



Richmond High School

POLICY ON THE USE OF LAPTOPS

This policy consists of two sections:

Section I: Richmond High School policy on the day-to-day use of laptops.

Section II: NSW Government policy on the general responsibilities of students.

SECTION I: RICHMOND HIGH SCHOOL POLICY

STUDENT RESPONSIBILITIES	POSSIBLE CONSEQUENCES
<p>1. Classroom protocols</p> <p>In the classroom laptops are to be used for educational purposes only.</p> <p>In addition, all material on the laptop must be acceptable (refer to Section II) and be subject to review by school staff.</p> <p>Using headphones, email, SMS, watching alternate content, camera use, playing games, and downloading music, are examples of activities that should only take place in class if part of a lesson.</p> <p>E-contact with friends in other classes, family members and friends off-site, is not appropriate during lessons.</p> <p>Sharing classwork using technology such as Bluetooth, unless an approved part of the lesson may be deemed as cheating.</p> <p>When the instruction, 'lids down' is given, students must partly close their laptop so that the screen is not visible.</p> <p>If students expect to be using their laptop in the next lesson they should place it in hibernate mode by pressing the Function key and F1 simultaneously.</p> <p>Students should always carry their laptop in its plastic case between lessons and to and from school.</p>	<p>The school takes a zero tolerance approach to the non-educational use of laptops in the classroom. Students who are not following their teacher's instructions will:</p> <ul style="list-style-type: none"> ▪ initially be stopped from using their laptop and continue their work on paper. The student will then have to type up the work later. At this stage, the teacher may request that the laptop is placed in the student's bag and/or send a letter to the student's parent/guardian. ▪ after another failure to obey the teacher's instructions, a note will be sent home to the student's parent/guardian, warning them of possible confiscation. ▪ ultimately lose their right to take their laptop home, have their laptop disabled for an extended period or be suspended from school. <p>Cheating, using technology is still cheating and the usual penalties will apply.</p>

STUDENT RESPONSIBILITIES	POSSIBLE CONSEQUENCES
<p>If students are using their laptop in a normal computer room, they must not remove a mouse or keyboard from the desktop computer.</p> <p>Nothing offensive should be in or on a student's laptop.</p> <p>Students should close the lids of their computers as frequently as possible in order to help prolong battery life.</p> <p>Students who have problems with their laptop should first request assistance from their teacher and then, if necessary, seek the assistance of Mr Don, the Technical Support Officer (TSO), in a normal break time, not during or between lessons without a note from their classroom teacher.</p>	<p>If inappropriate material is found on a student's laptop, the penalty may include suspension from school and/or the laptop cleaned and disabled.</p>
<p>2. Homework/Assessment</p> <p>It is a student's responsibility to back-up their work. This can be done by saving files online, saving files to a USB/memory drive and/or emailing files to the student's mail box.</p> <p>A failure of technology is not an excuse for submitting work late. Students should plan to complete their work allowing some spare time in case of technological failure. Students should always back-up their work, in case of emergency, email it to themselves and discuss the problems with their teacher.</p> <p>Assessment tasks may only be submitted electronically if the teacher agrees.</p> <p>Otherwise, all printing should be completed at home unless the student has made a special arrangement with his/her teacher. (Note: The laptops do not contain all printer drivers. When printing, the student has to use another computer).</p>	<p>The usual penalties for the late submission of work will apply.</p>

STUDENT RESPONSIBILITIES	POSSIBLE CONSEQUENCES
<p>3. Bringing the required equipment to class</p> <p>It is the responsibility of students to bring their laptop to school each day, fully charged. The chargers should be left at home.</p> <p>Access to spare laptops or batteries will not be granted unless special circumstances exist.</p>	<p>If students do not bring the required equipment to class then they will:</p> <ul style="list-style-type: none"> ▪ initially be requested to continue their work on paper and type up the work later. A note may be sent home to inform the student's parents. ▪ further offences will lead letters being sent home to parents/guardians. At this stage the student will lose the right to take his/her laptop home. <p>However, if he/she still can't bring the laptop to school then it will be disabled immediately and the student's parents will be requested to return it to the school.</p>
<p>4. Travelling to and from school</p> <p>Students will keep their laptops in the case provided with the laptop and in their school bags when travelling to and from school.</p> <p>Students should resist using their laptops on public transport, as this is a security risk.</p>	<p>Failure to care appropriately for a laptop may lead to the loss of permission to take the laptop home.</p>
<p>5. Laptop storage at school</p> <p>Students, who have to leave their laptops at school due to loss of permission to take them home, must collect their loan laptop daily from the TSO, in the first 10 minutes of Period 1.</p> <p>Students who have been granted special permission to leave their laptop at school overnight due to an after-school commitment should deliver the laptop to the TSO, in the last five minutes of period 6 [A note will be issued in the morning by the TSO to excuse the student for this purpose].</p>	<p>Failure to collect their laptop at the appropriate time before school will result in the student only being permitted to collect it at recess or lunchtime.</p> <p>Failure to return a loan laptop at the end of the day may lead to the laptop being retained by the TSO or disabled</p>
<p>6. Teacher email contact</p> <p>Teachers may choose to give permission to students to email them and may choose to respond out of hours.</p> <p>Students must communicate using formal language and not expect an immediate response.</p> <p>If staff and students choose to correspond by email them it is recommended that the DET email service be used.</p>	<p>If inappropriate material is communicated to staff or other students by email, the penalty may include suspension from school and/or the laptop cleaned and disabled.</p>

