



## School Laptop Contract & IT User Agreement

### **RATIONALE**

Access to computers and the internet is provided for the purposes of educational research and learning. It supports the school's teaching and learning program and is intended to strengthen the quality of student learning.

It is intended that students at BHS will display a greater sense of ownership whereby they demonstrate increasing levels of respect and, through this policy, responsibility for the laptops which they are provided, as well as all other IT resources within the school.

### **THE LAPTOP**

All students, upon the return of this signed agreement, will be provided with a laptop or network USB that will give them access to the school network. The laptop will operate on the Windows platform and will have similar specifications to any other education series laptop.

The laptop provided remains the property of Balaklava High School and, unless permission has been granted by the school, the laptop must remain on school grounds at all times.

Year 11 & Year 12 students will be permitted to take their laptop home with them only if they have met certain criteria, which will include the payment of a \$200 service levy, per year.

If, at any time, a Year 11 or 12 student wishes to provide their own device (laptop) then they are welcome to do so, and access to the school's network and internet will be granted through the provision of a Network Access Device (NAD). Students wishing to provide their own device and use a NAD will be required to pay a \$100 non-refundable hire fee. The NAD will remain the property of Balaklava High School and must remain on school grounds at all times.

Any student choosing to supply their own device will be required to return a laptop that was previously loaned to them by the school before they are granted network access on their own device. All student supplied devices must operate on the Windows platform.

### **LAPTOP SPECIFICATIONS**

All devices issued in each year will be of the same specification to assist in management and curriculum development.

The laptop provided to the student will be loaded with required software for educational purposes. Users do not have permission to add or delete programmes on the device.

Students are not permitted to upgrade any features or programs unless specific permission has been granted to do so by the IT coordinator.

It may be necessary for IT Staff to acquire a student's laptop during the year for servicing, updates or re-imaging. Such an event may see a student without a device for a short period of time, or being provided with a temporary loan unit of reduced specifications.

### **LAPTOP CARE**

The laptop is provided to the student for educational purposes and must be maintained in the condition that it is provided.

It is the student's responsibility to attend PM Homegroup each day and to place their device onto charge. Students will not be able to source additional charging for their device during the day. In order to prolong the life of the battery during the day, laptops should be 'shut down' after use, rather than just closing the lid.

Students are not permitted to change the appearance of a laptop that has been supplied to them under any circumstances. This includes graffiti, stickers or other images being attached to the outside of the device.

All students are encouraged to purchase an additional case to further protect their laptop while it is in their school bag. Cases will be available for purchase from the bookroom.

As the device remains the property of BHS, it is important to understand that the device is subject to routine and thorough inspection by staff, at any time, in addition to annual routine servicing and maintenance.

At the completion of the school year each student will return their laptop to the school library for safe storage, where it will also be checked thoroughly and assessed for wear and tear. The same laptop will be re-issued to the student at the beginning of the next school year.

Students need to be aware that the laptop might be in their bag, or a separate case, during break times. As a result, students will need to exercise care in the yard, not drop their bags, and place them gently out of the way. To reduce the risk of damage, it is strongly advised that students utilise the lockers provided to store their laptops during break times.

All students need to be aware that any deliberate or reckless action during lessons or break times that leads to the damage of another student's laptop will incur consequences, and the student responsible for the damage will be responsible for the costs of repair.

### **LOSS OR DAMAGE**

Any loss or damage to a device is to be reported immediately to the school on the day that it occurs. For senior students granted permission to use their laptop out of school, any loss or damage occurring outside of school must be reported immediately at the commencement of the next school day.

In the event that a laptop which has been supplied to a user becomes faulty, the cause of the fault is unknown, and the user has otherwise abided by the terms of this agreement, then the school will endeavour to provide a replacement device while the fault is rectified.

In the case that damage has occurred because of deliberate or reckless action, then the school will not provide a replacement device and further consequences will occur.

In all cases, however, the Principal will have final say as to whether a replacement laptop is appropriate and/or whether a student retains access to a laptop at all.

Malicious, deliberate or reckless damage to a laptop will be charged to the student at the Principal's discretion.

In the case of malicious damage or the suspected theft of a laptop, a police report will be made by the school.

### **ACCEPTABLE USE**

The use of ICT resources at BHS carries with it responsibilities. Users must, at all times, remember that when using ICT resources outlined in this agreement, they are using those resources provided to them for educational purposes only. Negative use of technology inside our school, which degrades or defames other users or members of our community, or that damages hardware and software, is unacceptable.

The conditions outlined below are in place for all users irrespective of whether they are using a device supplied to them or one which the user has supplied.

