



## Northmead High School

### Digital Revolution Policy

This policy is to be read in conjunction with the [Digital Education Revolution - NSW Policy and Implementation Procedures](#). This policy and its associated documentation will be available on the school intranet and [school website](#).

#### Overview:

*The Digital Revolution - NSW* is directed at students in Stages 5&6 and their teachers and allocates laptops for all Year 9 students enrolled at time of issue starting in 2009. There is also a pool allocation of laptops issued as a source for spares as well as laptops issued in 2009/2010 as a school resource across years 10-12. Student use of laptops will be governed by the Northmead High School's *Digital Revolution Policy* which is based on the [Digital Education Revolution - NSW Policy and Implementation Procedures](#). Student must use their laptops for learning in accordance with the school's policy which is directed at encouraging responsible learning.

#### Aim:

Northmead High School aims to effectively manage student laptops and their associated digital technologies to ensure quality teaching and learning which prepares our students for success in the 21st Century through their engagement with this technology.

#### Roles and responsibilities within the school:

##### Principal

The Principal is responsible for the implementation of *Digital Education Revolution - NSW Policy and Implementation Procedures* in the school and for establishing good management and accountability practices for the laptops allocated to the school.

##### Head Teachers

Head Teachers are responsible for supporting the implementation of *Digital Education Revolution - NSW Policy and Implementation Procedures* into their area of responsibility.

##### Teachers

Teachers are responsible for Quality Teaching in their classrooms enhanced by the *Digital Education Revolution - NSW Program*.

##### Students

Students are responsible for the care of their laptops, for using them appropriately to enhance their learning and saving their work securely.

#### Monitoring, evaluation and reporting requirements

The Principal will supervise the implementation of the policy and report their evaluations to School Education Directors.

## Issue of Laptops

Laptops will be allocated to all Year 9 students enrolled at time of issue starting in 2009. Enrolment forms and leavers' forms for years 9 (and 10, 11 and 12 progressively) will include issue and return of laptops.

Possession of laptops for take home use by Year 9 students will require informed parent/carer consent and the student and parent/carer agreeing to the *Laptop User Charter*.

Breaches of the terms of the *Laptop User Charter* may result in forfeiture of the laptop or loss of permission to take a laptop home.

Once a laptop is allocated to a student and the student has logged on so as to authenticate the laptop, only that student can access that laptop. This is intended to discourage theft.

Students accepting an allocated laptop in year 9 will be required to take the laptop home each day for study purposes and charging. Chargers are to be left at home.

If parents/carers do not sign a *Laptop User Charter*, students will be given access to a laptop for class use only. Students who do not have permission to take laptops home will use loaned laptops rather than allocated laptops. These students must comply with the school's requirements for safe storage, charging and daily laptop issue for class use.

In some cases it will not be possible for students to take their allocated laptop home. Students who have permission to leave their laptops at school must comply with the school's requirements for safe storage and daily laptop issue for class use.

If the Principal deems that a student must leave their computer at school, the student must comply with the school's requirements for safe storage and daily laptop issue for class use.

The Principal may decide it is not advisable for particular students to take laptops home due to home or other circumstances. This decision will be discussed with the parents/carers.

## Travelling to and from school

Students should keep their laptops in their school bags when travelling to and from school.

Students should ensure their laptops are safe when being used in public places.

## Long leave

Students taking long leave from school in excess of ten (10) school days or more, e.g. to travel overseas are required to leave their laptops at school while absent.

## Moving School

Students moving from Northmead High to another government school generally will retain their allocated laptops. Laptops will be surrendered if a student leaves school before the end of Year 12 or moves interstate, overseas or to a non government school. In the event that students do not return their laptops, computers will be rendered inoperable.

## Students with disabilities

Students with disabilities will be allocated appropriate devices consistent with their needs and the protocols outlined in [Digital Education Revolution - NSW Students with Disabilities in Secondary and Central Schools and in Schools for Specific Purposes Procedures](#).

## Managing laptops in a learning environment

Students must use their laptops for learning in accordance with the school's policy which is directed at encouraging responsible learning.

### Bringing required equipment to class: Students with take home permission

It is the students' responsibility to bring laptops to school each day fully charged. Chargers are to be left at home.

There will be no access to spare laptops or batteries.

