BYOD Notebook Program
Information, Laptop Policy & Acceptable Use Policy

OVERVIEW

1:1 Laptop Program
Emerald Secondary College is committed to providing rich and differentiated learning experiences for our students. Access to appropriate technology through the support of laptop computers has been a goal for the College for some time. The program will see all students across the College having access to their own device both at school and at home by the start of the 2024 school year. We believe that giving students access to technology in a 1:1 program will help engage them in the learning process in new and creative ways. This is an exciting opportunity for our students who will become increasingly skilled at using technology to access and present information, to problem solve, and to work collaboratively. Students will learn to develop and demonstrate the knowledge, skills, practices, and attitudes necessary to actively contribute as a 21st century citizen, capable of shaping our future and being productive members of the workforce.

Objectives and Outcomes of the 1:1 Laptop Program
Emerald Secondary College considers that students having access to a Laptop/Information Technology at school and home will result in benefits which extend across the College Community. The objectives and expected outcomes are:

Students	• Develop essential employability skills required for the future • Improved learning outcomes • Increased opportunity to work collaboratively with others • Increased level of student engagement • Increased opportunities to access information and class resources via Compass • Increased variety and flexibility in learning programs to suit learning styles and individual needs • Access to Microsoft and other educational software • Opportunity to access the wealth of learning resources on the internet (particularly web 2.0 software) • Develop the knowledge and skills to be responsible and safe digital citizens • Ongoing access to an individual Laptop
Teachers	• New eLearning opportunities • Different modes of teaching and learning • Increased assessment feedback • Opportunities to set more work electronically • Access to a more broad range of teaching resources • Increased opportunities for collaborative work – local and global • Increased communication with students / parents

Parents	• Observable improvements in student learning outcomes • Enhanced communication with teachers and school • Increased computer and current software access at home • Increased involvement in students learning and progress
School	• Improved student learning outcomes • Increased eLearning proficiency of staff and students • Enhanced communication with families • Reduction in paper wastage

BYOD Minimum Requirements:

Component	Statistics
CPU	Dual core processor
Memory	8GB
Hard Drive	128GB minimum however 256gb would be optimal
Keyboard	Must have physical keyboard (not a tablet)
Display	11" minimum
Wireless	802.11 ac
Operating System	Windows 10 or 11 (not Window 10 S mode) or Apple OSX
Memory card reader	Yes – external USB card reader acceptable
Battery	Minimum of 6 hours

Tablets, Android devices and iPads are not currently included in the BYOD program.
The device must be accompanied with laptop bag.

Curriculum Access
For students involved in the 1:1 Laptop Program, all subject areas will utilise Compass (our College online portal) to store the resources and assessment tasks. Students will increasingly be able to benefit from access to course materials both in the classroom and at home. Submission of work will be encouraged, and in many situations be required, to occur electronically.

School Information Technology
Infrastructure Emerald Secondary College runs a substantial suite of servers to provide a range of resources throughout the school. Printers are provided throughout the school, although it is anticipated that one of the benefits of this program will be a reduction of printed material and reduced impact on the environment.

Virus Protection
With an increased number of laptops within the school accessing the network, moving between school and home, the risks of contamination from a computer virus is significantly increased. Students should abide by the following guidelines:
Students are recommended to:
i)   Protect their devices from virus attacks by scanning for viruses at least weekly.
ii)   Run virus scans regularly after accessing the Internet or personal mail, or opening a file from a removable media source (e.g. USB drive). Carry out the scan before returning to the school and connecting to the school network.
iii) Avoid opening any files attached to suspicious or unknown emails.
iv) Download files from the Internet with care and caution. Save the files to the laptops hard disk and run the virus scanner on the file before opening them.

Social Media and Web2.0 Applications

Students use Social Media and Web 2.0 applications to post thoughts and communicate with others for the purposes of building common interests among a broader community, creative self expression and maintaining connections with friends. A focus on cyber-safety and ethical behaviours needs to be an integral part of the 1:1 Laptop program. Students must follow the school's User Agreement whenever the school equipment or services are involved. The Internet and Laptop Acceptable Use Agreement contains specific responsibilities to ensure student safety: Such as:

• Students should keep themselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords.

• Students should be respectful in how they talk to and work with others online, and never participate in online bullying.

• Students should use technology at school for learning, using the equipment properly and not interfere with the work or data of another student.

