LALOR SECONDARY COLLEGE

AIM

To provide students with the opportunity to use Digital devices to enhance their learning and increase the safe use of these devices.

Date ratified by School Council: 21st October 2014
Review date: August 2015
VISION STATEMENT

This policy has been developed to establish a community of confident, positive and digitally literate learners who embrace the changes and challenges of the 21st Century to become responsible and productive global citizens.

RATIONALE.

The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and connect with individuals, organisations and groups globally so as to increase 21st century skills, knowledge and abilities. Increased access to this resource through the use of digital devices enhances the ability of all school community members to engage in 21st century learning.

The ownership and use of digital devices requires that school staff, students, and parents/carers take steps to ensure that they are used responsibly. This policy is designed to ensure that potential issues can be clearly identified and addressed; ensuring the benefits of using digital devices (such as increased safety or parental contact) can continue to be accessed by our students. Lalor Secondary College has established the following Policy for all digital devices to provide staff, students and parents/carers with guidelines and instructions for the appropriate use of these devices during school hours. In order for students to carry and use digital devices during school hours, students and their parents/carers must first read and understand this policy. This policy also applies to students during school excursions, camps and extra-curricular activities.

DEFINITIONS

Digital Device refers to any portable electronic device such as mobile phones, iPods, Tablets (eg iPads), Cameras and similar devices.

AGREEMENT

While a student’s digital device is using the College’s network infrastructure the following policies and agreements also apply:

- The College’s ICT User Agreement (Appendix A - which users must agree to before logging on to the Lalor Secondary College network)
- The Department of Education and Early Childhood Development’s Acceptable Use Policy (which parents agree to during the enrolment process). Failure to accept and adhere to these policies will result in the student’s access to BYOD privileges being revoked. Students using personal digital devices when communicating with staff must abide by relevant Cyber Safety protocols and DEECD guidelines.

SCHOOL PROCESSES

These guidelines are for the operational use of all digital devices.

1. Students may only use their digital devices under the explicit instruction of a teacher when the teacher has determined the following:
   a) The use is directly related to learning and teaching, or to meet the learning style of students.
   b) The use is not interfering with the learning of other students.
   c) The learning task is enhanced with the use of a device.
   d) The use takes into account health and safety considerations such as reasonable level of noise or sharing of ear plugs.
e) Privacy of other students or the teacher is not compromised by the use of such devices.

2. Students who choose to bring their own devices to class are solely responsible for their own equipment. The school will not accept any responsibility for the theft, loss, damage or health effects (potential or actual) resulting from digital device use.

3. Mobile phones must be switched off during class time unless required by the classroom teacher for educational purposes.

4. The sending and receiving of text messages or phone calls is not acceptable during class time unless directed by the classroom teacher. Students are not to make phone calls during lunchtime or recess.

5. Students must not use any mobile device to take images or record conversations of other students or staff without their consent.

6. Internet Browsing – Students are not to use their own devices for internet browsing unless instructed to by the teacher.

7. The teacher has the right to inspect the device at any stage throughout the lesson to ensure the above guidelines are being followed.

8. Mobile Devices must not be taken into any examination room or test, in line with VCAA policy.

9. Students who become unwell during the day must not use their mobile phone to contact their parents/guardians to collect them. Students should follow the correct procedure of visiting the general office or student manager who will make the necessary arrangements.

10. Students engaged in the inappropriate use of any digital device by harassing others through SMS, voice or picture are in breach of the LSC Anti-Bullying Policy and will receive consequences in line with the Student Code of Behaviour.

**Breach of Guidelines**

**Use of a Device without Teacher Permission**

**1st Breach of Rules** – Device is confiscated by classroom teacher and given back at the end of the class.

**2nd Breach of Rules** – Device is confiscated by classroom teacher and given to the general office for collection by the student at the end of the day. This must be recorded on Compass by the classroom teacher.

**3rd Breach of Rules** – Device is confiscated and placed at the general office for collection by a parent. The teacher must inform the Assistant Principal, Sub-School leader and relevant student manager immediately. An after school detention will be issued to the student. This will be recorded on Compass by the member of the student management team issuing the detention.