Repeatedly failing to bring a laptop to class or bringing it uncharged will lead to consequences such as: warning; parent contact; risk of 'N' Award (for failure to bring required equipment to class to enable satisfactory participation in learning); possible loss of take-home permission; laptop being shut down.

### Bringing required equipment to class: Students without take-home permission

Students must sign for and collect their loan laptop daily from the Technical Support Officer (TSO) at least 15 minutes prior to the start of period 1.

Return the laptop immediately to the TSO at the end of the school day and sign the laptop back into the pool.

**Loan laptops cannot be returned during class time. They must be returned during breaks or immediately following the last period of the day.**

Students who require special permission to leave their laptop at school overnight due to an after-school commitment should apply to the Principal and deliver it to the TSO immediately at the end of the day.

In the event of a student's late arrival at school, they will be expected to collect the laptop from the TSO at the first break. If a student is late, it is his/her responsibility to catch up on missed work.

## Classroom protocols

All material on the laptop is subject to review by school staff.

Laptops are for educational use and must be used responsibly for student learning.

Non educational use of laptops in the classroom may lead to warning, parent contact, formal caution, possible loss of take-home permission, possible removal of the laptop.

Email, SMS, watching alternate content, camera use, playing games and downloading music are examples of activities that should only take place if determined by the teacher to be part of the lesson.

E-contact with friends in other classes, family members and friends off site are not appropriate during lessons.

Sharing class work using technology such as Bluetooth unless approved as part of the lesson, may be deemed cheating. Cutting and pasting the work of others from sources such as the internet and claiming it as the student's own is cheating (Plagiarism). [See Board of Studies All My Own Work](#).

Students will not be allowed to leave class to access the TSO. Problems with technology must be reported to the TSO in break times.

Students must report any suspected virus immediately to the classroom teacher.

Laptops must not be operated in their plastic carry case as they will overheat and be damaged.

Students are encouraged to personalise their laptops e.g. stickers, photos but these must be appropriate. Students will be required to meet replacement costs in the event of inappropriate personalised material being used.

## **Homework / Assessment**

It is a student's responsibility to back up their work. This can be done by saving files online, saving files to a USB/memory drive or emailing files to self. Lost work is not an acceptable excuse for not handing in assignments.

All work including homework and assessment tasks must be printed at home.

Non submission of homework and assessment is subject to the rules of the [Northmead High School Assessment Policy](#).

A failure of technology is not an excuse for handing in work late/not handing work in. Students must manage their time to allow for technological failure. Work must be backed up and not left to the last minute. In case of emergency the student can always email it to themselves and retrieve it at school.

Assessments may only be emailed if the teacher agrees.

## **Internet policy**

Students using the laptops have agreed to the Online Communication Services: Acceptable Usage for School Students policy as part of their access to the Internet at school. This also forms part of the *Laptop User Charter*.

Students must comply with the rules for:

- acceptable usage
- access and security
- privacy and confidentiality including personal privacy & sharing of other people's data
- sending photos not related to course work
- password security
- copyright.

**Students are also reminded that what goes online stays online indefinitely and can be traced, both by DET and the school.**

## **Anti-bullying**

Cyberbullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyberbullying includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down. Cyberbullying is part of the school's anti-bullying policy and must be reported immediately. Cyberbullying will be dealt with in accordance with the [Northmead High School Anti-Bullying Policy](#).

## Teacher email contact

Teachers are not required to respond to student emails but may choose to do so at their own discretion. Some teachers may also choose to give permission to students to email them and may choose to respond out of hours.

If teachers have chosen to allow students to email them, students must not expect an immediate response. A reasonable time for response is two (2) school days.

Teachers may ask for work to be lodged electronically.

## Laptop incident reporting

Malfunctions must be reported to the TSO.

Students who vandalise or damage another student's laptop may be required to pay for repairs or replacement.

## Loss or damage

Laptops that are lost or damaged at school must be reported immediately to the Principal to enable them to be tracked or locked down.

Laptops that are lost or damaged out of school must be reported to the Principal by the next school day to enable them to be tracked or locked down and reported.

