Student Use of Digital Devices and Online Services
Policy & Procedures

2022

KOORINGAL HIGH SCHOOL

Respect ~ Responsibility ~ Excellence

PRESERVE CONSERVE SERVE

Purpose

This document guides student use of digital devices and online services at our school. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Kooringal High School expects students to be utilising digital devices to improve their learning experience, both in and out of the classroom. The device is purchased by the family of the student. In exceptional circumstances, students who do not have a device will still be provided with the opportunity and access to an academically challenging and diverse curriculum.

Scope

This document:

- Provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school.
- It sets out the shared responsibilities of school staff, students and parents and carers.
- It also provides a framework to manage potential risks to student safety and wellbeing.
- Covers student use of digital devices and online services in school-related settings, including on
  o School grounds
  o At school-related activities including sports and excursions, and
  o Outside of school where there is a clear and close connection between the school and the conduct of students.
- Covers the use of school-provided and personal digital devices and all online services.

Contents

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Our school's approach

"Off and Away"

Phones are *off and away* in class unless instructed by the classroom teacher.

Urgent communication between parents and students can be carried out via the Administration Office between 8:30 am and 3:30 pm on (02) 69225155 or via the school email kooringal-h.school@det.nsw.edu.au

Implementation

- Student mobile phones (including earphones) must be <u>turned off</u> upon entry to the classroom for all lessons (both indoors and outdoors) and placed in their bag.

- Our goal is to discourage anti-social behaviour like cyberbullying and encourage face-to-face interaction and engagement between and amongst peers.

- It is acknowledged that mobile phones are carried and utilised by most students. Mobile phones may be used by students, at the discretion of teachers, to facilitate and support curriculum delivery. However, inappropriate use of mobile phones may result in confiscation of the device for a period. Repeated inappropriate use of mobile phones, and/ or bullying and harassment using mobile phones may result in disciplinary consequences, and parents will be informed.

- Students are not permitted to take incoming calls or messages or alerts during the school day as this disrupts the learning environment. If parents need to contact students during the school day, they should call the school office and a message will be relayed to the student. Parents should not make direct contact with students during class time as this may cause a disruption to their learning.

- Insurance: Students are responsible for their mobile phone. Please note that Kooringal High School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including mobile phones that may be brought to school.

Consequences for inappropriate use

Junior Students (Years 7 – 10)
- During class, the devices are only to be used for appropriate use in accordance with teacher instructions and only at the teacher's discretion.
- Otherwise, all devices should be turned OFF AND AWAY in the student's bag.

Senior Students (Years 11 – 12)
- During class, the devices are only to be used for appropriate use in accordance with teacher instructions and at the teacher's discretion.
- Otherwise, all devices should be turned OFF AND AWAY in the student's bag
- Students may listen to music during study lessons in the library with headphones only. The sound should not be high enough to be heard by others. Failure to regulate the volume as to not distract others may result in the student being asked to put their device away. This is at the discretion of the class teacher or Teacher Librarian.

The consequences of a breach of this policy may include:
- In cases of bullying, harassment, inappropriate filming or threatening behaviour, school-based management (detentions, meetings, suspensions) as well as outside agencies such as the police could be involved.

Step 1 - Classroom Teacher		Step 2 - Head Teacher	Step ¾ - Deputy Principal	
At each step (Teacher, Head Teacher and Deputy Principal) ALL follow ups must be undertaken before moving a step. i.e., you do not proceed to HT until you have attempted the processes in First and Second instance.				
First Instance	**Second Instance**	**Third Instance**	**Fourth Instance**	**Fifth Instance**
Warning by the class teacher to put the phone away.	Sentral entry, teacher consequence and second warning. Conferencing between teacher and student. Phone call home.	Sentral entry, and Teacher Consequence. Conferencing between student, teacher, and Head Teacher. Phone call home.	Sentral entry, Interview with the Deputy Principal. Possible Warning of Suspension.	Suspension for continued disobedience or other interventions as required.

