# Dandenong High School
## 2015 Technology and eSmart Policies

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Rationale

Technology is increasingly being imbedded into the everyday lives of our students, it is essential that we provide opportunities for students to engage with technology rich experiences in order to prepare them for the future.

The Dandenong High School Vision and Values statement states that “Learning will be meaningful, ICT rich and integrated across all aspects of our students’ lives, the use of ICT is aimed to engage and empower students.”

Technology is seen as a key resource to enhance, enrich and enable the learning. The use of technology will be purposeful and targeted to support student learning. The integration of ICT tools into the curriculum is not aimed to replace text books with a book on a notebook, but to create learning experiences, where students use notebook and ICT as part of their learning.

We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly and safely.

At Dandenong High School we:

• have policies in place that 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’s search engine Connect or www.education.vic.gov.au/secondary which can be used to direct students to websites that have been teacher recommended and reviewed

• Provide supervision and direction in online activities and when using digital technologies for learning

• Support students in developing digital literacy skills

• Have a eSmart program at the school which is reinforced across the school

• Use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)

• Provide support to parents/carers to understand this agreement (e.g. language support)

• Provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home

• Work with students to outline and reinforce the expected behaviours.
Technology General Guidelines

Device Usage

- The use of technology in the classroom needs to be planned and purposeful, allowing appropriate break time.
- Cyber safety is the responsibility of every teacher and part of their duty of care.
- Students are only to use mobile technology under the direct supervision of teachers.

Teacher Responsibilities

1. Teachers are expected to plan and prepare for using technology in a purposeful way that enhances student learning.

2. Teachers should plan a variety of activities such as teacher based, collaborative based and technology based activities, within each lesson.

3. Teachers must ensure that device use should not extend beyond 30 minutes without a break.

4. Teachers must be aware of their duty of care regarding online safety and report any concerns to the relevant house leadership team. This will then be passed on the welfare team who will maintain a database of such incidents and report to the eSmart Committee.

5. Teachers will actively monitor and supervise student use of technology to ensure that it is for educational purposes. Any misuse of technology shall be treated as a classroom management issues, and where warranted, reported to the house leadership team.

6. Teachers will ensure that students do not charge their devices during class and will treat such cases where student devices are flat as a failure to bring correct materials to class, issuing the appropriate consequences.

Student Responsibilities

1. Technology and internet is only to be used for educational purposes and as directed by the teacher.
2. Students will be respectful in how they communicate online and never participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

3. Students must report any unsafe, inappropriate or hurtful online behaviour they observe.

4. Students must abide copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).

5. In order to protect their privacy and the privacy of others, students will not give out any personal details, including full names, telephone numbers, addresses, email addresses or images.

6. Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.

7. Students will not reveal their password to anyone except the system administrator or the teacher.

8. Students will only utilise the school provided internet and not bring portable internet modems or use their phones as hotspots.

9. Student will seek to understand the terms and conditions of websites and online communities and be aware that content they upload or post is their digital footprint.

10. Students will only take photos and record sound or video when it is part of an approved lesson and only when they have received permission from those involved (including teachers).

11. Students will only upload images, videos or recorded sound of other Dandenong High School staff and students to the school based intranet and not the internet or social networking websites including MySpace, Facebook and Youtube.

12. Any photo or recording of sound or video must be done so respectfully and never used in an inappropriate manner.

13. The use of mobile technology is a privilege, not a right. The privilege can be revoked.
Student Based Devices

Device Usage

- Students are not to bring and use their power cords to school, due to occupational health and safety concerns.

Teacher Responsibilities

1. Teachers will ensure that students do not charge their devices during class and will treat such cases where student devices are flat as a failure to bring correct materials to class, issuing the appropriate consequences.

Student Responsibilities

1. Students will ensure that their devices are fully charged before coming to school.

2. Students are responsible for the safe transportation of the device, including providing a suitable bag for transport.

3. Students are responsible for the security of their devices when not in use by storing them in their lockers. If they have any reason to suspect that their lockers are not secure, they must report this to their house leadership team.

4. Students are ultimately responsible for their devices. The school, in no way, takes any responsibility for any damage or loss of a student owned device.

5. Students understand that any content stored on the device or on the school server is not private and that the school reserves the right to remove any material that is deemed to be inappropriate.

