

Condell Park High School

Student Use of Laptops and Online Services Procedure Year 7-12 2024

Purpose

This procedure guides student use of laptops and online services at our school.

Our school acknowledges the educational value of laptops 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.

In 2024, the school is strongly encouraging the use of these laptops in teaching and learning at school. Students with laptops are required to bring laptops to class every Monday and Thursday.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of laptops 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.

This procedure covers student use of laptops and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal laptops and all online services.

Our School's Approach

Our school supports and promotes the use of laptops for educational purposes only during school time. The school strictly adheres to not allowing the use of mobile phones, iWatches or iPads in all classrooms and school settings during school time. During school recess and lunchtimes, students are encouraged to interact with one another and refrain from on-line activities.

The school takes an equitable approach to providing students with access to technology through offering students with the latest laptops at a substantially reduced cost. The ACER laptops cost \$806.80 but the school is subsidising the cost to families and selling them for **\$300.00** per laptop.



11.6" Acer Base Touch Notebook Travelmate B311RN-32, World facing camera, eT4L compatible, 11.6" IPS FULL HD LCD, Intel Pentium N6000, 8GB RAM, 256GB SSD NVMe, Up to 10 hrs battery life, Active Stylus Pen included, MIL spec, 2 Years Onsite Warranty

11.6" Acer Base Touch Notebook Travelmate B311RN-32
Intel Pentium Silver N6000, 4 MB L2 Cache, 1.10 GHz, up to 3.30 GHz
8Gb DDR4 RAM
256GB PCIe NVMe SSD
11.6" 16:9 Full High Definition (FHD) 1920x1080 IPS LCD with integrated multi-touch
Intel UHD Graphics
1080p world facing camera, 720p user facing camera
Intel Wireless-Wi-Fi 6 AX201, 802.11a/b/g/n/ac/ax wireless LAN
1x USB-Type-C (supports Display Port over USB-C and USB Charging)
2x USB 3.2 Gen1
1x RJ-45 Gigabit Ethernet port
1x Headphone/speaker jack
1 x HDMI
Active Stylus Pen included
Up to 10 hrs battery life
MIL Spec 810H
2 Years Next Business Day Onsite Warranty

The payment of \$300.00 for the laptop can be paid at the office before school, at recess and lunch Monday to Friday. A receipt will be issued. **Only full payment for the laptop will be accepted.** We are unable to accept part payment for the laptop or layby the laptop.

Payment can also be made online by logging onto the school website: <http://www.condellpk-h.schools.nsw.edu.au/public/website/> then clicking on "Make a Payment" and following the prompts to make a payment via Visa or Mastercard. Payments made via this method take 24 hours to process. Students need to come to the office to get their receipt for payment.

After payment, students present their receipt to the IT staff in the Mathematics staffroom at Recess or Lunchtime to collect the laptop on Monday, Tuesday, Thursday and Friday only.

The school is committed to providing students with future focussed teaching and learning activities designed to lift student academic engagement and performance. Whilst teachers will be providing students with activities to strengthen literacy and numeracy skills via the use of laptops, face to face teaching and learning will still be the primary mode of delivery in the classroom in all subjects. Students will be able to access the school's internet to engage with digital learning. Students may be exempt from using a laptop in order to meet their learning and support needs. Students may use their laptop before and after school; during class, recess and lunch; on school grounds or in designated spaces; on excursions and other school events such as camps; on other educational sites such as TAFE; during detentions and exams. This is subject to change at the Principal's discretion.

Students are responsible for their laptops and the school takes no liability for damage to laptops. Students are responsible for bringing a fully charged laptop to class every day.

Consequences for inappropriate use

- The student is given a warning from a teacher or other staff member.
- The student's laptop is confiscated by a staff member.
- Confiscated laptops are returned at the end of class.
- Continued misuse of the laptops will result in head teacher and deputy principal interventions and recorded on Sentral.
- The deputy principal may suspend a student's privilege to use their laptop at any time.
- The deputy principal may arrange a meeting with the student's parent or carer.
- Wilfully damaging a laptop, whether their own or someone else's, may result in suspension, repair costs and possible police and/or Child wellbeing involvement for serious incidents.

Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Contact between students and parents and carers during the school day

During school hours, parents and carers are expected to only contact their children via the school office.