**4th and Subsequent Breach of Rules** - Device is confiscated and placed at the general office for collection by a parent. The teacher must inform the Assistant Principal, Sub-School leader and relevant student manager immediately. An after school detention, Saturday morning detention or suspension will be
issued to the student. This will be recorded on Compass by the member of the student management team issuing the detention.

If a student refuses to hand over their device during any stage listed above they will be issued with an after school detention and the parent notified by the student managers. Repeated refusal to hand over a device will lead to suspension.

Access of Inappropriate Material or Usage Rights.

As stated in Appendix A breaches of these aspects of the policy will lead to the removal of the privilege of using school computers, bringing a digital device to school and be subject to the relevant discipline procedures based on the behaviour associated with the breach. Refer to the Code of Behaviour and Anti-Bullying Policy.

Lalor Secondary College – Personal Computer Program

The following is an outline of the personal computers allowed to be brought into the school as part of the Digital device policy.

Year 7 to 9 - At the current time the only personal computers that will be given access to the College network are the three recommended devices listed by the College for use. (see attached).

Year 10 to 12 – All students who are enrolled in Years 10 to 12 have access to the College Netbook program. (refer to the NSSCF Netbook program documents)

All students at our school will have censorship filtered internet and email access. All students will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.

• An Internet Manager will be appointed, who will liaise with staff and the technical support technician to manage all email access, maintenance of the school’s web site, web filters, and all other issues related to internet access by students.

• The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.

• Students email access will be through the Lalor Secondary College email system.

• All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.

• Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.

• All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.

• All staff shall be responsible for notifying the manager of any inappropriate material so that access can be blocked.

• Consequences of publishing, accessing or failing to notify the student manager or ICT manager of inappropriate material shall include the removal of access rights.
• Signed student consent (see Appendix A) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.

• Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student’s first name and last initial will be used.

• Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

Each computer will be loaded with a Department of Education approved Software and image configured for use on the school network. These include operating system software, anti-virus software, standard Windows and Microsoft Software and Curriculum specific software licensed to the school.

The software and programs pre-loaded on the Personal Computer are subject to license conditions and copyright. They must not be distributed or deleted. Any software or media installed on the computer must not infringe copyright laws and must not include crude or explicit language or images, as this will contravene Lalor Secondary College’s Acceptable Use Agreement and may result in the student being removed from the program.

Approved Devices – All recommended devices will be sold through CentreCom, by accessing the following weblink – https://eduportal.centrecom.com.au

<table>
<thead>
<tr>
<th>Name</th>
<th>Toshiba NB50 Netbook</th>
<th>Acer B115, Celeron, 3Y</th>
<th>Acer Iconia Switch Pro 11 .1, W Active Stylus and K5 Dock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product model</td>
<td>RU143A-00Q01E</td>
<td>with 500GB HDD model ($469.00)</td>
<td>UTL695A-021-G05</td>
</tr>
<tr>
<td>Processor</td>
<td>Intel Dual Core R210</td>
<td>Intel Core i3-4012Y (up to 1.5 GHz)</td>
<td>Dual Core</td>
</tr>
<tr>
<td>Memory</td>
<td>4GB DDR3</td>
<td>4GB DDR3</td>
<td>4GB DDR3</td>
</tr>
<tr>
<td>Screen Size</td>
<td>11.6&quot; High Definition LED</td>
<td>11.6&quot; HD 1260 x 768 resolution, anti glare</td>
<td>11.6&quot; FHD 1920 x 1080 resolution, supporting multi-touch</td>
</tr>
<tr>
<td>Storage Size</td>
<td>500GB</td>
<td>Please select the storage model you require (from the Product Model row above)</td>
<td>128GB EMHC Solid State storage</td>
</tr>
<tr>
<td>Battery Life</td>
<td>Up to 10 hours</td>
<td>Up to 6.5 hours</td>
<td></td>
</tr>
<tr>
<td>Networking &amp; Ports</td>
<td>8 x USB 3.0, 1 x HDMI, micro HDMI port, Bluetooth 4.0, 802.11a/b/g/n</td>
<td>1 x USB 2.0; 1 x HDMI standard port (on HD); 1 x Micro SD reader, 1 x Micro HDMI port with HDCP support; 802.22 A/B/G/N, Bluetooth 4.0</td>
<td></td>
</tr>
<tr>
<td>OS and Software</td>
<td>Windows 8.1 64 bit</td>
<td>Windows 8.1</td>
<td>Windows 8.1 64 bit</td>
</tr>
<tr>
<td>Weight</td>
<td>1.6kg</td>
<td>1.72kg</td>
<td>1.6kg (includes back)</td>
</tr>
<tr>
<td>Manufacture Warranty</td>
<td>1 Year</td>
<td>3 years on site – at school</td>
<td>3 years on site – at school</td>
</tr>
<tr>
<td>School Image</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Extended Warranty</td>
<td>* 1 Year Return to school Warranty ($89.00)</td>
<td>* Manufacturing Warranty Period - return to school ($89.00)</td>
<td>* Manufacturing Warranty Period - return to school ($89.00)</td>
</tr>
<tr>
<td>Insurance</td>
<td>No Insurance ($89.00)</td>
<td>No Insurance ($89.00)</td>
<td>No Insurance ($89.00)</td>
</tr>
<tr>
<td>Price</td>
<td>Total: $570.00</td>
<td>Total: $469.00</td>
<td>Total: $949.00</td>
</tr>
</tbody>
</table>