6. Students will not use technology to engage in any illegal activities. In the case of this occurring, the school will follow the appropriate course of action, informing external agencies where appropriate.
School Based Devices

Usage guide:

• The Laptop Trollies is available for student usage on the relevant house floor
• The teacher will have the responsibility for pickup and safe return of the Laptop Trolley at the end of the session.
• The classroom teachers are responsible for the appropriate use of the technology by the students. All faults must be reported at the end of the session so that the integrity of the resource is maintained.

Teachers Role:

1. Booking is made on Compass.
2. Teachers are responsible for the notebook cart: moving the cart, locking and unlocking the cart, distribution of notebooks, recharging, and making sure all notebooks are returned to the cart in full working order at the end of usage.
3. Each learning space will have in place a protocol for distribution and collection of notebooks to students.

Students Role:

1. The student must report to the teacher at the start of a session any faults to their device. If they do not report the fault, they are responsible for the fault.

Consequences for non-compliance with Technology and eSmart Policy

Students must acknowledge and agree to follow these policies and understand that their access to the Internet and mobile technology at school will be renegotiated if they do not act responsibly. Additional possible consequences for non-compliance with the Agreement include:

• Notification of Parents/Guardians
• Detentions
• Removal of Internet privileges
• Removal of 24/7 access
• Paying to repair / replace damaged equipment
• Suspension from the School
• Criminal charges may be laid
Process and Protocols for Laptop Trolley Use

Collecting the Notebook Cart:

1. Collect the cart key from the Attendance Officers Office
2. Turn power switch off. Unplug cords and cables
3. Wrap power cord around cord winders on the side of the cart. No cables should drag on the ground

Setting up Cart in Learning Space:

1. Place cart near power outlet if possible.
2. Cart should be accessible but not likely to be bumped. Cart should be kept away from food and liquids.
3. Plug power cord into power outlet
4. Unlock cart (keep key in a secure location away from the cart).

Using the Notebooks in the Learning Space:

1. Distribute notebooks in a systematic and consistent way so that the students become familiar with the process. Give the students an activity to do while you are distributing the notebooks.
2. Record name on the Notebook Checkout Form (Important for student accountability)
3. Include teacher name, class and date information on the checkout form
Collecting the Notebooks in the Learning Space:

1. Ensure that students have saved their work to USB storage device, student drive or Google Drive.
2. Shutdown notebook. Ensure the SCREEN is BLACK and there are no lights flashing before closing the lid.
3. Collect the notebooks in a systematic way
4. Each notebook should go into the CORRECT slot and is plugged in. Teachers should inspect that the notebook is intact.
5. Mark the correct return of the notebook on the Notebook Checkout Form
6. Turn power switch off. Unplug cords and cables
7. Wrap power cord around cord winders on the side of the cart. No cables should drag on the ground
8. Cart should be locked returned to its original position and plugged in so that the notebooks can recharge for the next use.
9. Return the key to the Attendance Officers Office.
# (INSERT HOUSE NAME HERE)

## Notebook Checkout Form

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<th>Number</th>
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Dandenong High School

Acceptable Use Agreement for Ultranet, Internet and school digital technologies 2015

Dandenong High School believes the teaching of cyber safety and of responsible online behaviour is essential for the safety of students and is best taught through a partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To promote student safety online and to gain the greatest benefit from the opportunities provided through an online environment, students need to follow the protocols outlined below.

Please note:

- 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

**Part A - School support for the safe and responsible use of digital technologies**

Dandenong High School uses SharePoint, Compass, the Internet (online technologies) and digital technologies as teaching and learning tools. We see online and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use SharePoint, online and digital technologies responsibly at school. Parents/carers should be aware that the nature of online technologies is such that full protection from inappropriate content can never be guaranteed.

At Dandenong High School we:

- have policies in place that outline the values of the school and expected behaviours when students use online and digital technology
- provide a filtered internet service and digital technology for student usage only for educational purposes
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- use mobile digital technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers through information evenings work with students to outline and reinforce the expected behaviours for use of online and digital technologies