If laptops are lost or damaged *Laptop Incident Report* must be completed (see appendix). *Digital Education Revolution - NSW* policy also requires that a signed Statutory Declaration be submitted.(See section 11 *Implementation Procedures* below)

11.2.2 A Statutory declaration made within New South Wales must comply with the *Oaths Act 1900* and take the following form:

### Statutory Declaration

I, \_\_\_\_\_ of (residence), do hereby solemnly declare and affirm that [the facts to be stated according to the declarant's knowledge, belief, or information, severally]. And I make this solemn declaration, as to the matter (or matters) aforesaid, according to the law in this behalf made-and subject to the punishment by law provided for any wilfully false statement in any such declaration. (Date and place of declaration)".

This must be signed by the parent/carer at the bottom in the presence of a JP or solicitor who then needs to sign to indicate they witnessed the signature.

Where no statutory declaration is provided and depending on the circumstances and student's laptop history, the Principal will determine whether or not the student may be required to pay for the repairs or purchase a replacement.

(See section 11.1.4 *Policy and Implementation Document*)

## **Theft**

It is the responsibility of the authorised user of the laptop and his/her parent/caregiver to report the theft of a laptop both to police and the school Principal.

In case of theft, the student or parent/caregiver or teacher in charge of the laptop should notify the police immediately and obtain a police report number. In addition, the theft must be reported to the Principal immediately. Students and caregivers should also complete a *Laptop Incident Report* (see appendix).

Where no police event number is provided in the case of theft and depending on the circumstances and the student's laptop history, the Principal will determine whether or not the student will be expected to cover the cost of replacement.

## **Loan of school equipment – laptops**

Laptops in the laptop pool are for school discretionary use and the laptop pool needs will be managed by the TSO.

Students accepting pool laptops for short or medium term loan do not require a *Laptop User Charter*. However it is important that students and their families understand that laptops are loaned under similar conditions to loan of other school equipment in terms of responsibility for loss or breakage.

As with loans of other school equipment, laptops must be signed in and out with the TSO and taken care of and kept secure.

Teachers or students who lose or damage a laptop due to negligence may be required to pay replacement or repair costs.

Borrowed laptops must be returned fully charged with any personal data or files deleted.

## **Installation of software**

Students are not permitted to install any additional software.

## **Pool Laptops available for class use**

Teachers must follow the good management and accountability practices for pool laptops allocated for class use.

Teachers have a responsibility to manage pool laptops securely. Loans to students can only be done through the TSO.

Secure storage and monitoring is required.

## **Replacement of laptops**

Laptops will be replaced in circumstances of warranty related breakage, theft supported by a police event number and accidental damage or loss supported by a statutory declaration.

## **Ownership of laptops**

Ownership of laptops will be formally transferred to students who have completed Year 12 starting in 2012. Laptops remain the property of NSW Department of Education and Training until this transfer takes place.

## Using non NSSCF Laptops at school

Under certain conditions outlined in the [procedures](#), students may bring non-NSSCF laptops to school. Responsibility for these computers lies solely with the student and no technical support for these computers will be provided by the school.

All rules applying to the use of DER laptops apply to personal laptops including loss of permission to bring them to school.

## Teacher laptops

Teacher laptops are issued under *Loan of Equipment* regulations (Intranet access only) and remain the property of the school.

## Audit Requirements

Normal stocktaking and audit requirements apply since laptops can be considered to be at risk of misappropriation or theft (see 7.2.3 *School Manual on Financial Management* Intranet access only). However since the electronic records of laptop allocation meet Asset Register requirements, this will be acceptable for this purpose with the conditions in sections 17.2 and 17.3.

17.2 The Principal must obtain and sign off a hard copy of student and staff laptop allocations and pool laptops held at school at time of annual stocktaking.

17.3 At time of stocktaking all laptops must be sighted and signed off as sighted. For student laptops this will usually be done in roll classes. Until such a time as an electronic evidence of ownership is approved, sighting and sign off must take place.

## Related documents

*School Manual on Financial Management 7.4 Loan of Equipment*

*Use of Electronic Communication Devices*

*Legal Issues Arising for Staff Subject to Cyberbullying and Related Behaviour Number 42*

*The Use of Mobile Phones, Portable Computer Games, Tape Recorders and Cameras in Schools and TAFE NSW Institutes Number 35* PAGE 5 DIGITAL EDUCATION REVOLUTION – NSW / BULLETIN 7, JUNE 2009

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# Appendices



# Northmead Creative and Performing Arts High School

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## DIGITAL EDUCATION REVOLUTION - NSW LAPTOP USER CHARTER

Student name \_\_\_\_\_  
Family name \_\_\_\_\_ Given name \_\_\_\_\_

Parent/Carer name \_\_\_\_\_  
Family name \_\_\_\_\_ Given name \_\_\_\_\_

### Purpose

The Digital Education - NSW Program aims to improve student learning experiences both in and out of the classroom. The NSW Department of Education and Training is providing students with a personal laptop on the expectation that they will make good decisions with regard to their personal use of technology.