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ELECTRONIC DEVICES

Unless directly instructed by your teacher

OFF and AWAY

POTENTIAL CONSEQUENCES

1st instance	2nd instance	3rd instance	4th instance	5th instance
Teacher Warning	Teacher Phones Home	Head Teacher Phones Home	Deputy Suspension Warning	Suspension

REC

Recording images, video or sound without permission
IS AN OFFENCE

Responsibilities and obligations

	Students Be safe, responsible, and respectful users of digital devices and online services and support their peers to do the same.
	Parents and carers • Support implementation of the school policy, including its approach to resolving issues. • Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions. • Switch off or put their digital devices on silent when at official school functions • Provide digital devices that meet school specifications and complete any related paperwork.
	School Staff • Deliver learning experiences that encourage safe, responsible, and respectful use of digital devices and online services. • Model appropriate use of digital devices and online services in line with departmental policy. • Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school policies, departmental policy, and any statutory and regulatory requirements. • If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible, and respectful use of digital devices and online services. • Participate in professional development related to appropriate use of digital devices and online services.
	Communicating this policy and associated procedures to the school community • This document can be accessed electronically via the school's website as a PDF and in paper form at the school's administration office

Enquiries

If a student, parent, or carer has a query regarding this policy or associated procedures, please contact the school on (02) 6922 5155 or speak to your Year Advisor.

Review

The principal and technology staff will review this policy and associated procedures annually.

Development

This policy and associated procedures have been developed in consultation with:

• Staff
• SRC
• Kooringal High School P&C

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'Bring Your Own Device' Policy

Rationale

The centrally driven and supported model for the supply of technology resources in education is no longer a model which can meet the demands of teachers and students. Kooringal High School values the rich learning experiences that tightly integrated interactions with technology brings. The promotion and advancement of this integration is core to the school's educational philosophies.

By facilitating Bring Your Own Device (BYOD), Kooringal High School empowers its students and gives them direct involvement in the way they use technology in their learning. At the same time, BYOD enables teachers to build on their experiences in the previous centrally-delivered model and adapt to this new heterogeneous BYOD environment without losing the core technological capabilities on which they have been able to rely.

References

- Cyber Safety Policy
- Discipline Policy
- BYOD User Charter
- Online Communication Services: Acceptable Use for Students (PD/2002/0046/V04)

Objectives

1. To facilitate and promote the bringing of a computing device to school by *all* students in Years 7 - 12 for use in their education.
2. To provide a safe environment in which students can achieve Objective 1.
3. To ensure a minimum standard of device compatibility.
4. To enable students to use technology to further their learning, independently and in structured lessons.
5. To provide a basis on which Kooringal High School teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes.

Actions

Students and Parents/Carers

- Eventually, all students in Years 7 - 12 will be expected to bring a computing device to school each day.
- This device must be a personal device of student's own choosing and ownership which meets the
- Prior to bringing a personal device for the first time, students and their parents must read and sign the BYOD User Charter which sets out the responsibilities and expectations for use of the personal device at Kooringal High School.
- Students must use their device in accordance with the school's Cyber Safety Policy, the Department of Education and Communities' policy Online Communication Services: Acceptable Use for Students.
- Students must follow teachers' directions as to appropriate use of their devices in class.
- Each student is absolutely and solely responsible for the care and conduct of their own personal device whilst:
  - at school or at other school activities
  - travelling to and from school or to and from other school activities
  - Students must connect their device to the designated wireless data network supplied by Kooringal High School using their own, individual user account credentials only. Students who also have a TAFE level user account MUST NOT use it at school. Students must not connect to any other network, wired, wireless or cellular. Students must not bridge the Kooringal High School designated network to any other network.

Teachers
- Teachers should encourage and facilitate the use of students' devices in their classes where they deem appropriate. Use of students' own devices in class is, however, at the sole discretion of the teacher.
- Teachers should follow standard discipline procedures in case a student fails to bring their device, in the same manner as if a student fails to bring any other required material to class.

