Parklands High School Laptop Hire Policy and ICT Acceptable use Agreement

Year 7 - 10

Department for Education,
Children and Young People

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1 ICT Agreement

Rationale

Information and Communication Technologies (ICT) are provided at Parklands High School for educational, communication and research purposes. This Acceptable Use Agreement will help protect students, staff and the resources by clearly stating what is acceptable and what is not acceptable use of ICT.

This Acceptable Use Agreement for ICT resources also applies to students during work placements, school excursions, camps, and extra-curricular activities. This document must be signed each year by both Parent/Carer and Student.

Definitions

- ICT = Information and Communication Technology and includes but is not limited to the use of computers, the school network, the internet, email and Web services, programs, apps, digital/video cameras, printers, scanners and removable storage devices, etc.
- The Department = Department for Education Children and Young People
- State and Commonwealth laws = including but not limited to Parts 7.3, 10.6 and 10.7 of the Commonwealth Criminal Code Act 1995, Privacy Act 1988, Cybercrime Act 2001, Copyright Act 1968

Student Agreement

When using ICT resources at school, I agree to:

- comply with State and Commonwealth laws at all times
- use the ICT resources at school for educational purposes
- only use my own username and password to access ICT resources
- use social networking sites for educational purposes and only as directed by teachers
- think about how I use content posted on the internet and not simply copy and paste information from websites
- not use any ICT resources or actions that will bring the school into disrepute
- use ICT resources in a safe and secure way:
  - protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
  - not send photographs or publish the full names of others or myself to unknown people without permission
  - always act with caution when communicating with unknown people using the school ICT resources
    Examples of unsafe actions:
    - revealing your full name, address, phone number, etc. to an unknown person by email or chat session
    - using a chat facility that is not supervised by your teacher
    - placing your personal details on a web page
    - giving out credit card details to strangers or to unverified or unsecure websites
    - putting personal details in your email signature
    - accepting offers to meet strangers who you have met via an electronic medium
- use ICT resources legally:
  - abide by copyright requirements when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
  - not use the school computer facilities for illegal purposes:
    Examples of illegal activity:
    - copying software onto computers, disks or networks without permission by the copyright owner

- sending threatening or profane electronic mail
- ordering materials over the Web using other people's credit cards without their permission
- copying digital art works, music or printed material without permission by the copyright owner
- using the Web to distribute pornographic material

- use ICT resources responsibly:
  - not use ICT resources at school for personal financial gain, gambling or advertising
  - not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
  - not tell other people my password or leave my computer logged in and unlocked when leaving the room
    Examples of irresponsible actions:
    - leaving a computer logged on after departing the room
    - leaving personal information on a shared computer where others can use it
    - neglecting to back up important pieces of schoolwork
    - telling other people your password
- use ICT resources honestly:
  - not interfere with computer or network security, the data of another user or attempt to log into a computer or the network with a username or password that is not my own (e.g. of another student, teacher, staff member or system)
  - the unauthorised access or use of any system or distribution of student, staff, client or other confidential information or records belonging to the Department
  - not use the school computer facilities for dishonest purposes
    Examples of dishonest activity:
    - copying another person's work and submitting it as your own
    - claiming personal ownership of material that was developed by a group
    - setting up an unofficial web site which claims to be the official school site
    - sending electronic mail using a faked e-mail address or someone else's account.
- use ICT so that you do not offend others:
  - be courteous and use appropriate language when talking to and working with others online and never participate in 'hate mail' or acts of harassment
  - not send, produce, show or search for things that might upset others
    Things which could upset others:
    - spreading untrue rumours and gossip through e-mail
    - publishing racist or sexist material
    - downloading or displaying offensive pictures
    - playing offensive songs from websites
- use ICT so you do not disrupt others:
  - not attempt to download software, music, video or other large files without permission
  - not bring or download unauthorised programmes, including games, to the school or run them on school computers
  - not intentionally create congestion or disrupt the school ICT resources
    Things which could disrupt other users:
    - breaking or damaging the computer equipment
    - spilling food or drink on computer equipment
    - creating and/or forwarding chainmail
    - downloading large files from the internet during school time without seeking approval from your teacher
    - introducing viruses and malware into the system
    - deleting or changing critical files, or the files of others
    - attempting to gain unauthorised access or hack into the school ICT resources
    - using the computer system to gain unauthorised entry into other computer systems or ICT resources

