EMERALD SECONDARY COLLEGE

Student Laptop Program Policy

AIMS/PURPOSE/OBJECTIVES/EXPECTED OUTCOMES

Emerald Secondary College is committed to providing rich and differentiated learning experiences for our students. Access to appropriate technology through the provision of 1:1 laptop computers has been a goal for the College for some time. Our staged 1:1 Laptop Program will see all students across the College having 24/7 access to their own device both at school and at home by the start of the 2017 school year.

We believe that giving students immediate access to technology in a 1:1 program will help engage them in the learning process in new and creative ways. This is an exciting opportunity for our students who will become increasingly skilled at using technology to access and present information, to problem solve, and to work collaboratively. Students will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to actively contribute as a 21st century citizen, capable of shaping our future and being productive members of the workforce.

Objectives and Outcomes of the 1:1 Laptop Program

Emerald Secondary College considers that students having access to a Laptop/Information Technology at school and home will result in benefits which extend across the College Community.

Students will benefit in the following ways/Students learning will be entrenched through:
- The development essential employability skills required for the future
- Improved learning outcomes
- Increased opportunity to work collaboratively with others
- Greater levels of student engagement
- Increased opportunities to access information and class resources via Compass
- Increased variety and flexibility in learning programs to suit learning styles and individual needs
- Access to Microsoft and other educational software
- Opportunities to access the wealth of learning resources on the internet (particularly web 2.0 software)
- Developing the knowledge and skills to be responsible and safe digital citizens
- Ongoing access to an individual Laptop

Teachers will be assisted via:
- New eLearning opportunities
- Different modes of teaching and learning
- Increased assessment feedback
- Opportunities to set more work electronically
- Access to a broader range of teaching resources
- Increased opportunities for collaborative work – locally and globally

- Increased communication with students / parents

Parents will benefit via:
- Observable improvements in student learning outcomes
- Enhanced communication with teachers and the College
- An affordable Laptop program with full technical support and insurance
- Increased computer and current software access at home
- Increased involvement in students learning and progress

The College will benefit through:
- Improved student learning outcomes
- Increased eLearning proficiency of staff and students
- Enhanced communication with families
- A reduction in paper wastage

POLICY STATEMENT

Emerald Secondary College requires all parents/students to purchase and use **only** an Emerald Secondary College identified and approved specified laptop, purchased through a third party that has been contracted by the College.

The main reason that the College specifies a particular laptop(s) is that it is far easier for students and staff when instructions are given about the steps involved in completing a particular task than it is when it is a "bring your own device" with different operating systems, set up and capabilities.

The College takes into consideration the following criteria listed below when selecting our specified supplier and the options of laptops available to parents:
- Affordability
- Reliability
- Memory and processor capacity
- Build quality
- Battery life
- Weight
- Warranty
- Insurance

Families do have some options within the purchase of the laptop which can be:
- Improving some of the devices specifications
- Purchasing additional accessories

There will be a range of options available to assist those parents who have some financial difficulties. These range from putting them in touch with organisations such as the local 'No Interest Loan Scheme' along with the College offering an alternate hire notebook.

Software Licensing
Software that is installed by the school is subject to Licence conditions and must not be distributed or deleted without permission from the school (refer to the Acceptable Use Policy – appendix one). The school and/or the Department of Education and Training have site licences for the software installed.

Laptop Renewal / Laptop Life Duration
All laptops that exist within the laptop program have a shelf life of approximately 3 years. The College's 1:1 Laptop Program takes this into account with students purchasing laptops in years 7 and the again in Year 10. The College makes the recommendation to parents that for ongoing functionality that parents purchase another laptop, heading into

Year 10, so as to sustain the functionality of the laptop in such an educational setting. It should be noted that the College's IT department will not be able to support a student's machine due to the warranty limitations. Further to that end a**ll software installed by the school will expire after a period of just over three years 3 years of a laptop logging onto the school network**. Whilst this can be re-set in special circumstances it will not be considered regular practice.

Note: students who arrive at the College during the middle years will not have to purchase another laptop at Year 10.

The College's Emerald Secondary College 1:1 Student Laptop Program Policy Guide Booklet, which is available on the College website and available to all parents who are purchasing a laptop, sets out further information about the items listed below. Parents when signing the College's Internet and Student Laptop Acceptable Use Agreement Use (appendix one) are agreeing to the guidelines covering the items below.

