

Responsible Use of ICT Resources

Temple Christian College is providing access to hired laptops for students to utilise on a one-to-one basis as of 2013. This begins with students in years 8, 9 and 10 receiving a laptop to use at school and home. Student access to a laptop is subject to the following document being read and agreed to by signing the accompanying ICT User Agreement.

Principles

Temple Christian College acknowledges the educational advantages for student learning in a digital environment by providing students access to a broad range of digital learning devices and resources. It is expected students will use College digital resources responsibly at all times to assist and enhance their learning.

Responsible use is in keeping with the accepted philosophy and standards of the College and the laws of the Commonwealth of Australia.

Responsibilities

1. College Ownership and Responsibilities

1.1. Ownership

- 1.1.1. The College retains full ownership of all laptop computers issued to students for learning.
- 1.1.2. The College holds licensing of and responsibility for all software installed on College digital devices.
- 1.1.3. The College takes responsibility for updating digital devices, software and learning resources.
- 1.1.4. Students must return laptop computers, including battery chargers and laptop bags issued to them before leaving the College.

1.2. Backup of Student Work

- 1.2.1. Students need to ensure that they retain a backup of their data. To assist in this matter the College provides network access to a personal drive that is backed up each night. In addition, the College recommends the purchase of a separate external hard drive for backup purposes.

1.3. Service and Support

- 1.3.1. The College is committed to supporting, as far as is practical, uninterrupted access to digital learning resources for students.
- 1.3.2. The College provides an accessible Helpdesk facility to support student maintenance of laptop computers. The Helpdesk is staffed by ICT personnel between the hours of 8 am to 4 pm on school days for student access.
- 1.3.3. There is an expectation that students fully charge their laptop computers at home each night. The laptop charger must not be brought to school. Charging facilities will only be made available under extenuating circumstances.

1.4. Warranty Repair

- 1.4.1. College laptops have a manufacturer warranty that covers defects during the period that students will be using the device. The warranty does not cover negligence, abuse, accidental or malicious damage. If the laptop is damaged by negligence, abuse or malicious damage, then the parents are responsible for paying for the replacement or repair of the laptop.
- 1.4.2. If a College laptop has a hardware defect or failure, the student must take it as soon as possible to the ICT Helpdesk, where an ICT staff member will ask the student to complete a Warranty Claim form with parental guidance. The Warranty Claim form must be returned to the ICT Helpdesk as soon as possible, preferably on the following school day.
- 1.4.3. If a student has to return a laptop for warranty service, the College ICT staff will issue the student with a replacement laptop until the original laptop is repaired. In cases where the original laptop is not repairable, the student will retain the replacement laptop.

1.5. Accidental Damage

- 1.5.1. All College laptops have an accidental damage and theft insurance plan. This plan does not cover negligence, abuse or malicious damage. If the laptop is damaged by negligence, abuse or malicious damage, then the parents are responsible for paying for the replacement or repair of the laptop.
- 1.5.2. If accidental damage occurs the student must notify the ICT Helpdesk as soon as possible. The student must collect an Insurance Claim form from the ICT Helpdesk and complete it at home with parent/guardian guidance. The Insurance Claim form must be returned to the ICT Helpdesk as soon as possible.
- 1.5.3. Students affected by the accidental damage incidents are issued replacement laptops to use until the original device is repaired or returned. If the original is not able to be repaired or recovered, the student retains the replacement laptop as their ongoing laptop.

1.6. Theft and Loss

- 1.6.1. In the event of theft the student's parents/guardians must lodge a police report and obtain a police report number.
- 1.6.2. Theft or loss of the laptop must be reported as soon as possible to the ICT Helpdesk. The student must collect a Notification of Theft or Loss form from the ICT Helpdesk and complete it at home with parent/guardian guidance.
- 1.6.3. All theft or loss claims are liable for an excess payable by the parents/guardians of the student. The first claim made will attract a fee of \$100. Any claims after this will be charged at \$200 per claim.
- 1.6.4. If a laptop is lost or stolen the student must notify the ICT Helpdesk as soon as possible. The student must collect a Notification of Theft or Loss form from the ICT Helpdesk and complete it at home with parent/guardian guidance. The Theft or Loss form must be returned to the ICT Helpdesk as soon as possible.

2. College Digital Resources

2.1. Laptops

- 2.1.1. Students have one-to-one access to individually assigned laptops which they can use in class and at home to support their learning.
- 2.1.2. In specialist learning areas, like AV Studies, Music and Art, students have access to dedicated desktop computers to support their classroom learning.
- 2.1.3. Student access to a variety of mobile digital devices, such as iPads, tablets and ActivExpression devices, is available according to learning activities managed by staff.

2.2. Software

- 2.2.1. The College provides students with access to a broad variety of licensed software programs, including the Office and Adobe suites, on individually assigned laptops and on dedicated classroom desktops.
- 2.2.2. Students do not need additional software for learning beyond the software provided by and licensed to the College. If additional software is deemed necessary by staff to support learning, ICT staff will assist students with installing the necessary software on their computers.