Responsibilities and obligations

Supporting students to use laptops and online services in safe, responsible and respectful ways is a shared responsibility. Recommended inclusions are listed below.

For students

- Be safe, responsible and respectful users of laptops and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students. See CPHS Student Handbook:
<https://condellpk-h.schools.nsw.gov.au/about-our-school/rules-and-policies.html#Student3>

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of laptops and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of laptops and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the [School Community Charter](#).

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of laptops and online services. This includes:
 - Establishing agreed classroom expectations for using laptops and online services, in line with this procedure and departmental policy.
 - Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a laptop.
 - Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
 - Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of laptops and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of laptops and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
 - Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
 - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
 - Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of laptops or online services.
- 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 laptops and online services.
- Participate in professional development related to appropriate use of laptops and online services.

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.

- Report any inappropriate use of laptops and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Students will be informed about this procedure through school year group assemblies from 21 February 2024.

Parents and carers will be advised via the school newsletter. This procedure can be accessed electronically via the [school's website](#) and in hardcopy at the school's administration office.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's [guide for students/parents/carers about making a complaint about our schools](#).


Review

The principal or delegated staff will review this procedure annually.


BYOD @ CPHS

Advice for success!


COME TO SCHOOL WITH A FULLY CHARGED DEVICE.




BACK UP YOUR DATA EVERY WEEK USING AN EXTERNAL DRIVE.



NEVER SHARE YOUR PASSWORDS.



ALWAYS ASK PERMISSION BEFORE YOU RECORD OR PHOTOGRAPH OTHER PEOPLE.



RESPECT EQUITY SAFETY POSITIVITY

BYOD – Expected Protocols

All BYOD students are expected to abide by all NSW DoE policy and our school Laptops and Online Services procedure that directly supports the implementation of the NSW DoE policy for Laptops. Additionally, it is expected that students ensure:

- Laptops are brought to school every Monday and Thursday.
- Laptops are protected with anti-virus software.
- Laptops are brought to school fully charged.
- They are **responsible** for their own equipment including charger, protective case and laptop.
- Laptops are used for learning purposes only whilst in class.
- Laptops remain in school bags for all practical lessons unless otherwise instructed by the teacher.
- Class work is completed and turned in via Microsoft Teams when required.
- Class work is organised into appropriate folders in Microsoft Teams and backed up in folders on virtual desktops.
- All subject folders on virtual desktops should be clearly labelled eg Project, PDHPE, etc.
- Folders and virtual desktops are made available for teachers to monitor and provide feedback to students.
- They **respect** instructions given by their teacher. If students are instructed to close their laptop or turn the screen around they must respond accordingly to allow the teacher to teach and students to learn.
- The school common values are at the forefront of their journey as a digital citizen.
- They use technology to enhance their learning, not control their learning or time.
- They do not use their laptops to access inappropriate websites.
- They do not use their laptop in class to access social media or non-educational games.
- They do not engage in any conduct online that is considered as bullying or anti-social.
- They are aware that if they do misuse their laptops the device may be kept by teacher/DP for the parent collection **ONLY**. In extreme circumstances of misuse, laptops may be handed over to the Police and parents will be required to collect the laptop from the Police Station.
- Learning is valued and **participation** in class is important at all times.

Appendix 1: Key terms

Bring your own laptop is an optional program where parents and carers can purchase a laptop at a substantially reduced cost for use at school and at home for educational purposes. Parents and carers may also opt to provide their child/ ward with an existing laptop or laptop purchased elsewhere. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All laptops are covered by the *Student Use of Laptops and Online Services* policy. Schools retain discretion to determine the specifications of personal laptops to be used 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.

Laptops used at school are restricted to laptops that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers and laptops.

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

Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

General capabilities are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

Image-based abuse occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

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, including that based on sex, race, religion, disability, or sexual orientation.

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.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

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.

School staff refers to school personnel who have some level of responsibility for implementing policy and the school laptops and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

Appendix 2: What is safe, responsible and respectful student behaviour?

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 usernames 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, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using laptops and online services.
- Take care with the laptops you use.
 - Make sure the laptops 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 laptops might need.
 - Make sure the laptops you bring to school have the latest software installed.
 - Take care with the school-purchased laptops you share with others.
- Use online services in responsible and age-appropriate ways.
 - Only use online services in the ways agreed to with your teacher.
 - 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.

