

November 2024

# School Provisioned Laptop Device

Student Agreement

## **Introduction**

At Walcom Ngarra Secondary College we aim to deliver the best of public education and 21st Century learning, catering for the learning needs of all students through engaging and challenging curriculum opportunities. We recognise that a digital divide can exist for students and our School Provisioned Laptop Device approach for students in Year 7-9 aims to remove this barrier to our students learning.

## **Rationale**

Walcom Ngarra Secondary College's School Provisioned Laptop Device, Student Agreement is a tool to provide direction to staff, students, parents and carers on procedures, responsibilities, and expectations regarding School Provisioned Laptop Devices.

Student Laptop Device usage across the College is built around the premise that devices will be used to support learning and allow students to demonstrate their learning. They are a tool in a wide range of strategies that teachers use to engage, challenge, and inspire student learning.

## **General Use**

**(Including the obligations of students and the responsibilities of staff and parents/caregivers.)**

1. Students must take the laptop to all lessons unless the teacher has requested otherwise. Teaching and learning programs will make use of the laptop to benefit students' learning through inquiry, collaboration, and new ways of demonstrating knowledge.
2. Off-task behaviour, including using the device when not required, will be subject to consequences in line with Walcom Ngarra Secondary College's Student Engagement & Wellbeing Policy.
3. Any illegal movies, TV series, game downloads, pornographic material, etc. found on a laptop will result in suspension and/or exclusion from school. The Victorian Police will be notified regarding any unlawful activity.
4. The use of the laptop is on the understanding that students will follow teacher instructions and access applications and files in safe and ethical ways.
5. Students must not disrupt the smooth running of any school ICT application or infrastructure systems, nor attempt to hack or gain unauthorised access to any application or infrastructure system.

6. The school's wellbeing and engagement processes extend outside of school hours or off site.
7. Walcom Ngarra Secondary College reserves the right to monitor the content of a student Laptop and may conduct live monitoring of activity on the laptop. Students must permit school staff and parents/caregivers to perform checks when requested.
8. Consequences for inappropriate use will be in accordance with Walcom Ngarra Secondary College's Student Engagement & Wellbeing Policy and may include removal of the laptop for a period of time or managed privileges, at the discretion of School Leadership staff who will store the laptop and be responsible for all communication about return of the laptop. Where a student is suspected of any unlawful activity, it will be reported to the Victoria Police.
9. At the discretion of the school, a student's Laptop screen may be displayed at any time during the school day. Students' screens may be shared on any of the large display screens in the school.
10. When a pattern of non-attendance is identified, student Laptops may be removed/returned until attendance improves.
11. When a student is Externally Suspended their laptop may be held by WNSC for the period of the suspension.
12. The camera is only to be used in class with teacher permission. Photos of another person must be with their permission.
13. Students must carry or store the laptop in the case provided whenever not in use.
14. Students are required to charge their laptop each night, to ensure they can participate in learning activities while at school
15. Students are responsible for the good care and condition of the device issued to them and parents/carers will be required to pay for the cost of repairs and damage when deemed non-accidental by the school or after multiple cases of accidental damage.
16. At all times the laptop remains the property of Walcom Ngarra Secondary College.

## Cyber Safety

Staff, students, and parents should familiarise themselves with the content of:

- [Bullystoppers Parent Interactive Learning Modules](#)
- [iParent | Office of the Children's eSafety Commissioner](#)

Key aspects of Cyber Safety include:

- Students must not give out identifying information online, use only their first name and not share their home address, telephone number or any other personal information such as financial details (e.g. credit card), telephone numbers or images (video or photographic) of themselves or others.
- Students must not use their school e-mail address in non-school online communications, registrations, or subscriptions.
- Students must not use a personal email address for signing up to school- based online resources.
- Students must use the Internet, e-mail, mobile phones, or any ICT equipment only for positive purposes, not to be mean, rude, or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
- Students must not forward inappropriate material to others.
- Students should never respond to message or bulletin board items that are suggestive, obscene, belligerent, threatening or make them feel uncomfortable - these messages should be reported to a teacher.
- Students must inform their teacher immediately if they see anything on a website that is inappropriate, unpleasant or makes them uncomfortable.
- Parents and teachers should actively monitor online behaviour and encourage their child/student to follow Cyber-safe strategies.