- Curriculum Access
- Software licensing
- Classroom Management Software
- Processors for Insurance and Warranty Claims
- Insurance and Warranty Conditions
- Laptop Responsibilities of Parents/Guardians, Students and the Teacher
- Security Guidelines and advice for Parents on Safe use of the Laptop at home

Date Approved:	24th March 2015
Date of Review:	November 2016
Person(s) Responsible for Completing Review:	Principal Team / ICT Manager

Emerald Secondary College
Internet and Student Laptop Acceptable Use Agreement

User Agreement

All students and parents are required to sign an Acceptable Use Agreement for students to be able to access and connect to the School's network. This agreement applies to use of ICT within the school and the use of laptops. Students and parents/guardians are asked to read and agree to abide by the conditions of the agreement and the policies detailed in the Laptop Policy and Information Booklet by returning a signed copy of the Agreement to the school. Access to the school's ICT network, resources, software and facilities will be granted once the agreement is signed. Parents/guardians are also encouraged to implement similar guidelines at home. Resources for parents are available at:
Cybersmart http://www.cybersmart.gov.au/Parents.aspx
Net Alert http://www.netalert.gov.au

Acceptable User Agreement – Possible Consequences for Breaches

Adherence to the agreement will help ensure a positive, supportive and productive learning environment for all students. Students must follow the directions of teachers and school staff at all times. Students should not run any applications unless directed by a teacher. Students are to advise the teacher of any ICT problem immediately.

Depending on the seriousness of a particular breach of the Acceptable Use Agreement, an appropriate response will be made by the school. Possible responses could include one or more of the following:

- A discussion with the student
- Informing parents/legal guardian
- Loss or suspension of student access to school ICT network, resources or facilities
- Taking disciplinary action (e.g. Detention, Suspension, etc.)
- ESC retains possession of all the equipment until collected by a parent/guardian
- Recovery of any incurred costs

If illegal material or activities are involved, it may be necessary for the school to inform the police.

Standard Operating System

All laptops must conform to and operate the schools Standard Operating System and software suite. The Standard Operating System and software suite must not be modified by the students.

Device Working Order

All laptops are expected to be brought to school each day in a state that allows them to be used as intended for learning purposes. This includes being free of physical damage that prevents them for accessing the network or completing other functions.

Accessing Inappropriate or Illegal Material – Your Responsibilities

When using School's ICT equipment or student laptops, on-site or at any school related activity, users must not:

- initiate access to inappropriate or illegal material
- save or distribute such material by means such as copying, storing, emailing or printing
- access or attempt to access web proxy sites

In the event of accidental access of such material, the user has a responsibility to:

- not show others
- close or minimise the window
- report the incident to a teacher or IT support staff immediately

Please note - If students bring inappropriate or illegal material (including downloaded music, movies, games, pornography, etc.) stored on their laptop to school, access to the school network will be removed. For access to be reinstated the laptop must be re-imaged to its original state to ensure the integrity of our ICT network and facilities. Students will also be dealt with via the appropriate student management processes and may receive additional consequences.

Copyright Matters

Students must adhere to the laws concerning copyright, other intellectual property rights and licensing agreements. All software, music, games, images and material on a student's laptop must not be in violation of copyright laws, hence downloading, storing, playing or sharing illegal or pirated material is prohibited. Any illegal material will result in network access being removed and the laptop being reimaged prior to reconnection. Refer to the following for resources.

- The Smart Copying website http://www.smartcopying.edu.au/ provides a comprehensive guide to copyright issues affecting Australian schools.

Music, Games, Media and Non-School Files

The primary purpose of students having a laptop is to allow around the clock access to learning, with a computer that replicates the world that students will live and work in. Students should feel free to utilise various multimedia to individualise their laptop. However, the Installation of additional software should be done with care ensuring the software is licensed and from a reliable source.

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Students and families can store personal MP3 and other music files on the device. Downloading music, games and videos from the Internet during school hours is prohibited except when directed by a staff member. It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements. The more that is stored on the device, the slower the device will operate for learning purposes. Games, music or other unauthorised files (e.g. videos) cannot be played in class. Students found playing any games during class time may have network access removed and face disciplinary action from their teacher or Year Level Coordinator.

At no time are online games to be played on the College network. Games and media files are also more likely to cause software issues and hardware malfunction of the device. These may also contain viruses that are downloaded onto laptops, potentially affecting both the laptop and College network.

