

Newton Moore Senior High School



Student ICT Handbook

V1.2

History of Changes			
Date	Version	Notes	Staff
24/08/2015	1.0	Creation of draft	G Trunfull
8/10/2016	1.1	Updated rules	G Trunfull
20/10/2017	1.2	Revised and updated whole document.	G Trunfull

Information for Students about Computer, Mobile Phone, BYOD and Online Services use at School

ICT Resources

All students of Newton Moore Senior High School have the privilege of access to ICT resources including online services - the Internet. The school's computing and ICT resources are provided for the educational benefit of students and the professional use of staff. Computer and online access is a privilege, not a right and can be lost if used inappropriately.

Students should be aware that a log of all Internet access is kept including, websites visited, the times, the user's logon name and computer used. All attempts to access inappropriate websites are highlighted. Additionally all files that are written, copied, opened or used on the school network are tagged with the user's logon name for security purposes.

Students are **NOT** permitted to access ICT resources, Online resources or connect BYODs unless they have signed the **ICT Resources, BYOD and Online Services Acceptable Use Agreement for Students. (At the end of this document)** Students should ensure they have read and understand the agreement before signing. Agreements should be signed at the beginning of year 7 or when a student enrolls. The agreement will continue until the end of their final school year.

Year 11 & 12 Computer Loan Program

Newton Moore Senior High School will loan a laptop computer to all Yr 11 & 12 students to help enhance their learning and improve their achievement.

Students need to read the separate loan agreement and sign it as an acknowledgement of accepting and committing to the Student Take Home Computer Program - Device Usage Guidelines and Agreement. Further details and the agreement are contained in the *Student Take Home Computer Handbook*.

BYOD Program

Students can bring in their personal computing devices and have them connected to the school network as long as the device is suitable. The aim of the BYOD project is to increase the ratio of computers to students so as to increase student's access to digital technologies and the Internet.

Devices must be an appropriate laptop, notebook or tablet computing device that is easily portable and adheres to the following:

- Devices must be able to be easily connected to the school WiFi.
- Devices must provide access to compatible applications for Word, Excel and PowerPoint.
- Devices must allow access to the Internet via a browser.
- Devices must have active antivirus software.
- Devices must have a suitable battery power life. There will be no charging facilities at school.
- Devices must have a screen size at least 9.7 diagonal inches.
- Devices must have a Keyboard or external keyboard for tablets.
- Students and parents must have signed the **ICT Resources, BYOD and Online Services Acceptable Use Agreement for Students**.

Smartphones are not included in BYOD and unsuitable for learning activities because of their small screen size.

Online Services

All students of Newton Moore Senior High School have the privilege of access to ICT resources including online services - the Internet. Computer and online access is a privilege, not a right and can be lost if used inappropriately.

Our school provides access to online services provided by the Department of Education which include:

- individual email accounts for all students and staff;
- access to the internet;
- access to the online teaching and learning services; and
- access to portal services.

Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored.

This policy relates to any device that may allow access to electronic communications; the World Wide Web and music / video e.g. mobile phones, computers, iPods, digital camera etc.

Mobile Phones

As most modern phones are computers capable of accessing the school network, Internet and email the same rules apply to them as to all computing devices. Mobile phone use at school is a privilege, not a right and can be lost if used inappropriately.

- During Physical Education classes students are able to store their mobile phone and valuables in safety boxes held by the class teacher. Students who choose not to use this facility do so at their own risk.
- Students are responsible for the safe keeping and security of their own mobile phones. It is recommended that all devices be clearly labeled. Parents and students must understand that the school accepts no responsibility for replacing lost, stolen or damaged electronic devices at school or while traveling to and from school.
- It is strongly advised that students use passwords / pin numbers to ensure that unauthorized access cannot be made on any device. Students must keep their password / pin numbers confidential.
- The use of Mobile phones being used as a computer on the network are covered by the same rules as the ICT Resources, BYOD, Mobile Phone and Online Services Acceptable Use Agreement for Students.

Consequences for Misuse of Resources

Failure to comply with any aspect of this Policy will result in students facing consequences for their actions.

Consequences may include:

- Suspension of the student's school account and loss of computer and online access for a period of time.
- Loss of Good Standing
- Detention.
- Letter home to student's parents.
- Meeting between parents/student/teacher/HOLA/Student Services.
- Loss of Student Take Home computer for Yr 11/12 students.
- Correcting or paying for any damage caused or replacing a device.
- Failure to return school owned computers (Yr11/12), acts of vandalism or theft may be reported to the police.
- Incidents of a more serious or illegal nature may be referred to the police or dealt with by the relevant authority at local, state or federal level.