Kooringal High School will;
- Maintain a BYOD Equity Policy to ensure all students, no matter their family's financial means, have access to the computing resources, inside and outside of class time, that are required by their coursework.
- Provide a BYOD User Charter to list the responsibilities and expectations of each student and their families in the BYOD program.
- Ensure a copy of the BYOD User Charter is signed by each student and their parents prior to allowing the student's device to be brought to school.
- Publish a Device Specification that describes the requirements for devices brought to school pursuant to the BYOD program. This Device Specification may include requirements for devices specifications that go to:
    o   Size or form factor
    o   Network connectivity
    o   Operating system and standard software
    o   Input method
    o   Security measures
    o   Battery runtime
    o   Other device feature or software requirements determined by the school
- Provide a wireless network with filtered Internet connection to which students may connect their BYOD program device.
- Provide support to assist students with establishing network connectivity with the BYOD program device.
- Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.
- Should a student's device fail to meet a requirement of the Device Specification, the school will not facilitate the student's access to any network or school services. The school may direct a student to cease bringing a device to school which does not meet all the requirements of the Device Specification.

Signed student agreement

	To help students demonstrate their responsible use of technology, the school will require students to read and sign a *Student Agreement* (see page 8) that outlines the school expectations around appropriate, and inappropriate, use of technology. Students will acknowledge the school's expectations and accept the identified consequences for any breaches of the student agreement.
	This document, the Digital Device and Online Services Policy & Procedures, needs to be read and the Student Agreement signed before students are permitted to bring their device to school and connect it to school facilities.
	Any questions about this policy and related procedures should be addressed to the **Technology Support Officer** (Mr M Cole) **Deputy Principal** in charge of Technology (Mr P McCartan).

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1. Purpose

The Kooringal High School Bring Your Own Device (BYOD) Program gives freedom to students and their families to tailor their choice of technology to their own educational needs. Students and parents must be aware of and consent to the program's boundaries described in this User Charter.

2. Scope and Definitions

2.1: Parties: This agreement is between Kooringal High School, a student currently attending or who will be attending Kooringal High School, and their parent or carer.

2.2: "Student" and "Students": Reference in this agreement to Student or Students means a student currently attending or who will be attending Kooringal High School and binds their parent or carer.

2.3: "Bring Your Own Device User Charter": This agreement may be referred to as the Bring Your Own Device User Charter or BYOD User Charter.

2.4: "Device": Reference in this agreement to Device means an electronic device brought by a student to Kooringal High School pursuant to the school's Bring Your Own Device program and this BYOD User Charter.

3. Equipment

3.1: Custodianship: The device brought to school pursuant to this policy must be able to be brought to school by the student on every school day and be solely the student's to use throughout the school day.

3.2: Choice of equipment: The device must meet all the requirements of the Device Specification. This includes meeting any required physical device characteristics and the having the listed software installed. The Device Specification is a separate document available from Kooringal High School.

3.3: Use of alternate equipment: Equipment which is not in accordance with clause (3.2) is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement between the parties for the use of such equipment.

3.4: Damage or loss of equipment

3.4.1: Students bring their own device for use at Kooringal High School at their own risk.

3.4.2: For the removal of any doubt, Kooringal High School will not be responsible for any loss, theft or damage to the device or data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.

- Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
- In circumstances where a device is damaged by abuse or malicious act of another student ("the other student"), reimbursement may be required. The Principal will, having regard to all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.
- The above clause (3.4.4) does not bind students to the determination of the Principal.
- In accordance with clause (6.4) below, students should not bring peripheral equipment, including power chargers and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

4. Standards for equipment care

Students are responsible for:

a. Taking due care of the device in accordance with school guidelines.

b. Adhering to the Department of Education and Communities' policy *Online Communication Services: Acceptable Usage for School Students* (PD/2002/0046/V04).

c. Backing up all data securely. All electronic data and resources used for school coursework must be stored on another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

5. Misuse of equipment and communication systems

5.1   Students bring their own device for use at Kooringal High School at their own risk.

5.2   *Standard school discipline procedures apply for misuse of the device contrary to this BYOD User Charter or other school rules.*

6. Acceptable equipment and communication system use

1.   Students bring their own device for use at Kooringal High School at their own risk.
2.   Use of the device during the school day is at the discretion of teachers and staff. Students must use their device as directed by their teacher.
3.   The primary purpose of the device at school is educational.
4.   Students must bring their device to school fully charged.
5.   Students should avoid bringing peripheral device equipment to school with the device. Peripheral equipment includes:
    a.   chargers
    b.   charging cables
    c.   docking cradles, except for a docking cradle that includes a keyboard integrated into the peripheral
    d.   adapters for the connection of video output or data transfer
6.   While at school, all material on the device is subject to review by school staff.
7.   Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless, or cellular networks whilst at school.
8.   Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
9.   Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the Department of Education and Communities' policy Online Communication Services: Acceptable Usage for School Students (PD/2002/0046/V04). Extracts are provided below. This policy forms part of this Bring Your Own Device User Charter.