Technical Support

The IT Support Office operates during the school hours of 8:30 am – 4:00 pm Monday to Friday, with reduced hours in the holidays. Students can ONLY take laptops in for repairs before school (8:30 am – 8:45 am), during recess, lunch or after school (3:05 pm – 4:00 pm).

It is the responsibility of the student to request support and follow up jobs. Students cannot leave equipment at the Laptop Support Office when it is not attended. Student ID cards may be requested for identification when submitting or collecting Laptops.

• *Please note – for correction of some faults devices may need to be reimaged losing any stored data. This is why regular backing up of important files is necessary. The College takes no responsibility for lost data/files. Ongoing backups to a portable hard drive or USB are encouraged.*

Network and Software Issues

Students experiencing any software issues with their laptop/device (i.e. lack of network connectivity, problems with computer programs, etc.) need to take their laptop to the IT Support Office during recess or lunchtime, unless otherwise instructed by the teacher. Here, one of our IT Technicians will evaluate the problem and rectify the issues or refer it on for specialist assistance if required.

Laptop Loan

Emerald Secondary College may provide a loan device as part of their 1:1 Laptop program. Loan devices may be available to students if their device has been submitted for repair under warranty conditions.

Loan devices may be taken home for short periods of time during the period of repair. These devices may not be of the same quality as the student owned laptop. Loan devices involve additional costs to the school, so consideration needs to be given to the level of impact on student work and how long a device will take to be repaired. Any deliberate or malicious damage to the loan device will incur repair costs to the student/family.

Loan computers will generally be issued from the Library under the following circumstances.

Laptop Responsibility - Responsibilities of the Parent/Guardian, Student and Teacher

How well our students use the device and the online resources will help set the standard and tradition for other Year levels at Emerald Secondary College to use mobile computing devices. The following expectations are aimed at ensuring the safe keeping of laptops.

Parents/Guardians

It is expected that parents/guardians will attend a short induction session when collecting their laptop and agree in writing to the terms and conditions of the Emerald Secondary College Laptop Program. For most parents/guardians this will occur during the week prior to the commencement of the school year in January. They will need:

- To understand the responsibilities that apply to them and their children in supervising the appropriate and safe use of the laptop at home and the need to reinforce the guidelines established by the school.
- To be aware of, and familiar with, the school's Acceptable Use and Laptop Program agreements, and ensure that their children abide by the conditions and responsibilities detailed in this booklet.
- Signed the Internet and Student Laptop Acceptable Use Agreement. 2023

When the laptop is not at school, parents/guardians will need to support their children in the use and care of the device. If parents/guardians could:

- Encourage their child to keep their laptop in its protective case and remind them not put heavy books on top of the laptop when it is in the schoolbag or on a desk.
- Help their child learn to use their laptop. You don't need good computer skills to do this, rather demonstrate interest and encouragement in what their student is doing.
- Remind their child to recharge their laptop overnight to ensure it is ready for each school day.
- Supervise use at home by ensuring laptops are used in family areas rather than bedrooms.
- Supervise the use of the internet and consider setting screen time limits to avoid overuse.
- Contact the school if any issues arise.

Parents/Guardian should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

Students

Students should be familiar with the school's Internet and Student Laptop Acceptable Use and Laptop Program agreements and abide by the conditions and responsibilities detailed in this booklet. Students are required to agree to use the Internet and digital technologies responsibly at school.

Students will be responsible for ensuring that:

1. They are ready to learn with their laptop

- Students are required to bring their Laptop to school on every academic school day and take it home each day.
- The laptop is fully charged at the start of the day and brought to class with power cords left at home.
- They adhere to the school's Acceptable Use Agreement when using their laptop.
- Students are expected to back up their files to a USB or external hard drives.

2. They take care and responsibility for their laptop.

Do:
- Place your name clearly on your laptop and bag for easy identification.
- Make sure that your laptop is either in your possession or locked away in a secure area (locker) at all times during recess and lunchtime. Your locker must be secured with a sturdy lock (school provided).
- While at school use your laptop in supervised classrooms and in the Library.
- Find a safe place to store your laptop at home so that young children cannot access it and that it is difficult to locate in the event of a burglary.
- When travelling in the car or on public transport to school, ensure the laptop is placed inside its protective case. Keep your school bag with you at all times and avoid placing it where it could be stood on, bumped or misplaced.

