

**DANDENONG HIGH SCHOOL**

**STAFF NOTEBOOKS POLICY**

**Preamble**

The School recognizes and embraces technology as a vital tool in enhancing student learning and preparing students for tomorrow’s world. Dandenong High School requires that staff have access to a notebook at all times during school attendance to integrate the use of learning technologies into the classroom, and as a tool for professional planning, classroom practice, assessment and reporting.

**Purpose**

* This is primarily achieved by staff participating in the leasing scheme offered by DEECD, known as the “Notebooks for Teachers and Principals Program” or by staff bringing their own device to school for this purpose (BYOD).

**Implementation**

* **Notebooks for Teachers and Principals Program**
  + This is the recommended strategy for staff to utilise a notebook at school.
  + Normally, there is an option for a Windows-based notebook or an Apple-based notebook
  + New staff should approach the IT Manager for information about this Program.
  + Recipients of notebooks under this Program must:
    - accept the online Licence Agreement terms and conditions as offered be DEECD
    - care for and maintain the notebook
    - demonstrate a commitment to on-going professional development in the use of learning technologies
    - integrate learning technologies into the classroom.
  + A copy of the current Licence Agreement is attached, and all staff have personal online access to this Agreement when they enrol in the program.
  + Upon entering this Program, or upon the renewal of a lease, staff should print off a copy of their current Agreement requirements, making special note of the following sections within the Agreement;
    - Recipient Agreement to Use
    - Replacement Equipment
    - Professional Development Guidelines
* **In addition to, or in place of the “Notebooks for Teachers and Principals Program“, staff are welcome to BYOD under the following conditions;**
  + staff are aware that there is no specific insurance or warranty provision at school for private notebooks (as there is for leased notebook users) and they are used at the owner’s risk
  + staff cannot expect copies or updates of school images or software
  + certain commercial software that is already part of the Edustar image must be purchased separately by owners of private notebooks (e.g. Office, Photoshop Elements, etc).
  + any open-source software in the Edustar image needed for school purposes is installed separately by the individual
  + staff can only expect minimal technical support regarding private notebook issues on the network
  + team collaboration must not be reduced by having a different notebook than others in the team
  + staff allow for the fact that students will have a different Windows interface on their notebook to what is likely to be on the private notebook. This may affect classroom operations.

**Evaluation:**

**This Policy will be reviewed as part of the school’s three year review cycle.**

**School Council Endorsement Date: 18th August 2015**