Bring Your Own Device' Equity Policy

Rationale

The Kooringal High School Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families in supplying a device. At the same time, the Kooringal High School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Kooringal High School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD Equity Policy is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

References

i.   BYOD Policy
ii.   Student Assistance Scheme (PD/2005/0241/V02)

Objectives

1.   To achieve objective (1) of the Kooringal High School BYOD policy, being to facilitate and promote the bringing of a computing device to school by *all* students in Years 7 - 12 for use in their education.
2.   To ensure equity in the BYOD program and its implementation.
3.   To ensure all students have access to appropriate technological resources in their classes.
4.   To provide a framework through which family requests for assistance can be managed consistently.

Actions

(A)   Kooringal High School

Kooringal High School will:

1.   Endeavour to provide personal access to appropriate technology resources to all students operating under the school's Bring Your Own Device program in keeping with the objectives of that policy and with respect to its role as a public education institution.
2.   Ensure the BYOD Program's **Device Specification** is designed so that a range of devices in capability and cost are suitable and meet the Specification.
3.   Assess applications for assistance in meeting the requirements of the BYOD program on a case-by- case basis. Consideration will be given to all the facts of the matter, including:
    1.   The level of assistance requested.
    2.   Existing disbursements from the Student Assistance Scheme.
    3.   The Year of the student.
    4.   The subjects the student undertakes.
    5.   The technology already available to the student at school and at home.
    6.   Consult with the parent/carer in making determinations as to what form any assistance will take.
4.   Consider a range of alternatives for providing device access for students, including:
    1.   Priority or reserved access to desktop computers in computer labs or the Library during class time, free periods, before or after school or during breaks.
    2.   Loan of a laptop or other device for a particular period or class when personal device is flat or damaged - Faculty Loan.
    3.   Loan of a laptop or other device for a particular day.
    4.   Long Term Loan
5.   Make a written agreement between the school, student and parent/carer that specifies the arrangements agreed upon or determined for facilitating access to technological resources.

(B)   Students and Parents/Carers:

1.   Consider your options for the purchase or lease of equipment that meets the **Device Specification**.
2.   If you believe you are unable to provide a device that meets the specification make an application in writing to the Principal or make an appointment to speak with the Principal and indicate, you require assistance in addressing the school's Bring Your Own Device program. See Appendix.
    i.   The school will liaise with you, your son/daughter, and their teachers to identify the most appropriate way to address the issue and ensure they have appropriate access to the technological resources of their peers.
    ii.   You will be asked to make an agreement with the school that confirms the alternative arrangements made for your son/daughter's access to technological resources.
3.   The school will **not** purchase a device to assign to your son/daughter nor will the school make a device available for permanent loan. In substitution of a personal device the school will consider options including:
    a.   Priority or reserved access to desktop computers in computer labs or the Library during class time, free periods, before or after school or during breaks.
    b.   Loan of a laptop or other device for a particular period or class when personal device is flat or damaged - Faculty Loan.
    c.   Loan of a laptop or other device for a particular day.
    d.   Long Term Loan

Appendix 1: Recommended specifications "Bring Your Own" learning devices (laptop and/or other 2-in-1 laptop hybrid)

Baseline

Criteria	Minimum specifications
Physical dimensions	12" to 14" in screen size
Operating System	Windows 10 with latest updates installed
Processor	Core i3 or Ryzen 3, 1.2GHz; 2 Cores; 4 Threads or above
Memory	8GB
Wireless Compatibility	802.11n 5Ghz
Battery life	6 hours and above
Storage	128 GB and above
Input	Wireless mouse
Protective casing	Lightweight Hard shell laptop case
Additional Recommendations	Laptop weight less than 1.6 kg