**Part B - Student Agreement**

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- follow the instructions of my teachers and staff across the school
• support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
• talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
• seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
• protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
• use online technologies and school devices for educational purposes only, and use the equipment properly
• use social networking sites for educational purposes only, and only as directed by teachers and staff
• abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
• think critically about other users’ intellectual property and how I use content posted on the internet
• not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
• not to bypass, compromise or circumvent school systems, this includes online access and printing
• accept responsibility for all data stored or downloaded into my allocated storage space area on the school network or my email storage area and understand that the Technical Support Team System administrator is entitled to access those storage areas at any time. Students should expect only limited privacy in the contents of personal files on the school network system
• not reveal my password to anyone except the Technical Support Team System administrator
• not bring or download unauthorised programs, including games, keystroke loggers, ‘phishing’ or ‘hacking’ programs, to the school or run them on school devices
• not place or use any files in my user area (or on local hard drives) other than those permitted to complete my assigned course work, whether downloaded online or brought in via other students. The school may choose to remove such files at its discretion, and disciplinary action may be taken against the student involved
• agree to pay any printing charges as specified by the school when I use the school printers
• abide by any Federal or State laws regarding online use. The school will not be responsible for financial obligations arising through any use of the school network system or through online use by any student
• not damage or vandalise any equipment or devices owned by the school
• not attempt to bypass the school network and system setups in any way, especially by using other proxy servers
• use school devices only as directed by my teacher and other staff
• agree to use Compass to access my timetable, communicate with my teachers and access assessment relevant to my learning
The school does not allow students to use mobile phones during school hours. Whenever I use any other school-approved mobile device I agree to:

- only take photos and record sound or video when it is part of an approved learning experience
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the network, online technologies and mobile technology at school will be renegotiated if I do not act responsibly.

In signing the Acceptable Use Agreement I understand that any staff member who suspects my mobile device has been used inappropriately may confiscate my device. I agree to immediately hand over my mobile device and it will only be returned to my parent/guardian when they attend the General Office. I understand that consequences may be given if I am found to have used my device inappropriately.

**Agreement of Usage for Student Devices:**

- The digital device is to be provided as a tool to assist student learning both at school and at home
- If taken home, the student must bring portable devices fully charged to school every day. Power cords must be left at home
- Parents/carers and students should be aware that files stored on the device or on the school’s server are not private. The school reserves the right to remove any material deemed inappropriate
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the House Leadership team. This includes any unauthorised “personalisation” of the device
- In the case of suspected theft a police report must be made by the family and a copy of the report provided to the school
- In the case of loss or accidental damage a statement should be signed by a Parent/ Carer and provided to the House Leadership team
- If a device is damaged or lost, it is the responsibility of the student to cover any associated costs. This includes but is not limited to, the payout of a lease, replacement of the unit and repair costs
- Students will be required to replace lost or damaged chargers
- When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer’s warranty
- The student is responsible for:
  - Taking care of digital devices in accordance with school guidelines
  - Adhering to the school’s Acceptable Use Agreement when using the device at home
  - Backing up data securely
  - Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard
I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and digital technology access privileges being suspended or revoked, or the application of further penalties as the school sees fit.

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<th>Student Name</th>
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<tr>
<td>House Group</td>
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<tr>
<td>Student Signature</td>
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<td>Parent/Carer Signature</td>
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The vision for Dandenong High School, as a highly innovative educational setting, is one in which all students have extensive ICT skills and are provided with the necessary tools to be successful learners within the 21st century. The use of technology to support student-learning needs to be multi-faceted, flexible and adaptive in approach and the various devices utilized should enable students to have continual access to relevant information and knowledge whenever required and perform a variety of other functions necessary to support the learning.

All students across the school will have access to their own laptop. We have a range of options available to our students in relation to the purchasing of a laptop for 2015. Parents can choose between:

- Purchasing a school approved laptop – outright purchase
- Purchasing a school approved laptop – payment plan
- Bringing a school approved device from home (BYOD)

Students who are not part of a previous lease agreement have the option to bring an approved device from home or purchase a school approved laptop. School approved laptops can be purchased through the following website [http://www.jbeducation.com.au/byod/](http://www.jbeducation.com.au/byod/) using the code ‘dhs2015’. Details of this offer can be found in the attached Frequently Asked Question Sheet.

Devices brought from home must be Windows 8 and above or have Mac OS X 10.6 and above. Windows RT, Chrome Books, Android and iOS cannot be the student’s main device. The device must be a laptop and be able to fit in the student’s locker (H34cm, W28cm, D45cm). Tablets may be brought in as secondary devices. Mobile phones will remain, at this stage, prohibited in line with current school policy.