Students must:

- Not use the computers for playing games or accessing social media at any time during school hours, including recess or lunch times. This includes games loaded from storage devices or accessed online.
- Only connect to the internet in the approved manner, using the school's proxy server. Students must not attempt to bypass this server, connect to the internet using alternative access devices, connect to the internet using an anonymous proxy server, or bypass any security, filtering or monitoring in any way.
- Not use the internet to access or send content that contain common swear words, or that is violent, racist, sexist, pornographic, malicious, harassing, bullying, offensive or illegal in any way.
- Not download streaming audio or video from the internet unless they have been given specific permission to do so by a staff member.
- Not access any file-sharing websites (e.g. torrents) to download material from the internet, such as music, videos, games or applications, unless they have been given specific permission to do so by a staff member.

### **INTELLECTUAL PROPERTY & COPYRIGHT**

Students will respect the laws relating to copyright and intellectual property rights when using the network.

Students must not copy information from other students, the internet or any other source, unless the owner of that information has given permission for the material to be copied.

Students must not copy information and present that information as their own work. Where work is copied, students must appropriately acknowledge the source of that information.

### **CONSEQUENCES FOR BREACH OF THE BALAKLAVA HIGH SCHOOL LAPTOP CONTRACT & IT USER AGREEMENT**

Students should be aware that use of the IT system is recorded in network logs, and is also monitored by IT staff and/or teaching staff to ensure that they comply with this policy.

If a breach of this policy occurs students will be subject to the consequences outlined below. In addition, depending on the nature of the breach, students may also be subject to further consequences in line with Balaklava High School's Behaviour Management Policy.

Minor breaches of this policy will result in the confiscation of laptops and/or suspension of IT accounts for a period of time.

- For a first offence, the period of confiscation and/or network suspension will be three school days.
- For a second offence, the period of confiscation and/or network suspension will be five school days.
- Repeated occurrences of minor breaches, beyond two occasions, will lead to consequences in line with those of a major breach of this policy.

Minor breaches include, but are not limited to:

- The playing of computer games
- The streaming of music
- Changing the appearance of the laptop (e.g stickers on the outside)
- Sending emails or messages that contain inappropriate language.

Major breaches of this policy will result in the confiscation of a student's laptop and/or the suspension of IT accounts for a period of up to ten weeks. Additionally, other consequences, such as suspension from school, may be warranted.

Major breaches include, but are not limited to:

- Taking a loaned device home without permission
- Using another student's account or password to access the network
- Saving executable programs from any source onto the network, or using programs other than those programs installed on the network by the school.
- Use of abusive, sexist, racist or threatening language in any document, message or email.
- Deliberately damaging any equipment, irrespective of the extent of the damage.
- Interfering with any network hardware or software
- Attempting to circumvent network security or to bypass the proxy server.

Please note that the Principal has the authority to suspend or exclude a student from attendance at school if they have behaved online in a manner that threatens the well-being of another child, student, parent or member of the school community, even if the behaviour occurs off-site or out of school hours.

*(Please remove this page and return it, signed, to the school)*



## **BALAKLAVA HIGH SCHOOL**

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### **School Laptop Contract & IT User Agreement**

This policy applies whenever students are using Balaklava High School information technology equipment or services. Student access to, and use of, the Balaklava High School IT System must be:

- only for school use and with regard to subject work.
- in accordance with the information contained in this user agreement

This policy and agreement, along with any additions and amendments, will remain in force as long as a student is enrolled at Balaklava High School. If it becomes necessary to add to, or amend, the policy, parents and students will be advised in writing via the school newsletter.

#### **Parent/Caregiver Agreement**

I have read and understood the Balaklava High School Laptop Contract and IT User Agreement, and understand that student access is granted for educational purposes according to the conditions stated in this policy.

I understand that the internet is a global network and that Balaklava High School will monitor student use of the internet, but it is not able to completely control the content or restrict student access to all controversial materials. I agree that I will not hold the school responsible for any material encountered on the internet.

I am aware that the devices provided to students remain the property of the school and will be subject to a thorough inspection by school staff at any time.

I am aware that any costs associated with the repair or replacement of information technology equipment that has been deliberately or recklessly damaged by my child may be borne by me, the parent/caregiver. I am aware that my signing and returning of this form constitutes a commitment to pay such costs, and that Balaklava High School's policies relating to the recovery of debts will apply.

**I give permission for \_\_\_\_\_ (student name) to be granted access to the Balaklava High School IT network, internet and equipment.**

**Parent / Caregiver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **Student Agreement**

I have read and understood the Balaklava High School Laptop Contract and IT User Agreement, and agree to abide by those rules and conditions outlined in the Agreement. I understand that if I do not abide by this policy, my use of BHS information technology systems may be suspended and my laptop or network USB will be confiscated.

I am aware that the device provided to me remains the property of the school and that, at any time, it may be inspected by a staff member in addition to the annual routine inspection.

Additionally, I understand that I am also subject to the school's Behaviour Management Policy and its consequences while using IT systems or resources.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Homegroup:** \_\_\_\_\_