SUPPORTING DOCUMENTS

• Lalor Secondary College Code of Behaviour 2015
• Student Engagement Policy 2015-2017
APPENDIX A

LALOR SECONDARY COLLEGE - 2015

ACCEPTABLE USE OF COMPUTER HARDWARE, SOFTWARE AND INTERNET POLICY.

I agree to use the internet, email and school facilities at our school in a responsible manner for purposes stated by my teacher.

Students taking formal classes in Information Technology will maintain a copy of this Agreement in their notebook.

<table>
<thead>
<tr>
<th>College Rules for Use of Hardware and Software</th>
<th>College Internet Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All users must log on under their own user name and password.</td>
<td>1. All users must abide by the generally accepted rules of network etiquette.</td>
</tr>
<tr>
<td>2. All users must log off using the set procedures.</td>
<td>2. Students must have their ID card to access library computers.</td>
</tr>
<tr>
<td>3. Students are not to pass on their own or another person’s password.</td>
<td>3. The Internet is to be used for school work only.</td>
</tr>
<tr>
<td>4. All hardware is to be used for school work only.</td>
<td>4. Access to inappropriate material is prohibited. If students inadvertently come across a site that displays inappropriate material they must tell a member of staff immediately so it can be blocked.</td>
</tr>
<tr>
<td>5. Hardware must not be tampered with.</td>
<td>5. Students must not use other students’ internet accounts.</td>
</tr>
<tr>
<td>6. Students must not tamper with the system setup, add or delete software.</td>
<td>6. The internet must not be used to harass any other individual or students will be managed according to the school’s Anti-Bullying Policy.</td>
</tr>
<tr>
<td>7. No food or drink is to be brought into any computer lab. (This includes chewing gum).</td>
<td>7. Students and Parents agree to the school setting up and using a g-mail account in the student’s name.</td>
</tr>
<tr>
<td>8. Only a standard non-powered USB drive is permitted.</td>
<td>8. Use of Virtual Learning Spaces by teaching staff are legitimate learning platforms adopted by LSC that must be adhered to by LSC students when used by the classroom teacher. Eg Edmodo.</td>
</tr>
<tr>
<td>9. Students are only to use USB ports located at the front of the computer</td>
<td></td>
</tr>
</tbody>
</table>

ACCEPTABLE USAGE AGREEMENT

Name: ................................................................. Home Group: ............

I agree to work by the rules as set down in this policy. I understand that if I do not follow these rules I may lose the privilege of using school computers, bringing a digital device to school and be subject to the relevant discipline procedures.

Student Name :- .................................................................

Student Signature :- .................................................................

(Student Signature) ................................................................. (Date)