The only support or service provided by the school to students who choose to bring a device from home will be access to the school’s wireless network and Internet. Any use of the wireless network entails personal responsibility as well as compliance with the Dandenong High School Acceptable Use Policies. In using the Dandenong High School network, students willingly grant IT staff access and permission to conduct any necessary investigations regarding inappropriate use of technology.
Specific BYOD Guidelines

• Use of all devices as a learning tool is at the discretion of the teacher
• Devices are to be used for educational purposes only
• Use of devices is not to be disruptive to others
• Charging of any devices is not permitted at school
• Students shall not distribute any information, pictures or video of students or staff without their express written permission

Consequences for abuse of BYOD:

• The student may not be able to use the device for the period
• The device may be removed from the student and kept at the General Office until a Parent/Guardian collects it
• The student may be refused permission to use a device at school
• Disciplinary action including detention / suspension / exclusion from school may be imposed

School Liability Statement
Students bring their own personal devices to use at Dandenong High School at their own risk. It is their duty to be responsible for the upkeep and protection (anti-virus software / security settings) of their devices.

Dandenong High School will NOT be responsible for:

• Personal devices that are broken or damaged while at school or during school-related activities
• Personal devices that are lost or stolen at school or during school-related activities
• Maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)
• School licenced software will not be installed on student personal devices
Device Registration Form 2015

I have read this document carefully and understand the significance of the conditions and agree to abide by them.

Student Name: _____________________________________

Student Code: _______________  House Group: ____________

Student Signature: ________________________

Parent/Guardian Name:  ____________________________________

Parent/Guardian Signature:  _________________________________

Date: __________________________________

For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/Guardians call Parentline on 132289 or visit http://www.cybersmart.gov.au/report.aspx
Frequently Asked Questions:

Dandenong High School Technology Program

Dandenong High School offers a number of options for families including purchasing a recommended laptop or bringing a personal device from home. School approved laptops can be purchased through the Technology Portal which can be accessed at the following address: http://www.jbeducation.com.au/byod/ using the code ‘dhs2015’.

Please make sure you have read and understood all of the information in the portal as well as the Dandenong High School Acceptable Use Agreement. If you have any further queries please do not hesitate to contact the school.

Buying a Device through the Technology Portal

What are the specifications of the device?

The device is designed specifically for school environments.

Specifications

• Display 11.6 Inch HD LED Anti-Glare (1366x768)
• Processor Intel Celeron Processor N2920
• Memory 4GBx1 1333MHz DDR3 RAM
• Storage 128GB SSD
• WIFI Intel Dual Band Wireless-N 7260 (2x2, 802.11abgn) + Bluetooth
• Webcam 720p HD webcam
• Audio Dolby Advanced Audio v2
• Operating System Windows 8.1 64 bit
• I/O (Input / Output ports) HDMI 1.4, USB 3.0, USB 2.0, 4-in-1 Card Reader, RJ-45 Gigabit Ethernet
• Warranty 3 Year Onsite Warranty

What happens if something goes wrong with the device?

Insurance is available through the portal. The warranty covers any faulty parts whilst insurance covers accidental damage and theft. The school strongly recommends that the highest levels of insurance is purchased. Dandenong High School also assists in the processing of warranty and insurance claims.

What are the payment options?

There are three payment options available through the portal; direct debit, credit card and finance. The finance terms and conditions are available from the website.
When will I get the device?
Pickup will be from the JB Hi-Fi store which you select at the time of purchase. Orders made before 1st Dec 2014 should be available for pickup before Christmas.

Can my student charge their device at school?
No, students must ensure that their device is fully charged at home.

Bring Your Own Device

Is my student allowed to bring a device from home rather than buying one through the portal?
Yes, as long as it has either Windows 8 and above or have Mac OS X 10.6 and above. Windows RT, Chrome Books, Android and iOS cannot be the student’s main device. The device must have an attached physical keyboard and be able to fit in the student’s locker (H34cm, W28cm, D45cm).

So tablets like iPads aren’t allowed?
Every student must have a device with a physical keyboard. If they wish to bring a tablet as well as their main device, they are able to. Mobile phones are not allowed.

What happens if a device from home is damaged or broken?
The school takes no responsibility whatsoever for student devices.

What about internet?
Whilst at school, students will have access to the school’s filtered internet. The device has the ability to connect to other wireless internet networks outside of the school, if they are available.

Will my student have access to the program they need?
Yes, Dandenong High School is has its own app store where students will be able to download the software they require. This includes Microsoft Office and Anti-Virus.

Can my student charge their device at school?
No, because of Health and Safety Regulations, students must ensure that their device is fully charged at home.