost of repair or replacement. This may also be the case when damage is caused by another family member.

• If a student damages another student’s laptop intentionally or by carelessness then that student will be held responsible for repair or replacement costs. If multiple students are at fault the Principal may decide that the cost is payed by all parties equally.

• If the laptop is damaged by a person outside the school report this to the police and the school ASAP. A statutory declaration and laptop incident report with a Police report number should be given to the school and a loan laptop can then be issued.

• If students choose not to sign a Laptop User Charter and just use a day loan laptop at school, they may still be held liable for damages that occur while the laptop is in their care.

• If payment is required, the school will provide an itemised account. There are many payment methods available to students/ parents, carers to allow for the student to keep and use the laptop for learning.

**Appropriate Use in the Classroom**

**Bringing the laptop to class**

• Students are required to bring their laptop every school day fully charged. Students will not be allowed to charge their laptops at school (OH&S). Batteries should last the whole school day.

• Failure to bring the Laptop to class will require a signed note from a parent / carer as the laptop is regarded as required equipment for class.

• Repeated failure to bring the Laptops to class will result in disciplinary actions; including contacting parents/ carers. It may also result in BOS warning letter as the student is failing to meet course requirements.

**Following your Teachers Directions**

• Students are expected to follow the directions of the teacher regarding the use of the laptop.

• Teachers may request students to close the lid of the laptop at any time if they require the class’s full attention.
• The Laptop is to be treated as a **resource for learning** not for entertainment or non educational use. Inappropriate or off topic use may result in disciplinary action by the teacher including confiscation or in some cases the laptop maybe confiscated and given to the TSO for checking.

**Intellectual Property and Copyright**
• Students will never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information or media used.

**External Storage - USB drives**
• Students will not require any external media for back up during the day as data should be backed up via the “My Locker” backup system on the DER network at school except upon teacher request. Students are however strongly encouraged to backup their files at home on USB drive as well.

**Submission of assessment tasks, class work and homework.**
• Students must follow teacher directions for the submission of work.
• Teachers may request submission via: Edmodo, email, USB and Blue Tooth
• Students must refer to MHS assessment policy for the rules relating to the submission electronically. Please remember that equipment failure is not an acceptable excuse for an extension.

**Inappropriate Files**
• Any inappropriate video, picture, audio or foreign software content witnessed/found on a laptop will result in immediate confiscation and disciplinary action.

**Privacy Issues**
• Students should not keep any confidential personal or private information on their laptop because files on all laptops will be subject to spot checks by the teacher and in serious cases the TSO and Deputy Principal.
• Unauthorised video or audio that is recorded at school and added to public domain (internet) and or aired or shared without all parties consent is a breach of the Laptop User Charter and school policy and is illegal. This behaviour will result in disciplinary action at the discretion of the principal and may be referred to the Police.

Students will:
• never publish or disclose the email address of a staff member or student without that person’s explicit permission.
• not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
• ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.
• use their own password.
• not use the password of others as this is considered as theft and is in breach of the laptop charter.
Use in the playground

- Students may use their laptop in the playground on a secure flat surface such as a table but must take extra care in order not to cause damage to the laptop.
- Students should keep their laptop secure and safe at all times.
- Laptops will be confiscated if students are seen using them inappropriately outside of class.

Use outside of school

- For security purposes and in keeping with the laptop charter, students are advised to keep their laptops in their bags during transit to and from school. Students should ensure that their laptop is kept secure while at home or on holidays.
- Students should ensure that they are the only ones to be using their laptop as they are responsible for appropriate use. Students are responsible all sites accessed.
- Any damage/theft/loss must be reported ASAP to the police and the school.

Spot checks

- All DER laptops are the property of the Department of Education until student’s graduate year 12. Staff members at Mullumbimby High School reserve the right to confiscate and review content on the DER Laptops at any time while students are at school.
- Throughout the year, the Deputy Principal, Ms Morrison, will select students randomly for spot checks. Students will be required to have their laptops audited to ensure that the laptop charter has not been breached. In the first instance, classes will be given 24 hours notice, however this will only occur once. Students may be randomly selected throughout the term to provide their laptop for auditing.
- Any non education related material found on the laptops must be deleted. If inappropriate or illegal material is found on the Laptop, students will be referred to the Deputy Principal for disciplinary action.

Procedure

- The teacher will arrange with the TSO to perform an inspection on the laptops for: security settings; files and content; evidence of physical damage or tampering; stickers on the bottom of the laptops; internet settings; case condition. If the inspection finds evidence of misuse then the TSO will list concerns and refer the matter to the relevant Deputy Principal for interview.

Day loan laptops

Students, who do not have permission to take laptops home due to either disciplinary action or choosing not to sign a Laptop User Charter, are required to do the following:

- Pick up the laptop in the morning between 8:30am and 8:45am.
- Return the laptop before they leave to go home before 3:00pm
  The TSO is responsible for charging batteries overnight ready for each day.
• If students do not return the laptop each day at 3:00pm – they will be referred to the Deputy Principal for disciplinary action

**Students transferring to another NSW government school**

Students **must** report to the TSO to have their laptop checked before leaving. The new school will be contacted to confirm the enrolment. Any damage issues must be resolved before the TSO will sign the sign out card. The student will take their laptop with them to the new school.

**School leavers prior to year 12 or transfers to non government schools or interstate.**

- Students must return their laptops, case, and charger in good condition to the TSO.
- Any damage costs must be resolved before students sign out or leave.
- If a laptop is not returned before leaving the school, two notifications by phone will be made to the student/parent/guardian requesting that the laptop be returned. After three weeks the laptop will be reported stolen if not returned.

