

# James Fallon High School Digital Education Revolution Policy

This policy is to be read in conjunction with the school welfare policy, the anti bullying policy, child protection, anti discrimination and anti racism policies.

The core of the NSW Department of Education and Training on Digital Education policy is based on:

- 1 Encouraging students in rigorous and stimulating programs of learning through sustainable and meaningful change in teaching and learning.
- 2 Student accountability for the use of their laptop.
- 3 Transfer of ownership of the laptop to students who have completed Year 12, having had at least two years assignment of the laptop.
- 4 Student use of the laptop will be governed by school developed policies and processes encouraged by responsible learning based on the Digital Education Revolution –NSW policy and procedure.

Student issue of laptops will commence in August 2009 with students currently enrolled in Year 9 being the first recipients of the laptops. Prior to students being assigned a laptop they must sign and return the **Laptop User Charter**. The Laptop User Charter includes an undertaking by both the parent/guardian and the student that they understand the conditions under which the laptop has been assigned.

## Issue of a laptop

- Initially all students enrolled in Year 9 at the commencement of 2009 will be issued with a laptop.
- No fee or charge will be applied but parents/guardians and students will need to sign the **Laptop User Charter** and return it to the school. This document will certify that parents/guardians and students understand and will abide by the use of the laptop conditions. A laptop will not be assigned to a student to take home unless this document has been signed and returned to the school.
- If a parent/guardian refuses to sign the Laptop User Charter the student will be given access to a laptop for class use only.
- Students with a disability will be allocated appropriate devices consistent with their needs and protocols outlined in the Students with Disabilities in Secondary and Central Schools for Specific Purposes procedures.
- James Fallon High School will have a number of computers in the laptop pool. This pool will be used to allocate computers to students who experience loss or breakage or for new enrolment students. These laptops are for school discretionary use.

## Bringing required equipment to class.

- It is a student's responsibility to bring their laptop to school fully charged each day.
- There will be no spare laptops or batteries available at school unless special circumstances prevail.
- Repeatedly leaving a laptop at home or bringing it uncharged will lead to: a warning; parent contact; risk of an official Board of Studies warning due to not bringing required equipment to class to enable satisfactory participation in classroom learning; possible loss of laptop 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 avoid using their laptops on public transport as this is a security risk.

## **Homework and assessment**

- Failure of technology is not an excuse for not handing in assignments, homework and set tasks on the due date. It is the student's responsibility to back up their work. This can be done by saving their files on line, saving files to a USB/memory drive or emailing the information to their school email address.

## **Enrolments and leavers**

- The allocation and return of student laptops will be recorded on the Student enrolment and Sign Out form for Year 9 initially and as the roll out continues it will be added to the Year 10, 11 and 12 forms. Students leaving James Fallon High School will have to have their leavers form signed by the TSO indicating that they are able to take their assigned laptop to their new Government school or that the laptop has been returned to James Fallon High School and the student has relinquished the laptop as they are moving to a nongovernment school or they are not eligible for transfer of ownership.

## **Long Leave**

- Students undertaking long leave may be required to surrender their laptop to the school until they return but this will depend on individual circumstances.
- Individual circumstance will be considered by the Deputy Principal Administration and the Principal.

## **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 laptop from the TSO 15 minutes prior to the start of the day ie prior to DEAR or morning assembly. These computers will need to be stored and charged overnight in a secure environment.
- A student who has been assigned a laptop and is unable to take it home for charging overnight due to extenuating circumstances needs to seek permission from the Deputy Principal Administration to leave their laptop at school for security and charging, 24 hours prior to the event unless special circumstances exist.
- Students must return their borrowed laptops or laptops that are to be left at school overnight to the TSO within 15 minutes from the end of the day unless special permission has been made to vary this arrangement eg the students involved in the Homework Centre.
- Students who do not return the Laptop User Charter will be given, under the above conditions and where possible, a laptop to use for class use only.

## **Laptop incident reporting**

- Laptops that are lost at James Fallon High School must be reported immediately to the Deputy Principal Administration so that they can be tracked or locked down.
- Laptops that are lost or damaged outside of James Fallon High School must be reported to the Deputy Principal Administration by the next school day so that they can be locked down and reported.
- Students are responsible for reporting stolen laptops to the police.
- Students and parents are responsible for reporting damage to their laptops to the Deputy Principal Administration.
- Students are responsible for reporting computer malfunctions 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 on others using technology. Cyberbullying includes all communications that seek to threaten, humiliate, intimidate or put another person down. Cyberbullying is part of the James Fallon High School Anti-Bullying policy and must be reported to the Deputy Principal Administration, Year Adviser or a member of staff when it occurs.

## **Classroom protocols**

- Laptops are for educational use.
- Non-educational use of laptops in the classroom may lead to a warning; parental contact; level move; possible loss of take home permission; possible removal of the laptop
- Email, sms, watching alternative content, camera misuse, playing with games and downloading music are examples of non-educational use and may result in the above sanctions.
- E-contact with friends in class and in other classes, family members and friends off site are not acceptable.
- Sharing class work using technology, such as Bluetooth, unless approved as part of the lesson, will be deemed as cheating.
- Cheating using technology is still cheating and will be dealt with appropriately.

## **Loan of school equipment ~ Laptops**

- James Fallon High School will have a pool of laptops. They will be available for loan for students and staff whose laptops malfunction or for students who have not signed the Laptop User Charter or students who have had not been granted take home status.
- Students and parents need to understand that laptops are loaned under similar conditions to loan of other school equipment in terms of breakage or loss.
- As with the loan of other school equipment, laptops must be taken care of and kept secure.
- Staff and students who lose or damage a laptop due to negligence may be required to pay replacement or repair costs.
- Borrowed laptops must be returned to the TSO fully charged with any personal data or files deleted.

## **Internet policy**

- The internet provides the opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication link students to provide a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet is their community. Students who use the internet and online communications provided by the NSW Department and Training is intended for research and communication between students and staff. Students are responsible for using the internet effectively to improve their information and communication skills.
- Students using the internet will be guided by the teaching staff to develop their skills in a safe and secure learning environment.
- Students using the internet and online communications have the responsibility to report inappropriate behaviour to their supervising teacher, the Deputy Principal Administration or

the TSO. Students should be aware that they have agreed to the Laptop User Charter and that it includes 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 permission
  - ✓ Password security
  - ✓ Copyright
- Students need to be responsible for their actions. What goes on line stays on line. Students need to acknowledge that internet and online communication services can be audited and traced to the e-learning account of the specific user.

### **Teacher Email contact**

- Teachers may choose to give permission to their students to contact them by email but students cannot disclose the email address of a staff member or any personal details without the specific consent of the staff member.
- Students/Teachers need to negotiate, if email contact is agreed to, whether an out of school hour's contact is acceptable.

### **Teacher Laptops**

- Teacher laptops remain the property of the school. Teacher laptops must be returned when the teacher leaves the school.
- Teachers taking planned leave should return their laptops to the TSO for interim loan to the temporary teacher taking their classes.

### **Policy Review.**

This policy will be subject to review late in 4<sup>th</sup> Term 2009.