2.3. Printing

- 2.3.1. Students have access to printers across the campus to print schoolwork and the College encourages students to print at school, when a hard copy is required. For compatibility reasons the ICT Helpdesk cannot assist with connecting laptops to home printers.

2.4. Learning Resources

- 2.4.1. The College provides students with access to digital resources, including assessment and lesson plans, task sheets, course booklets, discussion boards and blogs to support their learning.
- 2.4.2. The College provides students with secure and monitored access to the internet to support their learning.

3. Student Responsibilities

3.1. Classroom

- 3.1.1. Students, when required, will engage with laptops in classrooms to support and enhance their learning.
- 3.1.2. Students will use laptops safely.
- 3.1.3. When laptops are not required for learning activities during lessons, students will follow staff instructions to ensure the laptops are safely stored, and laptops are logged off and in 'sleep' mode.

3.2. Social Activity

- 3.2.1. The College provides students with personal email addresses. Students can use College email for communication directly related to organising and undertaking learning and College extracurricular activities. The College does not provide, or support student use of, College email for general social communication.
- 3.2.2. The College neither provides nor supports student access to, or use of, social networking sites like Facebook or MySpace. Students must not use College computers to access social networking sites.
- 3.2.3. Except when required for specific courses and learning activities directed by staff, students must not access, store, or play games on College computers.

3.3. Readiness

- 3.3.1. Students must ensure that their laptop batteries are fully charged upon arrival at school. Laptop chargers are provided by the College to be left at home for this purpose.
- 3.3.2. Students must bring their laptop to College every school day unless otherwise advised.

3.4. Care

- 3.4.1. The College provides a protective case for laptops. Students must keep their laptops in the cases to avoid damage.
- 3.4.2. Students must handle their laptops and associated digital devices carefully to avoid damage.
- 3.4.3. Students must carry College laptops to and from school in the laptop case provided within their College school bags.
- 3.4.4. During lessons when laptops are not required for learning, students should either store their laptops carefully in a place in the classroom designated by a staff member, or lock their laptops in their lockers.
- 3.4.5. At recess and lunchtime breaks, and during extra-curricular activities on campus, students must securely store their laptops in locked lockers if not in use.
- 3.4.6. When moving between locations laptops must be closed and remain zipped inside the case.
- 3.4.7. At home, students must organise with their parents/guardians a place to securely store their laptops, especially over weekends and when the family is not at home.
- 3.4.8. Students must not eat or drink, or have or use potentially damaging materials, near their laptops.

3.5. Security

- 3.5.1. Students must keep information about computer passwords private at all times. They must not share password information, for any reason, with other people.
- 3.5.2. When travelling to and from school laptops must remain out of sight within the student's school bag.
- 3.5.3. Laptops are issued to individual students and the devices have unique identities on the College network. Students must not allow other people access to their laptops.
- 3.5.4. If it is suspected another person knows a student's password, the ICT Helpdesk should be informed as soon as possible.

4. Responsible Computer and Internet Use

4.1. Internet Access

- 4.1.1. Students must not tamper with, alter, delete or disable network settings or spam, virus or filtering protection settings. They must not use 3G or similar network connectivity devices on campus to bypass the College network.
- 4.1.2. Students can access home internet using the College laptops. However, they must not tamper with, alter, delete or disable existing network settings or spam, virus or filtering protection settings.
- 4.1.3. Web sites viewed on College computers must be associated with specific College approved learning activities. The College ICT department logs student web access on all College computers.

4.2. Security

- 4.2.1. Students must keep their College network password private.
- 4.2.2. Students must always log off from the network or lock the device if they leave their workspaces, even for a few moments, to ensure no one else can access their laptops.
- 4.2.3. Students must not send chain or hoax letters, or emails containing harmful viruses. If students are aware that their laptops have potential or actual viral infection, they must immediately bring their laptops to the ICT Helpdesk.

4.3. Privacy

- 4.3.1. Students must not publicly publish personal information on internet web sites, without express permission from parents/guardians and the College staff. They must not reveal their names, home and email addresses, contact numbers or credit card details.
- 4.3.2. Students must respect the privacy of others. They must not ask for, nor acquire, other people's passwords. They must not access other people's network accounts or files. They must not reveal names, home and email addresses, contact numbers or credit card details of other people.
- 4.3.3. Students must respect confidentiality by not sharing confidential emails sent to them. They must not share documents or images belonging to, or involving, other people unless they have received express permission to do so.
- 4.3.4. Students must contribute positively to the College community's public reputation. They must not publish College details or activities online without approval from an authorised College representative. They must not publish online any images, comments or documents that defame, denigrate or compromise the College community's public reputation.

4.4. Harassment

- 4.4.1. Students should report any offensive, abusive, sexually suggestive or discriminatory comments they receive online to a responsible adult. They must seek advice from a trusted adult if they are made to feel uncomfortable by any form of digital communication.
- 4.4.2. Students must not use College digital devices to create or send offensive, abusive, sexually suggestive or discriminatory documents, messages or images. They must not use digital devices to harass, bully or make anyone feel uncomfortable.