**Students Suspended**

- The principal may ask students on suspension to hand in their laptop to the TSO for storage until their return to school.

**Transfer of Ownership**

- The laptop belongs to the Department of Education until student’s graduate year 12. Students are given custodianship of the laptop until completion of Year 12 at a NSW government school. It is their responsibility to keep the laptop in good condition until ownership is transferred to them. **This includes paying for any damage/maintenance costs that result due to lack of care.** Where a student has not reimbursed the school as required for repairs or replacement the Principal may determine that transfer of ownership may be withheld.
<table>
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<tr>
<th><strong>The DER laptop</strong> is to be used primarily for your school education.</th>
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| Bring the laptop each day fully charged. *(compulsory)*  
A note is required if you cannot bring the laptop.  
Chargers are **not** to be used at school. |
| Logon as `username@detnsw` not just `username`. *(keep your password confidential)* |
| Shutdown the laptop at least once per day. |
| Close the laptop when the teacher asks for your full attention. |
| Never use or store illegal files on the laptop. |
| **Internet** is to be used for educational research. |
| **Bluetooth** should only be used to hand in work. |
| **Headphones** - Use only with teachers permission |
| **Staff members can confiscate your laptop at any time.** The TSO will then perform a full check. |
| **Safety** – Ensure your laptop is safe at all times. |

**Respect  Responsibility  Learning.**
Information and Communication Technologies

Introduction

The internet provides an opportunity to enhance students’ learning experiences by providing access to vast amounts of information across the globe. Online communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes. Today’s students are exposed to online communication tools and the internet in their community. They have the right to expect secure access to these services as part of their learning experiences with the NSW Department of Education and Training.

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

- Students using internet and online communication services have the responsibility to report inappropriate behaviour and material to their teachers

- Students who use the internet and online communication services provided by the NSW Department of Education and Training must abide by the Department's conditions of acceptable usage.

- Students should be aware that a breach of this policy may result in disciplinary action.

Personal Electronic Device.

Introduction

There is a range of technology available today defined as a *Personal Electronic Device*. These include, but are not limited to: Mobile Phones, Portable Computer Games, MP3 Players/iPods, Cameras and Similar Devices

- All of these have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning.

- When these technologies are misused by students they can be very disruptive to teaching and learning and in some cases cause harm.

- Mullumbimby High School acknowledges that students may need to be in possession of a mobile phone at school for reasons relating to their safety in travelling to and from school.

- Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography. Depending on the
particular circumstances and purpose of the photography, the permission of staff, parent/carer or student may be required.

Where students bring Personal Electronic devices to school:

Student Responsibilities

- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.

- All mobile devices are to be switched off and placed in the student’s bag during class time unless otherwise directed by the teacher.

- Students will use their mobile devices in a way which reflects the core values of respect, responsibility and learning being taught in Mullumbimby High School. Students must follow teachers’ directions in the use of mobile devices in the MHS learning environment including the playground.

- Students must not use mobile devices to disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including suspension.

- Students must not use mobile devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities will incur disciplinary action including suspension.

- Under no circumstances will inappropriate use of mobile devices with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school discipline policy. Disciplinary action will be taken in all cases.

Improper use of mobile devices may result in:

- Detention or other appropriate disciplinary measure as determined by the school’s disciplinary policy.

- The student being required to hand in their mobile device to the Deputy Principal at the beginning of the school day for collection when the student goes home.

- Confiscation of the mobile telephone or other electronic device until such time as their parent or caregiver is able to attend school to collect the device.
• Other disciplinary action in cases where students have bullied or threatened or harassed other students or staff via the mobile device or where the device has been used to take photographs or display inappropriate material.

Emergency Contact

• If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school’s main office and a message will be sent immediately to the student.

• If a student needs to make emergency contact with anyone they must do so through the school’s main office.

Non-DER laptops:

• Students are discouraged from bringing a non-DER laptop to school, due to security and damage issues.

• If a non-DER laptop is to be brought to school:
  1. Permission must be given by the Deputy Principal to use the laptop in class.
  2. The student must take full responsibility for these devices.
  3. The school or staff will not be responsible for their loss, theft or damage.
  4. Students who bring them to school do so at their own risk.

Internet Access:

• The Internet may only be accessed using a DET laptop and only via the NSW DET Intranet.

• Students must not use any other internet service provider to access the Internet.

• Breaches will be dealt with under the school discipline code, including withdrawal of permission to use the laptop at school.
Information Communication Technologies User Charter

Student name ___________________________  ___________________________

Family name                   Given name

Parent/Carer name ___________________________  ___________________________

Family name                   Given name

I have read the Student use of Information and Communication Technologies Policy and procedures.
I understand my son/daughters responsibilities regarding the use of ICT and the internet.
In signing below, I acknowledge that I understand and agree to the ICT User Charter.
I understand that failure to comply with the ICT User Charter could result in disciplinary action.

Personal Electronic Device User Charter

I have read the MHS Personal Electronic Device Policy
I understand my responsibilities regarding the use of the Personal Electronic Devices at MHS
In signing below, I acknowledge that I understand and agree to the Personal Electronic Device User Charter.
I understand that failure to comply with the Personal Electronic Device User Charter could result in disciplinary action.

Signature of student:______________________________  date: ________________________

Signature of parent/carer:__________________________  date: ________________________