Recommended

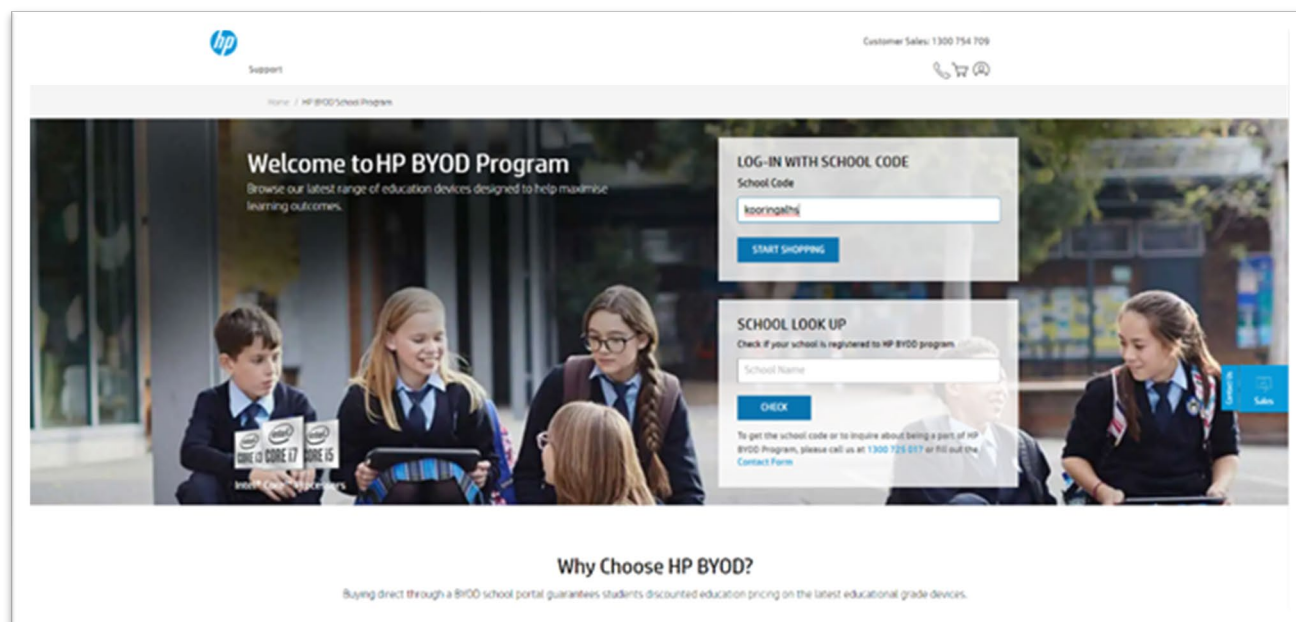| Criteria	Minimum specifications
Physical dimensions	12" to 14" in screen size
Operating System	Windows 10 with latest updates installed
Processor	Core i5 or Ryzen 5, 2 GHz; 4 Cores; 4 Threads or above
Memory	16GB
Wireless Compatibility	802.11ac or above
Battery life	10 hours and above
Storage	256 GB and above
Input	Wireless mouse, 10 point touch and stylus equipped
Protective casing	Lightweight Hard shell laptop case
Additional Recommendations	Laptop weight less than 1.6 kg

Software – **There is no need to buy the Microsoft Office suite**, as **the Department of Education supplies this software for free.** There are also alternatives such as G Suite for Education (Google apps).

- Google Drive provides UNLIMITED free storage for students and staff, and has a desktop app: https://www.google.com/intl/en_au/drive/download/
- Microsoft's OneDrive also provides UNLIMITED free storage for students and staff: https://www.office.com/
- Adobe Creative Cloud is FREE for students and staff: https://creativecloud.adobe.com/

Note: there is only limited support available for MacOS. iOS and Android/Chromebook devices are not supported.