- students should report any hardware or software issues with school ICT resources to their teacher and not try to fix things themselves
- ask my teacher for help if I find or receive information that I feel uncomfortable with or is inappropriate

Things which you could discuss with your teacher:
  - I need help online
  - I feel that the welfare of other students at the school is being threatened
  - I come across sites which are not suitable for our school
  - someone writes something I don't like, or makes my friends and I feel uncomfortable or asks me to provide information that I know is private
- advise my teacher or school principal of any suspected technical security breach involving users from within their school, other schools, or from outside the Department

The School Agreement

At Parklands High School we:

- provide devices that are within 5 years of age
- Provide IT support to assist students with IT issues that may arise
- provide a filtered service
- provide supervision and direction in internet activities
- reinforce the importance of safe and respectful use of the internet in all curriculum areas
- provide support to parents to understand this agreement

We also recommend that you read and follow the "Bridging the gap between home and school" information to help you understand how your child may be using the internet outside of the school environment.

Bridging the gap between home and school

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

If you have the internet at home, encourage your child to show you what they are doing online.

At home we recommend you:
- find out how your child uses the internet and who else is involved in any online activities
- have the computer with internet access in a shared place in the house – not your child's bedroom
- ask questions when your child shows you what they are doing, such as:
  - how does it work and how do you set it up?
  - who is else is sharing this space or game? (do you know them or did you "meet" them online?)
  - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
  - what are you doing to protect yourself or your friends from these potential dangers?
  - when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Statistics show that students will not approach an adult for help because:
- they might get the blame for any incident
- they don't think adults "get" their online stuff
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access.

Monitoring and management of ICT Resources

All departmental ICT resources are the property of the Department, which reserves the right to monitor the use of these ICT resources. This right extends to student owned devices connected to the Department's school network. The monitoring may include reading the content of files and emails, including personal files and emails, stored on departmental or student owned ICT resources. This also includes any material that has either been run or deleted from any personal computer, laptop, Netbook and may involve the confiscation of the ICT resource for this purpose.

The Department has the lawful right to monitor your use of its ICT resources and may do so at any time without notice.

The school may exercise its right to monitor the use of the school's ICT resources to:
- ensure that the systems and networks are functioning properly
- protect against unauthorised access
- ensure compliance with the Rules for Responsible ICT Use

The Department may exercise its right to monitor the use of resources to:
- ensure that the systems and networks are functioning properly
- protect against unauthorised use and/or access
- ensure compliance with the principles and procedures of departmental ICT use, as described in this Acceptable Use Agreement

The Department's ICT resources will be monitored randomly and/or by exception (e.g. in response to complaints or investigations). The Director Information and Technology Services can authorise monitoring.

The Manager IT Infrastructure coordinates and can undertake the monitoring of departmental ICT resources.

Waiver of Liability

The Department restricts access to some material available via the internet, but does not accept responsibility for any illegal, offensive, indecent or otherwise harmful material accessed on the internet, nor for any loss however arising from use of, or reliance on information obtained through its internet service or in relation to the reliability or quality of that service.

The Department does not accept responsibility for any damage or loss to student owned devices brought to school or connected to the Department's ICT resources.

2 Laptop Hire

To support 21st century learning and preparing our young people for to future workforce we offer students the opportunity to hire a school owned device. This provides students with a personalised device to use daily to support their learning. **The annual hire fee for 2025 will be $80.00. Payments must be made to the office before 11 April 2025.**

The laptop is owned by the school and is hired to the student for use at school. It is not to be considered "private property" and MUST remain at school. The school has the right to ask for its return at any time.

Students who do not take up the offer can access a loan device each day via the school library. Library devices are older laptops that are gradually being phased out by the school. They operate on a shared basis with students not having exclusive use of the device, hence taking longer to log on and access programs.

Device Purchase Opportunity

At the conclusion of year 10, students who have participated in the laptop program will have the opportunity to purchase their device.