A *Laptop User Charter* must be signed and provided to the student's school before the laptop will be issued.

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 User Charter*

I have read the *Laptop User Charter* (version 09/1).

I understand my responsibilities regarding the use of the laptop and the internet.

In signing below, I acknowledge that I understand and agree to the *Laptop User Charter*.

I understand that failure to comply with the *Laptop User Charter* could result in recall of the laptop and/or loss of access for home use.

Signature of student: \_\_\_\_\_ date: / /

Signature of parent/carers: \_\_\_\_\_ date: / /

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

## LAPTOP USER CHARTER (version 09/1)

### 1. Purpose

The laptop is to be provided 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. Chargers should be left at home.
- 2.1.2 The school retains ownership of the laptop until the student completes year 12. At this time ownership of the laptop will be transferred to the student. Laptops assigned for ownership must be more than two years old.
- 2.1.3 All material on the laptop is subject to review by school staff.
- 2.1.4 If the student leaves school prior to completing year 12 or moves to a nongovernment school, interstate or overseas, the laptop must be returned to the school.

#### 2.2 Damage or loss of equipment

- 2.2.1 All laptops and batteries are covered by a manufacturer's warranty. The warranty covers 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 If a laptop is damaged or lost by neglect, abuse or malicious act, the Principal will determine whether replacement is appropriate and/or whether or not the student retains access to a laptop for home use.
- 2.2.6 Students will be required to replace lost or damaged chargers.

#### 2.3 Substitution of equipment

When a laptop is replaced, it is replaced with one of similar age.

### 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 data securely.

### 4. Acceptable computer and internet use

4.1 Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student access the Internet at school based on the *Online Communication Services: Acceptable Usage for School Students* policy. Extracts are provided on the following page.

4.2 This policy forms part of the Laptops User Charter.

4.3

The [https://detwww.det.nsw.edu.au/policies/general\\_man/general/accep\\_use/PD20020046\\_i.shtml?level=Schools&categories=Schools%7CComputers+%26+Internet%7COnline+communication+services](https://detwww.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046_i.shtml?level=Schools&categories=Schools%7CComputers+%26+Internet%7COnline+communication+services) 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

#### 4.1 Access and Security

##### 4.1.1 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 is 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 and Training.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

#### 4.2 Privacy and Confidentiality

##### 4.2.1 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.

#### 4.3 Intellectual Property and Copyright

##### 4.3.1 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.

#### 4.4 Misuse and Breaches of Acceptable Usage

##### 4.4.1 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.

### 5. Monitoring, evaluation and reporting requirements

#### 5.1 Students will report:

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



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## DIGITAL EDUCATION REVOLUTION - NSW Students with Disabilities Parent/carer consent form

### Provision of information and communications technology other than a standard laptop computer.

There is an opportunity for schools with students with a disability to adopt a more flexible approach to the provision of information and communications technology.

This flexibility enables schools to consider alternate technologies to the standard laptop computer and also gives schools the opportunity to consider pooling the available funds to purchase specific information and communications technology appropriate for a student with a disability; and may support more appropriately the curriculum needs of a number of students.

Where schools deem it appropriate to obtain information and communications technology different to the standard laptop computer, it is a requirement that parents/carers are fully consulted about the alternate technology. It is the Principal's responsibility to arrange for parents/carers to consider the school's information and communications technology proposal for their child and, if in agreement, complete the form below.

The completion of this form confirms that consultation has occurred between the parent/carer and the school about the type of information and communications technology support to be made available; and that the technology support provided will, in the main, remain the property of the school.

I have discussed my child's information and communications technology needs with the school Principal and understand that

\_\_\_\_\_ (full name of child) in Year \_\_\_\_

at \_\_\_\_\_ (name of school) will not receive a standard laptop computer as part of the Laptops for Learning program but will instead access their information and communications technology needs through: (please specify)

Full name of parent/carer

Signature \_\_\_\_\_ Date \_\_\_\_\_