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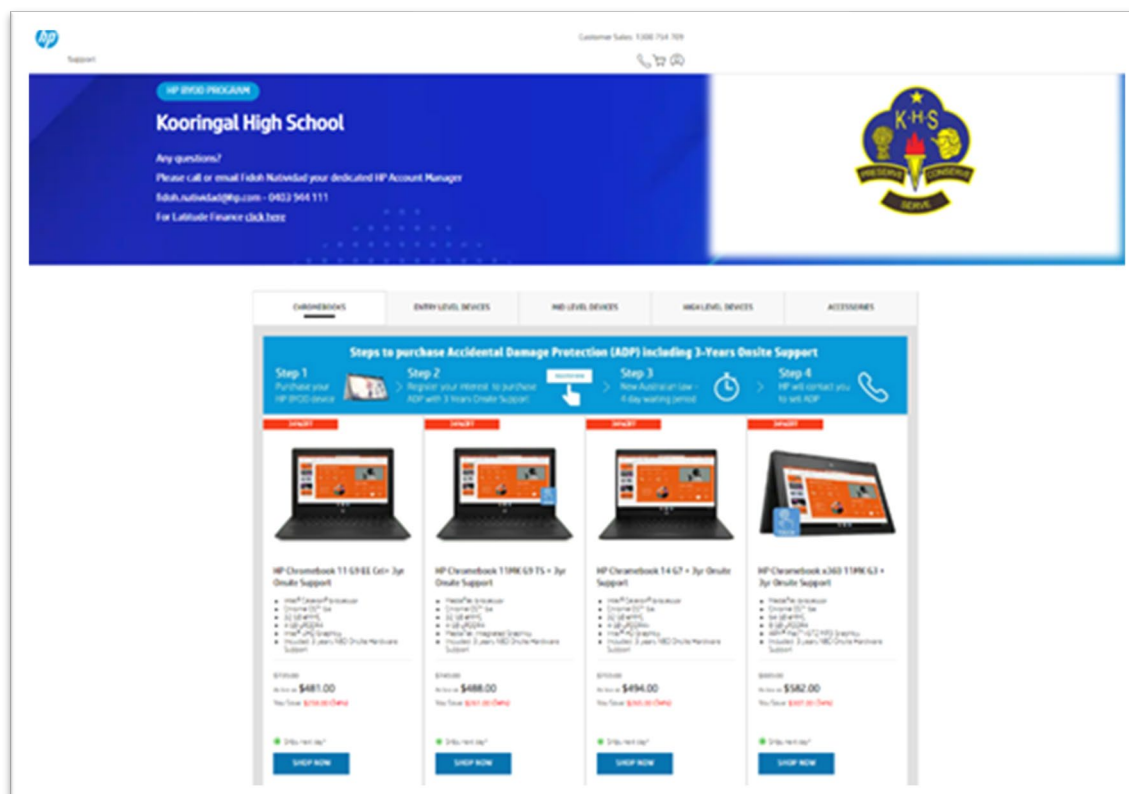
Appendix 2: Purchasing "Bring Your Own" learning devices.

Kooringal High School have set up partnerships with JB HiFi and HP. Devices can be purchased with significant discounts through the portals below. Simply log in with the details below.

Web Address: https://www.hp.com/au-en/shop/byod/about-the-program
Login-In with School Code: kooringalhs

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Web Address: www.jbeducation.com.au/byod
Login-In with School Code: KOORINGALBYOD

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Appendix 3: Best practices for digital devices

	• The student's name should be clearly visible on the back of the device and should not be able to be easily removed. • Students should always attempt to minimise the total weight of materials transported to and from home. For this reason we have specified devices with a smaller form factor (See <u>Appendix 1: Recommended minimum specifications "Bring Your Own" learning devices (laptop)</u> on page <u>7</u>). Remember that the laptop/tablet device is valuable and always have it in sight.

	• Students are expected to bring their devices to school each day with a **fully charged battery** as the use of power cords creates a trip hazard and also increases the possibility of damage to the device.
	  - Batteries are considered a consumable device and will deteriorate over time.
	  - If the laptop/tablet device is purchased privately then typically it has a 1 year warranty and may require a replacement battery before it reaches three years of use.