4.5. Copyright and Intellectual Property

- 4.5.1. Students must respect the rights of other creators by acknowledging all digital sources of information, including documents, images and audio-visual presentations, they use to create and publish College work. This includes web sites visited during investigations and research. They must apply College approved in-text referencing and bibliographical conventions wherever possible.
- 4.5.2. Students must not use digital technology to copy or plagiarise the creative work of others.

4.6. Social Networking

- 4.6.1. Students must not engage with social networking sites, like Facebook and MySpace, on College computers. The College acknowledges the importance of social networking in wider life, but places priority on College devices being used only for approved College activities.
- 4.6.2. Students have access to email to enable them to receive and send communication related to their learning. Students should not use College email for personal or social communication.
- 4.6.3. Students must not use instant messaging software and sites for personal or social communication on College computers.

4.7. Online Gaming

- 4.7.1. Students must not download or store games on College computers, or use a third-party device like a USB to play games on College computers.
- 4.7.2. Students must not play games on College computers. The only exceptions will be games specifically used for learning that is approved by College staff.

5. Parent/Guardian Responsibilities

5.1. Partnership

- 5.1.1. Parents/guardians are expected to support the College digital learning program by endorsing relevant College policies and guiding their children in adhering to the practices highlighted in this document.
- 5.1.2. Parents/guardians are encouraged to provide Internet access at home for their children who are enrolled at the College to allow their children to engage in continued learning at home.
- 5.1.3. Parents/guardians are encouraged to guide and monitor their children's Internet practices and behaviours in keeping with the College's Responsible User Agreement.

5.2. Costs

- 5.2.1. Parents/guardians pay a laptop hire levy per term per student to contribute to the cost of the device, laptop insurance and laptop warranty. General tuition fees (as in the past) contribute towards the costs of network and wireless infrastructures, internet access and service, hardware and software maintenance, daily support for students, and repairs.
- 5.2.2. Parents/guardians are liable to pay an excess for theft and loss claims related to laptops issued to their children. The first claim made will attract a fee of \$100 any claims after this will be charged at \$200 per claim.
- 5.2.3. The College endeavours to provide students with access to all the necessary digital resources they need to learn and complete courses. Parents/guardians may choose to support their children's learning by providing additional digital resources at home at their own cost.

6. Behaviour Management of Inappropriate Use

6.1. Deliberate and Malicious Damage

- 6.1.1. Deliberate and/or malicious damage by students to College digital devices is a serious behavioural management matter.
- 6.1.2. Where there is evidence of, or admission by, students causing deliberate and/or malicious damage to College digital devices, the Assistant Principal – Student Development is informed. The Assistant Principal – Student Development determines appropriate intervention regarding the students and liaises with the parents/guardians of students identified as responsible for the damage.
- 6.1.3. Costs associated with repair and/or replacement of deliberately or maliciously damaged College digital devices are apportioned, at the College's discretion, to the parents/guardians of students identified as responsible for the damage.

6.2. Harassment and Bullying

- 6.2.1. Use of College digital devices, software and internet access by students to create or send offensive, abusive, sexually suggestive or discriminatory documents, messages or images is a serious behavioural management matter.
- 6.2.2. Where there is evidence of, or admission by, students harassing or bullying other people, the Assistant Principal – Student Development is informed. The Assistant Principal – Student Development determines appropriate intervention regarding the students involved, liaises with the parents/guardians of the students, and may also contact other authorities if required.

6.3. Inappropriate Internet Use

- 6.3.1. Use of College digital devices to access, share, publish to, or create inappropriate web sites or web site materials is a serious behavioural management matter.
- 6.3.2. Where there is evidence of, or admission by, students using College digital devices to access, share, publish to, or create inappropriate web sites or web site materials, the Assistant Principal – Student Development is informed. The Assistant Principal – Student Development determines appropriate intervention regarding the students involved, liaises with the parents/guardians of the students, and may also contact other authorities if required.

6.4. Consequences of inappropriate use

- 6.4.1. Inappropriate use of College ICT resources may result in suspension from the network, which involves a total loss of access privileges for a period of time to be determined by the Assistant Principal – Student Development.
- 6.4.2. No special consideration will be given to any student whose account has been disabled.
- 6.4.3. Students must realise this may affect classroom tasks and assignment deadlines.

Enquiries

If you have questions regarding the laptop program please visit <http://laptops.templecc.sa.edu.au> or email laptops@templecc.sa.edu.au

For up to date information please visit the College website at <http://www.templecc.sa.edu.au>

General ICT Helpdesk Enquiries

ICT Help Desk: 8.00 am – 4.00 pm Monday to Friday

Mile End

Email: helpdesk-me@templecc.sa.edu.au

Phone: 8405 0930

Bethany

Email: helpdesk-be@templecc.sa.edu.au

Phone: 8256 9600

The ICT Helpdesk is not open on:

- Public holidays
- Christmas/New Year Period
- College Staff Professional Development Days