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Introduction

This document is aimed to provide guidance to Students/Parents 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 into 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 equipment and infrastructure is always operational, to avoid negative impact on learning.

Students
Students are responsible for: bringing the laptop fully charged each school day, using them appropriately, paying for damages caused wholly or partly by them to their own or others students’ laptops and ensuring that the laptop is kept in good condition for the four years in their care at school.

Limitations of the DER Laptop.

- No software or third party drivers can be installed on the laptop.
- There are filters on the internet.
- The hardware may not be upgraded or modified.
- The laptop may only be used for educational purposes, personal use should be avoided.
- LCD screens are very delicate. It 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.
Ergonomics
Students should only use the laptop at a desk and follow the advice on ergonomic use in the ‘CLICK’ guide. Laptops should not be used on the lap, 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.

- When transporting, keep the laptop in your case and where possible inside your bag. Please ensure the laptop is shut down, NOT in hibernate during transit between classes and to and from home to ensure maximum battery life.

Cases

- Laptops come with a plastic “Lunchbox” case to protect delicate parts like the LCD monitor. Laptops must be contained in a protective case when not in use. This case only offers basic protection.

- For greater protection and insurance against the cost of damage it is highly recommended that students purchase TANC cases at $54 cost price available through the school. This case comes with a 3 year warranty.

Personalisation

- Only on the coloured transfer on the lid may be decorated or personalised. Anywhere else is a breach of the Laptop User Charter and students may be charged a cleaning fee or repair fee.

Vandalism

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 laptop apart.

- Scratching or engraving anything on the Laptops.

Stolen Laptops

- If stolen at school – You need to report to the deputy principal or principal immediately. The police should be contacted by either yourself/parents/guardian to report the theft ASAP.

- If stolen outside of school – students need to report the stolen laptop to the police immediately and get a police report number. Also report it to the school ASAP. Students will receive a loan laptop after submitting a completed ‘Laptop Incident Report’ and a witnessed (Justice of the
Peace) Statutory Declaration including a police report number to the school. 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 principal or delegate.
- If a laptop is damaged intentionally this is considered to be vandalism and disciplinary action as well as cost of repair or replacement will be payable.
- If a laptop is damaged unintentionally and it is found that the student has not taken care then the cost of repair or replacement will be payable. This may also be the case when damage is caused by another family member.
- If a student damages another student’s laptop then that student will be held responsible for repair or replacement costs. If both students are at fault the Principal may decide that half the cost is payed by both parties.
- 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 TSO to receive a loan laptop.
- If students have not signed a Laptop User Charter and chooses to use a laptop just at school, they may still be held liable for damages that occur while the laptop is in your care.

**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. Batteries should last the whole school day.
- Failure to bring a Laptop to class will require a signed note from a parent or guardian with a plausible reason for not bringing required equipment to class.
- Repeated unexplained failure to bring the Laptops to class will result in disciplinary actions to be determined by the teacher.

**Following your Teachers Directions**

- Students are expected to always follow the directions of the teacher regarding the use of the laptop.
- Students must follow a teacher’s direction to close the lid of the laptop at any time if the teacher wants the class’s attention.
- The Laptop is to be treated as a **resource for learning** not for entertainment or non educational games. Inappropriate or off topic use may result in disciplinary action by the teacher including confiscation for the rest of the lesson.
External media - Flash/thumb drives, Hard Drives
- Students will not require any external media for back up during the day as data is backed up automatically via the “My Locker” backup system on the DER network at school. Students are however strongly encouraged to backup their files at home on external/Flash USB storage as well. It is recommended that external drives are not used while in class except upon teacher request.

Handing in work
- Emailing and Blue Tooth can be used for handing in work with permission from the teacher.

Inappropriate Files
- Any inappropriate or non-educational video or illegal, picture, audio or foreign software content witnessed/found on a laptop will result in immediate confiscation.

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.
- 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.

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 reasons, 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 using their laptop.
- 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 students 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.
- 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 principal/deputy for disciplinary action.
Procedure

Once a week, the laptops of 12 students per year group will be randomly selected for spot checks. The TSO will 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.

The laptop will be returned if the inspection finds no evidence of misuse. 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 not completing a signed 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 3:30pm
  The TSO is responsible for charging batteries overnight ready for each day.
• If students do not return the laptop each day at 3:15pm – 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 your laptop checked before leaving. The new school will be contacted to confirm the enrolment and if there is no damage present then the laptops will be returned to students and the TSO will complete the sign out card. Any damage issues must be resolved before the student is allowed to sign out and the laptop is returned to the student.

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 students 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.

A quick guide for student use of laptops in the classroom

<table>
<thead>
<tr>
<th>Purpose of the DER Laptop</th>
<th>The DER laptop has been provided as a tool to enhance your learning both at school and at home. If the laptop is distracting you from learning then you will be asked to use pen and paper or even have your laptop confiscated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headphones</td>
<td>Headphones are not required UNLESS instructed by your teacher e.g. doing a listening task</td>
</tr>
<tr>
<td>Bluetooth</td>
<td>Bluetooth – Transferring files is not necessary UNLESS instructed by your teacher to hand in work</td>
</tr>
<tr>
<td>Internet</td>
<td>Internet – Is to be used only when instructed by the teacher and must be education/curriculum related.</td>
</tr>
<tr>
<td>Charging</td>
<td>Charging the laptop is the student’s responsibility. Bring the laptop to school every day fully charged. Chargers are not permitted to be used at school.</td>
</tr>
<tr>
<td>Acceptable computer and internet use</td>
<td>WARNING: Spot Checks will happen once a week to ensure compliance with policies. All material on the Laptop is subject to review by school staff at anytime. The laptop remains the property of the Department of Education until ownership is transferred upon completion of year 12. It is recommended that students avoid keeping confidential or private material on the Laptop. Any files deemed inappropriate by the teacher/TSO may result in confiscation and review by a Deputy Principal. Disciplinary action may follow. As DET property, staff members reserve the right to confiscate and review any laptops for either the lesson, the day, or for an extended period of time.</td>
</tr>
</tbody>
</table>