	• Students should **utilise cloud-based storage options supplied by the NSW Department of Education for storing data**.
	  - Each student has been supplied with their own OneDrive (Microsoft) and Google Drive (Google Workspace) account via the *education.nsw.gov.au* account.
	  - It is best practice to use the respective cloud storage technology's *sync client* to achieve this.
	  - The school is not responsible for any data loss, especially for files stored on the "Desktop" folder or any other offline folder of the device.
	  - It should be noted that loss of data is not a valid excuse for the late submission of a task.

	• Students should use **strong passwords** and have suitable privacy controls. • Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

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Appendix 4: Key terms

BYOD is an acronym for *bring your own device*, where students are permitted to bring a form of digital device from home that is capable of connecting to the school's wireless network to support their learning at school.

Digital citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smart watches, smart phones and other devices.

Digital literacy is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

Image-based abuse occurs when images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos.

Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment.

Online safety is the safe, responsible and respectful use of digital media, devices, other technology and online services.

Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

Appendix 5: What if you don't have a device?

Students who do not have devices will be able to take out a 'Day or Long-term Loan' from the school Library.

Students can go to the library between 8.45am and 9.05am to request a laptop and return after the final bell each day.

Loaning of school laptops should be seen as only a temporary measure. If a student fails to return their device on time, they may be restricted from borrowing for the remainder of the week. If a student repeatedly fails to return a day-loan laptop, they may lose access to the facility for the remainder of the term.

For longer-term loans, students may apply for eligibility through the Principal. Upon permission granted, a student will be able to borrow a long-term loan laptop for a mutually agreed upon time. The student is responsible for charging and the safe-keeping of the device.

Appendix 6: Student Agreement for use of Digital Device(s)

What is safe, responsible and respectful student behaviour?

In order to use digital devices and technology at Kooringal High School, students must read the Kooringal High School *Digital Device and Online Services Policy & Procedures* and sign below in the company of a parent or caregiver.

I agree to be Safe

Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.	
Only use your own username(s) and passwords, and never share them with others.	
Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.	
Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, in appropriate or makes you uncomfortable.	
Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.	

I agree to be Responsible

Follow all school rules and instructions from school staff, including when using digital devices and online services.	
Take care with the digital devices you use: Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use. Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need. Make sure the devices you bring to school have the latest software installed and take care with the school-owned devices you share with others, so that other people can use them after you.	
Use online services in responsible and age-appropriate ways: Only use online services in the ways agreed to with your teachers. Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks. Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.	
Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.	

I agree to be Respectful

Respect and protect the privacy, safety and wellbeing of others.	
Do not share anyone else's personal information.	
Get permission before you take a photo or video of someone, including from the person and from a teacher.	
Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.	
Do not send or share messages or content that could cause harm, including things that might be: • Inappropriate • Offensive or abusive • Upsetting or embarrassing to another person or group • Considered bullying; private or confidential • A virus or other harmful software.	

I have read and will abide by the Kooringal High School *Digital Devices and Online Services Policy and Procedures.*

Student Name: .... **Calendar Year:** 2022 / 2023 / 2024

Academic Year: 7 / 8 / 9 / 10 / 11

Student Signature: .... **Date:** ....

Parent Signature: .... **Date:** ....

Once signed, please return this form to the library

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Appendix 7: *Kooringal High School Equity Application*

Student Name		Family Name	
Parent/Carer Name		Family Name	

……………………………………………………………………………………………………

Purpose

Kooringal School is a BYO device school but offers a small number of hire laptops for long term loans to students. Loan laptops remain school property.

A Laptop Loan Charter must be signed and provided to the student's school before the laptop will be loaned.

If the student requires a laptop loan device, they may borrow one for no fee. Any damage to this device will be charged to the parent.

Please describe why you need the loan:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

By signing below, you are agreeing to the loan conditions.

Please submit to the School Principal

Signature of student:		Date:	
Signature of parent:		Date:	
Principal Approval:		Date:	

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Appendix 8: *Kooringal High School Laptop Loan Charter*

Device Type:		Serial No:	
Student Name	*Family Name*		*Given Name*
Parent Name	*Family Name*		*Given Name*

....