Where there is a violation of this policy the school may need to restore the laptop as mentioned previously. Reimaging restores the image on the disk drive back to an agreed collection point. This assumes students have maintained effective backup processes, and *all non school files from the laptop will be lost in this process*.

Internet and Printing

The school has significantly increased limits to the Internet quota for laptop users, however Internet usage will be monitored and excessive use will be investigated and appropriate action taken. Printing privileges will remain at the current allocation although students are encouraged to communicate electronically and use resources online as much as possible which will result in an overall reduction in the need to print to hardcopy.

Internet Use and Monitoring by the School

Students must not seek to find any information that could harm, embarrass or offend other members of the Emerald school community. If students should accidentally come across sensitive or offensive information they must exit that screen immediately. *Accessing, viewing or sharing of any material that is sexually explicit, obscene, violent or offensive via the College network is strictly prohibited.* The school has the right to monitor, access and review all computer use whilst students are accessing the College network. This includes personal e-mails sent and received whilst accessing the College network facilities. The College Internet filtering and monitoring software endeavours to restrict access to inappropriate sites and data, including e-mail where appropriate.

Personal Safety and Online Behaviour

- Students should not share any personal information electronically about themselves or others, including home addresses, telephone numbers, EFTPOS or Credit Card Numbers.

- Students must not attempt to invade the privacy of others, send anonymous, offensive or threatening messages.
- At school, students should not have access to Web-based Mail (mail other than ESCMail) or Chat Groups unless approved by their teacher.
- Students should promptly disclose to a teacher or parent/guardian any message he/she receives that is inappropriate or makes him/her feel uncomfortable.
- Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- In all communications online students are to be respectful, accurate and use appropriate written expression.
- Students will not use inappropriate communications including obscene, profane, inflammatory, threatening or disrespectful language. Personal attacks and harassment are also not permitted.

System Security

- Students are responsible for the contents stored on their laptop, College network folders and email account. They should take all reasonable precautions to prevent others from being able to use their account.
- Students must not provide their password to another person under any circumstances.
- Each student's network directory is restricted in size and students should minimise the material stored there, routinely deleting out of date or unneeded files and thereby not overtaxing the school's facilities.
- Students cannot hold the school responsible for any viruses that are transferred from the school network to home computers.
- Students are responsible for exercising due care in this regard. Students should check their Email frequently and delete unwanted messages promptly.

Please Carefully Read the Internet and Student Computer (Laptop) Acceptable Use Agreement.

We …………………………………………..…………….…………. (Student Name) …….. (Year Level)

…….. (Home Group) and …………………………………………………….…….…………....(Parent Name)

have read and understand the conditions of use detailed in the *Internet and Computer/Laptop Acceptable Use Agreement* and the *Laptop Policy and Information Booklet*. This signed Agreement will apply for 3 school years following the date of signing.

We also understand that while Emerald Secondary College will make every effort to ensure that students comply with these conditions, we will not hold Emerald Secondary College or its staff responsible or legally liable for material distributed to or acquired from the school Internet connection. We also agree to report any misuse of the Internet or Computer System to a member of staff. We also agree to changes that might occur to the *Student Computer/Laptop Acceptable Use Agreement* and the *Student Computer/Laptop Policy and Information Booklet*. Any such changes would be made in the interests of students and families. Any significant change to the policy document would require a new Acceptable Use Agreement to be signed. The most current version of the Laptop Program Polices is available on the Emerald Secondary College website.

We understand that any violation of the Student Internet and Laptop/Computer Acceptable Use Agreement may result in disciplinary action. It may also be necessary for appropriate legal action to be taken.

Student
As a student at Emerald Secondary College I accept and will follow the conditions of use detailed in the *Internet and Computer/Laptop Acceptable Use Agreement* and the *Laptop Policy and Information Booklet.*

First Name …………………………………….. (Print) **Family Name** …………………………………….. (Print)

Signature ……………………………………………………. **Date** ……………………………………………

Home Group …………………………………….

Student Code (Leave blank if you don't know) …………………………………….
Parent/Guardian
As parent/guardian of …………………………………………………..……,
I accept the conditions of use detailed in the *Internet and Computer/Laptop Acceptable Use Agreement* and the *Laptop Policy and Information Booklet* and will reinforce the conditions and supervise the use of the Laptop and Internet at home.

Parent Name …………………………..………………… (Print)
Signature ………………………………………………...
Date……………………………………

Please return this Page to any member of the IT Staff in B1 at any time during Opening Hours of the IT Office or at the Student Laptop Induction.