The payout price of the device will be based on the following:

- o The number of years the student has taken up the laptop program.
- o Four-year payments over the students 7 – 10 schooling – of the equal $value
- o A final payout of the average yearly amount paid over the four-year life of the program.

Years of participation	1st Year A	2nd Year B	3rd Year C	4th Year D	Payout	*Example of calculated payout based on $80/yr hire charge*
4 Years	$A	$B	$C	$D	$(A+B+C+D) Divided by 4 = Payout $	*$80 each year Average of 4-year cost = $70 = $72.50*
3 Years	$A	$B	$C		$(A+B+C+D) Divided by 4 plus 4th Year $ = Payout $	*4th year ($80) plus average of 4 yr program ($70) = $152.50*
2 Years	$A	$B			$(A+B+C+D) Divided by 4 plus 3rd & 4th year $ = Payout $	*3rd & 4th year ($140) + average of 4yr program ($80) = $232.50*
1 Year	$A				$(A+B+C+D) Divided by 4 plus 2nd, 3rd and 4th year $ = Payout $	*2nd, 3rd & 4th Year ($210) + average of 4yr program ($80) = $312.50*
For those who did not participate in the program there may be the opportunity to purchase any remaining devices that are 4 years or older at a cost of $600						
* $ amount is based on agreed yearly hire cost and can vary year to year.						

All year 10 student laptops will be required to be reimaged late in term 4. A letter and checklist will be issued to all students early in term 4 regarding the purchase options.

3 Responsibilities

For students to participate in this programme, students and their parent/carer must read and agree to the conditions of use outlined in this policy. This is to be done for each year students participate in the program. Both parent and student must sign and return the form agreeing to the conditions of use.

1. **Students MUST**
   - read and agree to the conditions; sign and return form.
   - ensure laptops are plugged in neatly for charging at the end of every day.
   - secure their laptops in a locked locker when not using the laptop.
   - are responsible for the security of their device – ***the school accepts no responsibility for the loss or damage of student laptops.***

2. **Parents MUST**
   - read and agree to the conditions; sign and return form.
   - adhere to the school policy and support the school in the implementation of the policy.
   - support the school when addressing inappropriate use.

3. **School MUST**
   - provide a secure laptop charging trolley in each classroom.
   - provide students with a lock for their locker to secure laptops during the school day.
   - implement this policy; managing the use of laptops and address any inappropriate use according to this policy and the school Behaviour Management procedures.

4 Consequences for Unacceptable Use

Unacceptable use will be addressed in accordance with our school Values, ICT User Agreement, and the schools Behaviour Management and Respectful Schools policy.

If students are not meeting the Department and school guidelines and agreement on computer usage and or meeting organisational or behavioural requirements, the school reserves the right to confiscate student's laptops for a nominated period.

Parents will be included in discussions where continuous breaches are occurring or situations involving a lost or damaged laptop.

5 Theft or Damage

At the earliest opportunity, return the laptop to the library.
- A faulty laptop is generally considered a "medium" priority task, which means it is attended to in the order in which it is received. At busy times it may be some days before the laptop is attended to.
- In nearly all cases the laptop will be "re-imaged". This means that all existing data and programs are wiped and then a fresh operating system and software suite are loaded. The laptop is effectively set back to the state it was in when you received it.

<p style="text-align:center;color:red;">ALL DATA IS LOST FROM THE LAPTOP WHEN IT IS RE-IMAGED.
STUDENTS ARE RESPONSIBLE FOR THE BACK UP OF ALL THEIR DATA AND DOCUMENTS; IT IS NOT THE SCHOOL'S RESPONSIBILITY.</p>

- If the laptop still doesn't work, then we will arrange with the supplier to repair it under warranty.
- Physical faults (e.g., a cracked case or screen, a key missing, liquid damage), are not covered under warranty, and will be considered "damage" under the terms of the signed agreements. We may therefore need to contact the parent/carer to discuss the circumstances and possibly arrange for payment or shared costs.
- Collection of laptops after repairs. Your child will be notified that their issued device is ready via a daily bulletin notice which is read in class each day.
- Electrical Safety - report any faults with the laptop charger.

Please do not attempt your own repairs, this voids the warranty!!!