<p>7. Laptops at school outside of general classroom setting</p> <p>Wood, Metal, Textiles & Computer Technology Rooms – under desks/workbenches</p> <p>Food Technology Rooms – In allocated spaces</p> <p>Music Rooms – In designated spaces</p> <p>During PDHPE – In designated spaces</p> <p>Playground: - During recess and lunch breaks. If students are leaving their bags unattended during breaks, their laptops should be stored in a secure place such as a staffroom.</p>	<p>In the event damage occurs, and it is deemed a result of not taking enough care to prevent damage, damages will be payable by the student.</p>

SECTION II: NSW GOVERNMENT POLICY — STUDENT RESPONSIBILITIES

The NSW Government policy applies to all students in NSW Government schools. Failure to abide by this policy is an extremely serious matter and breaks the Laptop User Charter. The offence may be referred to the police or the Department of Community Services.

Acceptable Computer and Internet Use

Students will:

- Not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- Ensure that communication through Internet and online communication services is related to learning.
- Keep passwords confidential, and change them when prompted, or when known by another user.
- Use passwords that are not obvious or easily guessed.
- Never allow others to use their personal e-learning account.
- Log off at the end of each session to ensure that nobody else can use their e-learning account.
- Promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email, or wants to meet the student.
- Never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence
 - a computer virus or attachment that is capable of damaging recipients' computers
 - chain letters and hoax emails
 - spam, e.g. unsolicited advertising material.
- Never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
 - threatening, bullying or harassing messages to another person, or make excessive or unreasonable demands upon another person
 - sexually explicit or sexually suggestive material or correspondence
 - false or defamatory information about a person or organisation.
- Ensure that personal use is kept to a minimum and Internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- Never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.
- Ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- Be aware that all use of the Internet and online communication services can be audited and traced to the e-learning accounts of specific users.

Students will be:

- Held responsible for their actions while using the Internet and online communication services.
- Held responsible for any breaches caused by them allowing any other person to use their e-learning account to access Internet and online communication services.
- Subject to disciplinary action which includes, but is not limited to, the withdrawal of access to services if they misuse Internet and online communication services.

Anti-bullying/Cyberbullying

Cyberbullying is an intentional behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyberbullying includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down.

Cyberbullying is part of the school's anti-bullying policy and must be reported immediately to an appropriate adult, as with all bullying.

Intellectual Property and Copyright

Students will:

- Never plagiarise information and will observe appropriate copyright clearance procedures, including acknowledging the author or source of any information used.
- Ensure that permission is gained before electronically publishing users' works or drawings (or photographing anyone). Always acknowledge the creator or author of any material published.
- Ensure any material published on the Internet or Intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Privacy and Confidentiality

Students will:

- Never publish or disclose the email address of a staff member or a 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.

Reporting Requirements

Students will report:

- Any Internet site that is considered inappropriate and able to be accessed.
- Any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Training.

New Enrolments and Leavers

New enrolments and leavers must contact the Technical Support Officer (TSO), for the receipt, transfer or return of laptops.

Failure of leavers to report to the TSO will lead to the laptop being shut down.

The school retains ownership of the laptop until the student completes Year 12. At this time ownership of the laptop will be transferred to the student. Laptops assigned for ownership must be more than two years old.

If the student leaves school prior to completing Year 12, or moves to a non-government school, interstate or overseas, the laptop must be returned to the school.

Long Leave

Students taking long leave from school, e.g. six weeks, to travel overseas. are required to leave their laptops at school while absent.

Loan of Laptops

Students accepting pool laptops for short or medium term loan, do not require a Laptop User Charter. However, it is important that students and their families understand that laptops are loaned under similar conditions to the loan of other school equipment in terms of the responsibility for loss or breakage. Borrowed laptops must be returned fully charged with any personal data or files deleted.

Lost or Damaged Laptops

As with loans of other school equipment, laptops must be taken care of and kept securely.

Students who lose or damage a laptop due to negligence will be required to pay replacement or repair costs.

Students who vandalise or damage another student's laptop may be required to pay for repairs or replacement.

Students will be required to replace lost or damaged chargers, and plastic cases. (A laptop carry bag would be a suitable replacement for the plastic case).

Laptop Incident Reporting

Laptops that are lost at school must be reported immediately to the TSO, to enable them to be tracked or locked down.

Laptops that are lost or damaged out of school must be reported to the TSO by the next school day to enable them to be locked down and their loss reported.

In the case of *suspected theft* a police report must be made by the family and a police event number provided to the school.

In the case of loss or accidental damage out of school, a *witnessed statutory declaration*, signed by a parent/carer must be provided.

If a laptop is damaged or lost by neglect, abuse or malicious act, the principal will determine whether replacement is appropriate and/or *whether or not the student retains access to a laptop for home use*.

