Hillston Central School Laptop User Policy

Bringing required equipment to class

It is a student’s responsibility to bring their laptop to school each day fully charged.

There will be no access to spare laptops or batteries unless special circumstances exist.

Repeatedly leaving a laptop at home or bringing it uncharged will lead to: warning; parent contact; risk of N Award due to not bringing required equipment to class to enable satisfactory participation in learning; possible loss of take-home permission; laptop being shut down.

Travelling to and from school

Students should keep their laptops in their school bags when travelling to and from school.

Students should resist using their laptops on public transport as this is a security risk.

Homework / assessment

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 or emailing files to yourself. Lost work is not an acceptable excuse for not handing in assignments.

A failure of technology is not an excuse for handing in work late. You must set a plan that includes time to spare in case of technological failure. Back up your work and do not leave it to the last minute. In case of emergency you can always email it to yourself and retrieve it at school.

Assessments may only be emailed if your teacher agrees.

Long leave

Students taking long leave from school e.g. to travel overseas are required to leave their laptops at school while absent. Failure to do so may lead to the laptop being shut down.

Laptop storage at school – mandatory and by request

Students who have to leave their laptops at school, due to special permission or loss of laptop take-home permission, must collect their loan laptop daily from the Technical Support Officer (TSO) at least 15 minutes prior to the start of period 1. It must be returned immediately at the end of the day.

Students who do not return a Laptop User Charter are not allocated a personal laptop. They may collect a loaner laptop from the TSO each day under the above conditions.

Students who require special permission to leave their laptop at school overnight due to an after-school commitment should apply to the Principal and deliver it to the Office or TSO immediately at the end of the day.
Laptop incident reporting

Laptops that are lost at school must be reported immediately to the Computer Coordinator or TSO to enable it to be tracked or locked down.

Laptops that are lost or damaged out of school must be reported to the Computer Coordinator or TSO by the next school day to enable it to be locked down and reported. If stolen you must report this to the police and obtain a police report number.

Damage to laptops must be reported to the Computer Coordinator or TSO.

Malfunctions must be reported to the TSO.

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

Anti-bullying

Cyberbullying is an intentional, repeated 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.

Classroom protocols

Laptops are for educational use.

Non educational use of laptops in the classroom may lead to warning, parent contact, suspension warning, possible loss of take-home permission, possible removal of the laptop.

Email, sms, watching alternate content, camera use, playing games and downloading music are examples of activities that should only take place if part of the lesson.

Taking photographs, videos and audio recordings may only occur if there is a sound educational reason, and permission has been obtained from subjects and the supervising teacher. If the photo, video or recording may possibly be published anywhere (including on the internet), or publicly displayed or broadcast, written permission must be obtained from all identifiable people in the photo, video or recording.

Students must not record or transmit video or images of inappropriate actions or activities eg fights or classroom misbehaviour. Students must not record or transmit video or images of others in emergency situations.

E-contact with friends in other classes, family members and friends off site are not appropriate during lessons.

Sharing class work using technology such as Bluetooth unless an approved part of the lesson, may be deemed cheating.

Cheating using technology is still cheating.
Loan of school equipment – laptops

Students accepting pool laptops require a completed Laptop Loan Charter. It is important that students and their families understand that laptops are loaned under similar conditions to loan of other school equipment in terms of responsibility for loss or breakage.

As with loans of other school equipment, laptops must be taken care of and kept secure. Teachers or students who lose or damage a laptop due to negligence may be required to pay replacement or repair costs.

Borrowed laptops must be returned fully charged with any personal data or files deleted.

Internet policy

Students should be aware that they have agreed to the Online Communication Services: Acceptable Usage for School Students policy as part of their access to the Internet at school.

This also forms part of the Laptop User Charter.

Student attention is drawn to the sections on:

- acceptable usage
- access and security
- privacy and confidentiality including personal privacy, sharing of other people’s data and sending photos of others without their permission
- password security
- copyright.

Students are also reminded that what goes online stays online indefinitely and can be traced.

Teacher email contact

Teachers are not required to respond to student emails.

However teachers may choose to give permission to students to email them and may choose to respond out of hours.

Students must not expect immediate response if they email teachers with inquiries about school work. A reasonable time for response is 48 – 72 hours.

Teachers may use ‘Out of Office’ email reply to indicate to students that they should see them at school.

I have read and agree to the terms of the Hillston Central School Laptop User Policy.

Student Name........................................ Student Signature........................................ Date .........................

Parent Name........................................ Parent Signature........................................ Date..........................