Consequences specific to phone misuse:

- If a mobile phone is used inappropriately during school hours the item will be confiscated until the end of the period in the first instance in that subject by the class teacher. Every effort will be made to care for confiscated items, but no responsibility will be accepted. If the student repeatedly has the phone confiscated in the same subject (more than once), the device will be confiscated and stored in Student Services. A parent/guardian will be required to collect it at the end of the day-
- If a student refuses to give the mobile phone to a staff member, a senior member of staff will become involved and the device will be confiscated and stored in Student Services. A parent/ guardian will be required to collect it at the end of the day. Students who continue to refuse may be suspended.
- Use of mobile phones and social media to menace, harass or offend others is a very serious offence. Students will face disciplinary action by the school, which may include suspension and removal of the privilege of bringing such devices to school. Serious breaches will be referred to the police.
- Use of an mobile phone in examinations or assessments will face additional disciplinary actions as sanctioned by the *school's Assessment Policy*.
- If a student continues to breach this policy it will result in the student being unable to bring a mobile phone to school for a period of time.

ICT Resources, BYOD, Mobile Phone and Online Services

Acceptable Use Agreement for Students

If you use the School's ICT Resources or Online Resources of the Department of Education you must agree to the following rules and sign the agreement:

1. I will NOT access ICT resources, Online resources or connect my BYOD unless I have signed the **Agreement**.
2. I will abide by copyright laws and understand it is illegal to copy or reproduce any text, pictures, movies, music, video, games or symbols without the permission of the Copyright Owner. I can only copy these if a request has been made and permission granted by the Copyright Owner.
3. I will only use ICT resources, including the Internet, printers and E-mail communications, for activities that have a clear educational purpose.
4. I will not damage, modify or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
5. I will not install any software on the schools computers or network storage including temporary booting from a different Operating System or running programs from a memory card. (Esp. games)
6. I will keeping printing costs to a minimum and only use my own printing account. Once my printing account is used up, I will place more funds in my account.
7. I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others when online.
8. If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
9. I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.
10. I will be courteous and use appropriate language in all Internet and email communications.
11. I will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
12. I will only access the internet through the school's network and not by any other means (i.e. not through the use of a sim card or mobile phone).
13. I will request permission from the teacher to use my mobile phone during class time and use it in a way that it is not seen or heard and does not cause any disruption to learning.
14. I will use my mobile phone in an approved and responsible way at all times.
15. I will not answer incoming calls or messages from mobile phones during class time.
16. I agree that parent to student communication during school hours will only occur through school staff and not via my mobile phone.
17. I will not use a mobile phone or computer during tests or examinations unless approved by the supervising teacher.
18. I will not use a computer to access or attempt to access areas of the school network system that I don't have permission to access, including using "Hacking" Software or scripts designed to illegally access information on networks.
19. I will not allow others to use my account and I understand that I will be held responsible for my actions while using ICT resources and online services and for any breaches caused by allowing any other person to use my account.
20. I will use only appropriate BYOD computing devices that are consistent with the school's recommendations.
21. I will ensure my BYO device is fully charged, is looked after and kept safe and secure at all times.
22. I am aware that the school is unable to accept responsibility for lost, damaged or stolen BYO devices and I am solely responsible for the repair and maintenance of my own devices.
23. I understand that the school and the Department of Education will monitor any information sent or received and can trace activity to the online services accounts of specific users.

Newton Moore Senior High School

ICT Resources, BYOD and Online Services Acceptable Use Agreement for Students

Student's first name _____ Student's last name _____

Class ID _____

Parents / responsible persons

Do you give permission for your child to have an online services account? **Yes / No** (circle one)

I agree to and understand the responsibilities my child has when using the computer resources and online services provided at school for educational purposes, in accordance with the **ICT Resources, BYOD and Online Services Acceptable Use Agreement for Students**. I also understand that if my child breaks any of the rules in the agreement, that the school may take disciplinary action in accordance with the school's *Behaviour Management in Schools* policy.

Name of parent or responsible person _____

Signature of parent or
responsible person: _____

Date: _____

Note: while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software out of school.

Student

I agree to and understand my responsibilities when using the computer resources and online services provided at school, and agree to abide by the **ICT Resources, BYOD and Online Services Acceptable Use Agreement for Students**. I also understand that if I break any of the rules in the agreement, that the school may take disciplinary action in accordance with the school's *Behaviour Management in Schools* policy.

Signature of student: _____

Date: _____

IMPORTANT

Please return this form to the admin. Until this form is returned you will not be able to use the school's ICT resources, BYOD program, Yr 11/12 Take Home Computer Program or Online Resources.