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 laptop 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; and/or
- a virus or other harmful software.

Appendix 3: Specifications required for bring your own devices

Wireless connectivity: WiFi capability.

Operating system: 4-Core Intel Pentium CPU or better, Windows 10 or 11.

Battery life: 7 hour battery life.

Memory and RAM: 4GB RAM, 128GB storage.

Accessories: Webcam.

Other considerations:

- Anti-Virus Protection – Windows 10 comes with an in-built antivirus (Windows Defender). Software with inbuilt VPNs or website filtering may cause issues connecting while at school.
- Anti-Malware – Malwarebytes can generally be used alongside your existing AntiVirus solution. Not required.
- Protective cover/sleeve.
- Accidental loss or damage insurance.

Software and apps: Students will need to perform the following tasks on the device and therefore have relevant software for each task. Before purchasing any software, please read the following two points:

- Google Apps provides the ability to create and store documents, presentations and spread sheets for free. This works 'in the cloud' and work can be shared across a variety of devices and operating systems. Google Suite comes at no cost as it is provided as part of their DoE account.
- Microsoft Office and Adobe Creative Suite are available to students free from the DoE Portal and are available for both Mac and Windows laptops. Students are to download independently.

Downloading Software

Microsoft Office 365 and Adobe software can be downloaded from the DoE Student Portal for free. Each student has access to Microsoft Office 365 and can download the software onto either a Windows 10 or MacOS device. The license is valid for multiple devices and can be revoked and added where needed. Students can also download an array of software from the Adobe Creative Cloud Suite if they wish.

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| Access the internet | Browsers include Microsoft Edge, Mozilla Firefox and Safari. Google Chrome is recommended but having multiple browsers may assist. |
| Create documents | Word processing software. Includes Microsoft Word (Available from the DoE) and Google Docs |
| Create presentations | Any presentation tool. Examples include Microsoft PowerPoint (Available from the DoE) and Google Slides |
| Create spread sheets | Any spreadsheet tool. Examples include Microsoft Excel (Available from the DoE) and Google Sheets |
| Note-taking | Students can use their device to take notes either through a word processor, Microsoft One Note (Available from the DoE) or Apps like Evernote |
| PDF Reader | Acrobat PDF Reader recommended. (free). Opening PDFs with a web browser is also acceptable |

Student User Agreement:

SIGN AND RETURN THIS PAGE TO SCHOOL

Condell High School requires all BYOD students to be responsible learners. This document, once signed, confirms you and your parent/carers support the responsible use of technology for learning as outlined in the following documents:

1. BYOD – Expected Protocols (page 6)
2. Behaviour code for students (page 5)

Whilst at school students must connect to the free Wi-Fi provided by the NSW Department of Education ONLY using their portal username and password. Logging on to this WiFi will ensure all students are accessing age appropriate content that is filtered and secure. Failure to comply with these documents may result in the school acting in accordance with the NSW Department of Education Student Discipline in Government Schools Policy.

This Agreement must be signed and returned to the school before participating in the CPHS BYOD program.

I/We confirm that as a student of CPHS:

- I have read the documents: BYOD – Expected Protocols, Student Use of Laptops and Online Services Procedure and Behaviour Code for Students.
- I understand that I must bring my laptop to school every Monday and Thursday.
- I agree to abide by the terms and conditions within the documents listed above.
- I understand my responsibilities regarding the use of laptops at Condell Park High School.
- I will only access the internet during school hours via the NSW Department of Education internet service 'detnsw'.
- I will always use the internet in a respectful manner.
- I will participate in online activities that contribute to a positive and inclusive digital society.
- I understand and agree to the Condell Park High School Student User Agreement.
- I understand that if I do not comply with the Student User Agreement the school may need to follow guidelines within the NSW Department of Education Student Discipline in Government Schools Policy.

Date: ____/____/____

Name of student: _____

Year group: _____

Signature of student: _____

Name of parent/carers: _____

Signature of parent/carers: _____

Student received laptop signature: _____

Date: ____/____/____

Technician signature: _____

Date: ____/____/____