Purpose

Students who do not have access to a personal laptop or family computer may apply to borrow a device.

A Laptop Loan Charter must be signed and provided to the student's school before the laptop will be loaned.

Students and parents/carers must carefully read this charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

Laptop Loan Charter

- We have read the Laptop Loan Charter (*version 11/1*) found over the page.
- We understand our responsibilities regarding the use of the laptop and the internet.
- In signing below, we acknowledge that we understand and agree to the Laptop Loan Charter.
- We understand that we accept responsibility for any costs associated with the repair or replacement if caused by negligence or non-return.
- We understand that failure to comply with the Laptop Loan Charter could result in loss of future loan permission.

Signature of student: _____ Date:

Signature of parent/carer: _____ date: /   /

LAPTOP LOAN CHARTER (version 11/1)

Long-term device loan		
Device Model and Make: Google Chromebook (with charger)	**Chromebook Serial Number:**	**Barcodes:** Chromebook:
Please tick I have read and agree to the long-term learning device loan and internet use terms ☐		Charger:

PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL

KOORINGAL HIGH SCHOOL

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1. Purpose

The laptop is to be LOANED as a tool to assist student learning both at school and at home.

2. Equipment

2.1: Ownership

2.1.1: The student must bring the laptop fully charged to school every day if required. Chargers should be left at home.

2.1.2: The school retains ownership of the laptop.

2.1.3: All material on the laptop is subject to review by school staff. If there is a police request, NSW DoE will provide access to the laptop and personal network holdings associated with your use of the laptop.

2.1.4: Loans are based on school priorities and may vary from short term to long term loans to class groups or individual students.

2.2: Damage or loss of equipment

2.2.1: All laptops and batteries are covered by a manufacturer's warranty. The warranty covers the manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

2.2.2: Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

2.2.3: In the case of suspected theft a police report must be made by the family and an event number provided to the school.

2.2.4: In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided.

2.2.5: Laptops that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The principal will determine whether replacement is appropriate and/or whether the student is responsible for repair or replacement costs and whether the student retains access to laptop loans.

2.2.6: Students will be required to replace lost or damaged chargers.

3. Standards for laptop care

The student is responsible for:

I. Taking care of laptops in accordance with school guidelines.

II. Adhering to Online Communication Services: Acceptable Usage for School Students policy.

III. Backing up all data securely. This should be on the DoE online storage or for personal data including photographs or music, on an external storage device. Students must be aware that the contents of the laptop will be deleted, and the storage media reformatted during repairs.

IV. Never damaging or disabling laptops, laptop systems and networks or establishing, participating in or circulating content that attempts to undermine or bypass laptop security mechanisms for either software or hardware.

4. Acceptable computer and internet use

1. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
2. Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the *Online Communication Services: Acceptable Usage for School Students* policy. Extracts are provided below. This policy forms part of the Laptops Loan Charter
3. The Online Communication Services: Acceptable Usage for School Students policy applies to the use of the laptop and internet both on and off school grounds.

Extracts: Online Communication Services: Acceptable Usage for School Students

Access and Security

Students will:
- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e., unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
    - a message that was sent to them in confidence.
    - a computer virus or attachment that is capable of damaging recipients' computers.
    - chain letters and hoax emails.
    - spam, e.g., unsolicited advertising material.
- never send or publish:
    - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
    - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
    - sexually explicit or sexually suggestive material or correspondence.
    - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

- Be aware that all use of the internet and online communication services can be audited and traced to the e-learning accounts of specific users.

Privacy and Confidentiality

Students will:
- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

Students will:
- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be aware that:
- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Monitoring, evaluation and reporting requirements

Students will report:
- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Training.

Kooringal High School aims to provide a safe and happy environment which caters for individual differences and provides opportunities for all students to maximise their potential.

Principal:
Mr Kyle Bryant

Deputy Principals:
Mr Peter McCartan
Mrs Helen Schmetzer
Ms Bindee Jobe

Phone: 02 6922 5155
Email: kooringal-h.school@det.nsw.edu.au
Website: https://kooringal-h.schools.nsw.gov.au/

Office/forms & templates/student/appendix 8 Loan Charter

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