## Internet Usage at School

As per the Department for Education Digital Learning in Schools policy, students may use the Internet only for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or equipment, and students may not access or distribute inappropriate material.

This includes:

- distributing spam messages or chain letters
- accessing or distributing malicious, offensive, or harassing material, including jokes and images
- bullying, harassing, defaming, or giving offence to other people
- spreading any form of malicious software (e.g. viruses, worms)
- accessing files, information systems, communications,

devices, or resources without permission

- using for personal financial gain
- using non-approved file sharing technologies (e.g. Torrent)
- using for non-educational related streaming audio or video
- using for religious or political lobbying
- downloading or sharing non-educational material.

While Walcom Ngarra Secondary College will make every reasonable effort to provide a safe and secure online learning experience for children and students, Internet filtering is not 100 per cent effective and it is not possible to guarantee that children and students will not be exposed to inappropriate material. All onsite internet activity is logged by the school and this data can be produced on request.

The cost to access the Internet at school is currently not charged to students and allows for students to make reasonable use of the Internet for the purpose of learning.

Staggered levels of access will be provided to students as they progress from middle to senior years ie YouTube access will be granted to senior students in certain circumstances

### **Cyber Security Systems and Data Monitoring**

All Walcom Ngarra Secondary College devices are secured with data encryption and industry leading virus scanners. Modern internet filters and remote management tools are applied to student devices when on school grounds which allows the school to maintain a safe and positive learning environment.

Data logging is enabled on these services and detailed user activity can be accessed only by the site leader and responsible delegates at Department for Education when appropriate or legally authorised to do so.

The Walcom Ngarra SC ICT Team and the Department for Education routinely monitor account activity for suspicious behaviour. Behaviour deemed to be malicious is reported to the school and student accounts and devices may be suspended until an investigation into the activity is completed.

### **Internet Usage at Home**

Internet browsing by students at home or from other non-Department for Education sites is permitted. Walcom Ngarra Secondary College accepts no cost for Home-Internet provision. The Internet Service Provider provides Home-Internet logon details, and it is the responsibility of the student/parent to setup the Home-Internet connection on the laptop.

Students using the laptop at home to access the Internet must do so in a safe and ethical manner, with parental permission. Parents should actively monitor and discuss their child's use of the Internet. Internet access, cyber security and content

filtering at home, are the responsibility of the parent/carer.

### **Passwords**

Walcom Ngarwa Secondary College and the Department of Education recommend the following main provisions regarding passwords:

- Passwords must be kept confidential and not displayed or written down for others to see.
- Passwords must not be words found in a dictionary or based on anything somebody else could easily guess or obtain using person-related information.
- Students must not disclose their personal passwords to any person other than WNSC ICT staff and Principal Team members, and except on Walcom Ngarwa Secondary College ICT Support request forms.

Students will be accountable for any inappropriate actions (e.g. bullying, accessing, or sending inappropriate material) undertaken by someone using their personal user ID.

### **Copyright**

Students must realise their responsibilities regarding intellectual property and copyright law and ethics, including acknowledging the author or source of information. To ensure compliance with copyright laws, students must only download or copy files such as music, videos, or programs, with the permission of the owner of the original material. If students infringe the Copyright Act 1968, they may be personally liable under this law.

### **Laptop Stickers**

Students will be provided with a new laptop sticker at the beginning of each year. If this sticker is removed/damaged, parents/caregivers will be invoiced for a replacement sticker at a cost of \$2.00. The sticker is not optional and must remain on the device to clearly identify the student and that it is a Walcom Ngarwa Secondary College device. No other stickers are permitted.

### **Charging of Laptops**

It is the responsibility of the student to charge their laptop at home. Attempting to charge their laptop at school using their own charger is a breach of OH&S Legislation. Any chargers used by Walcom Ngarwa Secondary College comply with Test and Tag requirements.