Do Not:
- Leave your laptop in unsupervised areas during the school day. They are to be securely locked in a classroom or in a school locker.
- Use your laptop within the general school grounds during lunchtime or recess unless under the direct supervision of a teacher. • Share your password with anyone.
- Leave your laptop logged on when not in use.
- Place it near an external window. Exposure to view from outside may tempt would-be thieves
- Leave your laptop in a vehicle, even if the laptop is out of sight and the vehicle is locked.
- Leave your laptop accessories lying around. They advertise the presence of a computer device.
- Overfill your laptop bag. (Pressure on the device can cause permanent damage to the screen and other components).

3. <u>They maintain their computer, data and provision for software by:</u>

- Taking care of digital devices in accordance with school guidelines
- Backing up data regularly and securely
- Keeping the settings for virus protection, spam and filtering that have been set as a departmental standard. 2023
- Ensuring inappropriate content for school is not accessed or shown to others while at school.

Furthermore, at Emerald Secondary College we:
- Have policies in place which outline the values of the school and expected behaviours when students use digital technology and the internet.
- Provide a filtered internet service.
- Provide access to the Department of Education and Early Childhood Development search engine www.fuse.education.vic.gov.au which can be used to direct students to websites which have been recommended and reviewed by a teacher.
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Support students in developing digital literacy skills.
- Have a cybersafety program at the school which is reinforced across the school.
- Provide support to parents/guardians through information evenings and through other school documents.

Teachers
As is the case in all facets of life at school, Teachers will endeavour to:
- Support students in their development of responsible behaviour and actions to reinforce the safe and appropriate use of technology and teach students to be good digital citizens.
- Develop teaching and learning programs that maximise the educational benefits of laptops and ensuring that all relevant resources are available on Compass / Course Management System (CMS).
- Be involved in professional learning leading to increased use and diversity of use, of the laptop in class in time.
- Teachers will not:
- Store laptops for students.
- Be responsible for charging students laptops.
- Attempt to repair laptops.
- Lend students laptops for any reason.
- Allow students to use other student's laptops.
- Allow students to charge their laptop during school time

Additional Accessories

The school will not provide or specifically recommend any additional accessories as part of the 1:1 Laptop program. Parents or students may purchase these outside of the program.

Accessories may include:
• USB backup devices
• Mouses (Wired/Wireless)
• External Hard Disc Drives for backing up laptops
• Additional batteries
• External DVD drives

Users and Security

The school has a wireless network to support the Laptop Program. Students will be required to log in to this network (and this network only) at school using their school provided login.

When students log in to the wireless network they will gain access to some of the school network facilities, including access to the Internet, Compass (Course Management System), Library resources, printing and some software.

Power Supply Management

Students should always come to school with their laptops fully charged. There will not be a facility to charge laptops at school. Students who bring an uncharged laptop may not be able to use their computer, and will therefore need to catch up on their work at home. If this occurs repeatedly it will be treated as a student management matter, similar to a student repeatedly not bringing their required books to class. This could include being required to catch up on classwork at home or during lunchtime, for example, as directed by their classroom teacher or Year Level Coordinator.

Backing Up and Storage

Students are responsible for their own backup of important data and files at all times. This may be done using a USB, external drive, or Internet-based backup (Cloud storage).

Examinations

Student laptops will not be used in examinations unless it is specifically prescribed within the conditions of the subject/examination.

Guidelines for Laptop use at Home – for Parents

Some suggestions to help in the process of maintaining responsible use at home include:
• Reinforcement of the College prescribed "Internet Laptop Acceptable Use Agreement" at home
• Establish guidelines for at home use
• Do not hand over total control of the laptop to the student
• Use filtering software and check regularly for any alerts it provides
• Monitor by regularly checking the Internet history of the user and looking at saved files
• Ask questions and be involved

Cyber Safety

Emerald Secondary College uses the Internet as a teaching and learning tool. We see the Internet and mobile technology as valuable resources but acknowledge they must be used responsibly. The College believes the teaching of cybersafe and responsible online behaviour is essential and is best taught in partnership between home and school.

- Students are spending increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online. Emerald Secondary College promotes the values of respect and responsibility and expects students to behave appropriately on line, regardless of whether they are being directly supervised or not.
- Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.
- Some online activities are illegal and as such will be reported to police.
- This agreement applies to the use of the Internet (including email) and the use of digital and mobile technologies at school or those that are brought into the school. These technologies include the school computers, laptops, cameras and any other device used to create digital information.

You may find the following links useful:
http://www.cybersmart.gov.au/Parents.aspx
http://www.netalarmed.com/ 2023