



## **DANDENONG HIGH SCHOOL STAFF LAPTOP POLICY**

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### **PREAMBLE**

The Notebooks for School Staff Program has been in place since 1999 and continues to evolve in alignment with the Department's requirements. The program's vision is to enable all Victorian Government Schools an equitable provision of notebooks or allowances to allow for the digital delivery of the school curriculum. The Department recognises the importance that notebooks play in teaching and learning and the need to provide a notebook computer as an essential tool-of- trade for School staff. Under the revised program introduced in 2016, staff are not required to provide a personal financial contribution to the cost of the notebook allocated to them.

### **POLICY**

Program-provisioned notebooks are owned by the Department and allocated to schools, as the custodian, who provide the notebooks to eligible Program participants for their use whilst they are working at that school. Eligible participants are school staff who are currently employed and placed in a Victorian government school and paid from the central payroll, equal to or greater than 0.4 Effective Full Time.

When the participant leaves that school (for any reason), the notebook must remain at the school for reallocation. Notebooks are allocated at the school level based on the number of eligible staff members. A notebook allocated to a school will not be replaced, if the school allows the participant to which it has been allocated to take it on leave. If a staff member retains a notebook for an extended period, this may mean that the school does not have a program-provisioned notebook to support a replacement teacher where relevant. Participants cannot take any program-provisioned notebook overseas at any time, they must remain in Australia.

The school's intention is for staff who are granted leave of any kind (e.g. Long-Service, Family Leave, Leave Without Pay or Personal Leave) for a period greater than one term, to return the notebook to the school, prior to the period of leave commencing. This is discretionary and, in some circumstances, the notebook may be required to be returned for shorter duration leaves.

Participation in the Program is optional. Staff can choose to purchase their own device for use at school however it must be in-line with the school's IT specifications and requirements.

### **INSURANCE**

- Within Australia, insurance cover is provided for all program-provisioned notebooks for their full provisioning cycle. The insurance policies do not cover the notebooks outside of Australia under any circumstances.

- The accidental damage, loss or theft a notebook must be reported immediately to the Principal, the Technical Support Team Leader and in the case of theft, the police. The claimant will need to obtain a police report within a 14 day period, which must be submitted with the insurance claim.
- Schools must complete an insurance claim if their notebook is lost, stolen, or accidentally damaged.
- The Principal or delegate is responsible for making an insurance claim for notebooks that are lost or stolen.

Each participant must return the notebook and all associated equipment to the Technical Support Team Leader immediately for reallocation within the school when they:

- Become ineligible for the Program (the teacher's time fraction is below 0.4)
- Take leave for a period greater than one school term, or at the schools discretion
- Leave the school
- Have elected to withdraw from the Program
- Are requested to do so by the Principal or Technical Support Team Leader

Prior to returning the device to the school, the teacher is responsible for ensuring that they have copied any personal or work-related data from the notebook.

### **END-OF-CYCLE RETURNS**

- The Principal is responsible for ensuring the return of all end-of-cycle program-provisioned notebooks by the due date, as determined and when notified by the Program.
- Schools must ensure damages and faults are repaired before the notebook is due to be returned at end-of-cycle.
- The Technical Support Team Leader must ensure that end-of-cycle returned notebooks are in good condition and good working order and ready for collection by the due date.
- The Technical Support Team Leader must ensure that any required data has been copied from the notebooks.
- All program-provisioned notebooks collected by the Department will be subject to appropriate data wiping and disposal.

**Evaluation: This Policy will be reviewed as part of the school's three-year review cycle.**

**Reviewed 16<sup>th</sup> May 2023**

**Review date May 2026**