Students are permitted to have 3 emergency charges of their laptop per term via the ICT Service Desk. Students are encouraged to seek assistance early to prevent complete loss of power of their laptop.

Students are encouraged to regulate their Laptop use outside of lessons to help manage their battery consumption. Where a student is experiencing ongoing charge issues, they are encouraged to log this issue via the ICT Service Desk.

## **Printing**

Staff and students are encouraged to transmit work electronically to lessen the need to print documents. Each student will be issued with a \$10 print credit at the start of the year and this can be topped up throughout the year by students, in \$10 increments through COMPASS or the front office.

## **Software installation, games, and music**

Non-educational software or games are not to be installed on the laptop. Students using non-educational software, games and files at school will be subject to consequences according to the 'Acceptable Use' section.

Parents are encouraged to regularly monitor the contents of the laptop.

## **Social Networking**

Social Networking sites will not be accessible for students via the school network. In many instances social networking sites can be a distraction and potentially unsafe. Students using social networking sites without permission during lessons will be subject to consequences according to the 'Acceptable Use' section.

Students must seek permission from their parent/carer before accessing social networking sites.

Students are reminded to use Cyber-safe strategies and use the Internet in a safe and ethical manner.

## **Warranty or accidental damage to the laptop**

Where failure or damage is incurred through warranty or accidental damage, IT will evaluate the device and log a call with Lenovo. The primary contact for the student will be advised in the event of warranty or accidental damage and the action taken including if a loan device will be issued.

Where damage is deemed as deliberate, malicious or occurred offsite, the incident will be investigated, and the cost of replacement/repairs will be at the expense of the parent/carer of the student/s deemed responsible. This will also apply when there are multiple episodes of accidental damage by a student.

## **Theft of the Laptop**

If the laptop is stolen, parent/carers should immediately report this to the school and the Victoria Police. The school will require a copy of a Police Report to access insurance coverage. Where a police report is not required, families will be required to cover the cost of device replacement.

## **Travelling with the Laptop**

WNSC Insurance Cover will not cover the laptop during overseas travel. Therefore, we request that the laptop is not taken overseas as parents will be solely responsible for any damages incurred during this time. Ensuring the laptop is always stored in the case when travelling (between school, home and between classes) is imperative to minimise chance of damage when in transit.

## **Loan Laptops**

Loan Laptops may be available from the ICT Service Desk.

If a student must await the repair or replacement of their laptop, they may receive approval to borrow a Laptop for the duration of the repair/replacement period, which must be collected at the start of the day from ICT Service Desk and returned at the end of the day. Insurance cover associated with a Student Laptop is not transferrable to a loan Laptop. Parents must accept full liability for any damages incurred to a loan Laptop during the term of the loan. Where a Parent is not willing to accept these terms, a loan laptop will not be issued to the student.

Short- term loans will not be made in circumstances such as:

- when a student does not bring their laptop to school
- when the battery goes flat.

Any loan Laptop still in student possession at the end of Term 4 must be returned to the ICT Service Desk before the start of the school summer holidays. Failure to do so will result in school consequences and the privilege of using a loan Laptop revoked in the future. If the loan is not returned before leaving Walcom Ngarra Secondary College, parents may be billed for the cost of a new replacement.

## **Ownership**

Walcom Ngarra Secondary College will transfer ownership of the laptop at the end of a 3-year term. At this time, the school's ICT Services may need to remove school licensed software and process the laptop for transfer of ownership. Any student who fails to have school licensed software removed may be liable to copyright infringement as per the Copyright Act 1968. Devices cannot be transferred to siblings attending Walcom Ngarra Secondary College, as they are required to have a new school provisioned device for Year 7-9. At end of Year 9, the device can be returned to ICT for them to wipe the device back to factory settings, so it can be used in senior secondary years. If a student leaves prior to the end of the Year 9, the device will need to be returned to the school.

