



POLICY STATEMENT EXPECTATIONS FOR USERS OF LAPTOPS AND OTHER INFORMATION & COMMUNICATION TECHNOLOGIES

1. Introductory Comments

This Policy Statement is intended to promote the use of technology in a way that provides access to the benefits of the technology while protecting and enhancing the teaching and learning environment.

Information and Communication Technologies (ICTs), including Laptops, are now a part of everyday life. If something is not okay to be said or done in the real world it shouldn't happen in the digital world.

We encourage all members of the Hillbrook community to make appropriate use of their available technologies during school time to best achieve our educational goals. We do, however, discourage the use of Laptops and other ICTs (eg iPods) for non-educational purposes while at school. Before school, during morning tea and lunch should be times for spending with peers, nurturing face-to-face relationships and being involved in school activities.

At Hillbrook we agree that it is important for people to make wise decisions, in keeping with our core beliefs of trust, respect and ethical behaviour. Where decisions are made that breach our expectations an educative and consequential approach is taken so that better decisions are made in the future. In the event that further breaches occur it will be considered a behavioural matter and the student can expect to work this through with a member of the Student Management Team (SMT) and/or the School Leadership Team (SLT).

2. The Student Laptop Program

The school provides students with a laptop for their educational purposes and allows for limited personal use.

Students have:

- a. The right to use the laptop at home and the responsibility to bring it to school each day recharged, and to use it at school for educational purposes. Students are also responsible for ensuring that their name and contact details are visible on or inside the carry case, and that any identifying laptop labels are kept intact. Permanent labels, which can deface the laptop, are not appropriate.
- b. The right to add and name additional folders to assist with organising class work, and the responsibility to select names for these files that are appropriate and respectful and to always keep their password secure.



- c. The right to be treated within the bounds of the law and to be protected by it, and the responsibility to respect and observe all laws pertaining to copyright, intellectual property and piracy, particularly in its application to software use and internet downloads. It is also a responsibility to ensure that the pre-loaded software is not copied, transferred, modified or deleted, and its management systems remain as provided.
- d. The right to install other legally acquired applications and content, eg through iTunes, Bigpond, and the responsibility not to violate copyright laws eg copying software, information and graphics, or other data. It is illegal to format shift, (eg to rip a movie or commercial DVD).
- e. The right to install additional home-based printers, scanners and other peripheral devices, if they wish. The responsibility for the regular backup of their data on the hard drive supplied.
- f. The right to access the internet from any location, and the responsibility to use the correct location settings.
- g. The right to use their laptop at other locations, and the responsibility for keeping it clean and free of graffiti, secure, and to exercise caution if using it in public places, keeping in mind that they are responsible for any loss, damage or theft.

3. Breaches of Expectations

Failure to meet these responsibilities will be regarded as a very serious matter. If a student breaches them, there are important issues of trust and personal responsibility that must be addressed, and offending students should expect severe consequences, including the loss of the rights outlined above.

First Occasion

- a. The student will discuss the situation with the teacher or member of the Student Management Team, referring to issues of trust and responsibility as expressed in this policy and our Declaration of Rights and Responsibilities.
- b. The student will be required to demonstrate, in writing, an understanding of the policy and their breach of it.
- c. The student will be required to remove any illegal materials.
- d. The right to manage their account will be restricted (for up to 7 days) to only those applications required for school work.
- e. Students will be informed of the consequences of a further breach of policy.
- f. The student will inform his/her parents of the incident and the consequences of a further infringement and the parents will be asked to contact the school to acknowledge their understanding of this.
- g. The teacher or SMT member will record the details in the TASS Student Notes (administration data base).



Second Occasion

- a. The teacher will confirm that this is a second breach of the policy and refer the student to the Student Management Team. The SMT member will discuss the situation with the student, referring to the school policy and addressing the issues of trust, respect and ethical behaviour.
- b. The student will be required to demonstrate, in writing, an understanding of the policy and the issues of trust, respect and ethical behaviour.
- c. The right to manage their account will be restricted (for up to 14 days) to only those applications required for school work. Total access to their laptops will be denied between 9pm - 7am.
- d. The student will be informed of the consequences of a further breach of policy.
- e. The student will inform his/her parent of the incident and the consequences of a further infringement and the parents will be asked to come to the school to acknowledge their understanding of this, and to meet with the SMT and/or SLT.
- f. The teacher or SMT member will record the details in the TASS Student Notes (administration data base).

Third Occasion

It is anticipated that following two breaches of the policy, the student and his/her parents will be well enough aware of the consequences of a further breach, that the likelihood of this occurring is minimal. However, in the event of a third breach it leaves little room but to view the breach as a behavioural matter and one of trust and respect, and the student would have to give very good reasons for staying a member of the Hillbrook community.

4. Other documents that are to be read in conjunction with this Policy Statement:

- Hillbrook's Declaration of Rights and Responsibilities
- Memorandum of Understanding Student Laptop Program

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