Digital Resources at St Therese School

USER CHARTER
Purpose

The laptop is to be provided as a tool to assist student learning both at school and at home.

1. Equipment

1.1 Ownership

2.1.1 ST THERESE SCHOOL retains ownership of the laptop.

2.1.2 All material on the laptop is subject to review by school staff. If there is a police request, ST THERESE SCHOOL will provide access to the laptop and personal network holdings associated with the use of the laptop.

2.1.3 If the student leaves school prior to completion of Year 7 or moves to another school, the laptop must be returned to ST THERESE SCHOOL.

2.2 Damage or loss of equipment

2.2.1 All laptops and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

2.2.2 Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to ST THERESE SCHOOL.

2.2.3 In the case of suspected theft, the family must make a police report. The Police Incident Report (PIR) number must be provided to ST THERESE SCHOOL.

2.2.4 In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided.

2.2.5 Laptops that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to a laptop for home use.

2.2.6 Students will be required to replace lost or damaged chargers.

2.2.7 If a laptop fails for any reason it will be covered by warranty.

2.2.8 Parents who currently hold a personal home contents insurance policy may choose to notify their insurer about the issue of the ST THERESE SCHOOL laptop.
2.3 Substitution of equipment

When a laptop is replaced, it is replaced with one of similar age.

3. Standards for laptop care

3.1 The student is responsible for taking care of laptops in accordance with school guidelines.

3.2 The student is responsible for adhering to the Information and Communications Technology (ICT) Policy. Backing up all data securely. This should be on the ST THERESE SCHOOL network or for personal data including photographs or music, on an external storage device. Students must be aware that the contents of the laptop will be deleted and the storage media reformatted in the course of repairs.

4. Acceptable computer and internet use

4.1 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

4.2 Upon enrolment into ST THERESE SCHOOL, parental/carer permission was sought to allow the student to access the Internet at school based on the Information and Communications Technology (ICT) Policy, extracts are provided below. This policy forms part of the Laptops Use.

4.3 The Information and Communications Technology (ICT) Policy (see below) applies to the use of the laptop and Internet both on and off school grounds.

Extracts: Information and Communications Technology (ICT) Policy.

5. RESPONSIBILITIES

The new digital technologies seem inevitably to be bringing about fundamental shifts in patterns of communication and human relationships. The overriding principle for teachers and other staff of Catholic Education SA, parents, care givers and students is

“That their behaviour online should reflect the standard of appropriate behaviour which is expected in all person-to person interaction. Such behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person. Appropriate boundaries should always be observed, especially in communication with young people. The child protection protocols and policies of the Catholic Church in Australia and civil authorities must always be observed.”


5.1. Students’ Responsibilities

Students should:

1. Use Appropriate ICT’s to enhance their learning being respectful of the content they are generating, sharing or drawing to the attention of others.

2. Participate in all dimensions of life and develop skills and a knowledge base to contribute to their own safety and well-being.

3. Assist in the development and review of, adhere to and enforce an Acceptable Use Policy for the school.

5.2. Parental and Care Giver Responsibilities

Parents and Caregivers should:

1. Encourage learning through the appropriate use of ICTs

2. Be attentive to the content that they and their children and young people are generating, sharing or drawing to the attention of others

3. Encourage their children to participate in all dimensions of life and develop skills and a knowledge base to contribute to their own safety and wellbeing

4. Assist in the development and review of, adhere to and enforce an Acceptable Use Policy for the school.

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DIGITAL EDUCATION REVOLUTION – NSW LAPTOP USER CHARTER.