## **Maintenance of devices**

Walcom Ngarra Secondary College will maintain the devices over the period of three years. In order to ensure devices are suitable for purpose and operating effectively, all devices are required to be returned to the ICT Services Team in December each year. This information will be communicated to families at the commencement of Term 4 each year, with a clear return date.

If a device is not returned to the ICT Services Team, a new device will not be issued, and parents will be invoiced for the cost of a replacement device.

## **Private Laptops and Personal Devices**

Private laptops and personal devices add complexity to the functionality and maintenance of the school network. Only school-supplied Laptops, providing they have the standard image applied, can be supported by the school for students in



Year 7-9.

Only staff, students, and other school-approved users are permitted to access the school's network.

### **Cloud Services**

Office 365 services are provided for students and are supported by the Department for Education for use in schools. This allows Office products to be downloaded onto devices. It also enables collaboration among students on documents. The Office 365 Service is only to be used in relation to delivering curriculum objectives and will not be used to store sensitive or personal information.

Students must ensure they do not upload, access, transfer, process, share, retrieve or display sensitive or personal information, and that they use the cloud service in accordance with the Acceptable Use terms in the General Use section of this document.

### **Laptop Induction**

All new Year 7 students will participate in a Digital Fluency Studio during Term 1 2023 to become familiar with key features and functions of the laptop. These sessions will cover:

- Care and Culture of the Laptop
- Cyber Safety
- Note-taking strategies to enhance learning
- Emails and O365
- An introduction to software to enhance student experience and learning

Other incoming new students can access ICT support to become familiar with the key features and functions of the laptop noted above.

## **Work Health and Safety**

Students are advised to consider the following advice when using their laptop:

- taking regular rest breaks within the confines of the classroom and at the discretion of the teacher
- not using the laptop for more than 2 hours in any one session
- working in an environment free from glare
- using the laptop on a desk rather than on the lap whenever possible
- angle the screen to minimise the need to bend the neck
- maintaining good posture
- ensure laptop is kept in its case as much as possible to minimise risk of damage
- do not allow another student to use your device

The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment, which promotes poor posture. Students should be aware of their mobility while using the laptop.

## **Preventing Eye Strain**

Eyestrain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or glare or reflection from lighting sources. The risk of eyestrain can be reduced by ensuring students:

- work in environments free from glare or reflection
- have adequate lighting
- increase font size for comfortable viewing
- position the screen for comfortable viewing distance
- take frequent breaks from the screen, for example: every 20 minutes look at something. 6 metres away for 20 seconds
- regularly blink to lubricate your eyes.

## **Remote Learning**

Should students undertake a period of Remote Learning, Walcom Ngarrwa Secondary College's Student Wellbeing & Engagement Policy, and all relevant policies, extend outside of school hours or off site.

# School Provisioned Laptop Device Student / Parent Agreement

## For Students:

I am aware and agree to the school's initiatives to maintain the care, use and management of devices (including laptops) in a cyber-safe learning environment. I agree to comply with my obligations set out in the Walcom Ngarra Secondary College, School Provisioned Laptop Device, Student Agreement.

I am aware that by failing to comply with the requirements of the agreement I may be subject to having the provided laptop recalled.

Name of student: *to be completed via COMPASS online slip*

Signature of student: *to be completed via COMPASS online slip* Date:

## For the Parent/Caregiver:

We are aware and agree to the school's initiatives to maintain the care, use and management of devices (including laptops) in a cybersafe learning environment. Therefore I/we agree to take all possible steps to ensure the above signed student complies with the user agreement obligations set out in provided Walcom Ngarra Secondary College, School Provisioned Laptop Device, Student Agreement.

Name of Parent/Caregiver: *to be completed via COMPASS online slip*

Signature of Parent/Caregiver: *to be completed via COMPASS online slip* Date:

## Please note:

- This agreement will remain in force as long as your child is enrolled at this school.
- If it becomes necessary to add/amend any information or rule, you will be advised in writing.
- Please keep a copy for your own reference
- Without a signed agreement a laptop will not be issued to a student.