



Est. 2003

Student Network and Equipment Policy & Agreement

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Final

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DOCUMENT APPROVAL

Approved By (name/position of approver)	Date
School Council	

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1 POLICY STATEMENT AND PURPOSE

Georgiana Molloy Anglican School Network, Internet, Technology and electronic mail is provided for educational purposes only.

2 SCOPE OF POLICY

This policy applies to all enrolled students at GMAS.

3 DEFINITIONS

GMAS/The School

Georgiana Molloy Anglican School

The equipment

Refers to the laptop and accessories issued to a student for the One-to-one Mobile Device Scheme, and includes associated equipment used at school, and equipment issued to other students in the program.

4 RATIONALE

One-to-one computing (sometimes abbreviated as “1:1”) is a program which allows each enrolled student to use an electronic device to access the internet and course related materials. Research has revealed a number of benefits for schools employing a 1:1 scheme, including outperforming other schools, saving the school money by using high end implemented technology, and enriched learning through technology-transformed intervention.¹ Under the GMAS One-to-one Mobile Device Scheme, each student is given the opportunity to use an Apple Computer at school and at home. The laptop issued to students remains school property and is therefore covered by this policy and the Student Network and Internet Acceptable Use Agreement which specifies the conditions under which a student may access the school network and use the school’s computer equipment.

5 CONDITIONS

Parents/caregivers agree that while their child uses the GMAS Network, Internet, electronic mail and Electronic Devices (personal or school property),

students will:

- use the computer resources and their Internet account solely for educational purposes
- observe all copyright laws, including those that relate to computer software and material published on the internet
- respect the rights and privacy of other users
- immediately report any obscene or offensive material they encounter to a staff member

¹ <https://one-to-oneinstitute.org/research-overview>

- understand that logs of their Internet, e-mail access and all stored data can/will be scanned at any given time and kept whenever necessary
- be familiar with the schools Social Media Policy (accessed on the schools web site) and accept all consequences from non-adherence to these guidelines
- use any device issued to them by the school in an appropriate manner both in and outside of school hours

Students will **NOT**:

- Use the school computers to play games excepting educational games under the direction of a staff member
- Use social networks in school time or at school events, unless specifically curriculum driven and approval has been given by a staff member
- Tamper with the system (which includes the network or workstation and its desktop in any way including, but not limited to, the storage of unauthorised software)
- Bring Georgiana Molloy Anglican School into disrepute in any way whatsoever
- Use/attempt to access another student's account or tamper with other student's accounts in any way
- Allow anyone else to use their account or give their password to anyone else
- Attempt to retrieve, view or disseminate any obscene, offensive, age inappropriate pornographic/explicit or illegal material
- Use offensive/intimidating language, resort to personal abuse or threaten or engage in physical contact
- Send offensive, racist or sexist messages
- Send anonymous or falsely addressed e-mail
- Use their account for business purposes or financial gain
- Use their account for political purpose
- Post or upload images of themselves, staff, and other students that have references to the school on the WWW or other mediums. This includes photos taken at the school, school sanctioned events, camps and sports days. Permission may be granted from the school in special cases prior to posting

Students realise that if they do not abide by the above rules, then

1. Their Internet and internal e-mail access can be withdrawn
2. They could be subject to other disciplinary action and may not be able to participate in courses which require regular internet/computer access

3. Breaching these conditions may lead to withdrawal of the item for a specified time period (schools discretion) and /or withdrawal /suspension of the student for a specified time period (schools discretion)

6 RELATED DOCUMENTATION

[Personal Electronic Devices Policy](#)

7 AGREEMENT

The student agrees:

1. That the laptop always remains school property
2. To bring the device fully charged to school each day
3. That the hard shell cover must remain on the laptop at all times, breakages and loss or damage caused by removing the cover will be charged to the family
4. To only transport the device secured in the device bag provided and inside the student school bag, and to store it securely
5. To permit the school to inspect the student's files stored on the device, personal storage device, or the school network at any time. Permit the school to delete files deemed inappropriate
6. To maintain backups of personal files. The student needs to be aware that the device may be reimaged (all data wiped) at any time by allocated staff if required to fix software malfunctions
7. To not deliberately nor intentionally damage, vandalise, graffiti, or mark the equipment
8. To not steal the equipment
9. To not disassemble, open or upgrade the equipment
10. To report any damage or malfunction to a staff member as soon as possible
11. To not permit any other person other than the teacher, parent/guardian/sibling, or school staff to use the device. This includes not allowing other students to use the device and accessories
12. To not use, access or tamper with another student's devices
13. To not use the school computers to play games excepting educational games under the direction of a staff member
14. Whilst on school grounds, not to access any other network other than the school network. Students are **NOT** permitted to use mobile internet connections in school grounds unless granted permission by staff
15. Whilst on school grounds, not to use social networks in school time or at school events, unless specifically curriculum driven and approval has been given by a staff member

16. To not send anonymous or falsely addressed email
17. To not install or uninstall software on the device without permission. No illegal or unlicensed software to be installed on the device. Not to remove or modify the behaviour of LanSchool software
18. To not use the laptop as a server (share files on the network directly from the laptop). No pirate web, P2P, UTorrent etc.
19. To not attempt to retrieve, view, disseminate, publish or use inappropriate material on social media websites. Inappropriate material includes but is not limited to: pornography, vulgarity, defamatory statements, extremist views, private information about yourself or someone else, personal contact details; and photographs, footage, or audio recordings taken of others in private or without their consent. As a general rule: only publish what is okay for everyone in the world to see including your teachers and grandparents
20. To not use offensive/intimidating language, resort to personal abuse or threaten or engage in physical contact, or send offensive, racist or sexist messages
21. To not publish material which breaches the Copyright Act on social media sites
22. To provide any usernames and passwords for computer logins to school staff if requested
23. To not post any images of myself, other students, teachers, or references to the school posted on the internet or social media sites. This includes photos taken at the school, school sanctioned events, camps and sports days. Permission may be granted from the school in special cases prior to posting
24. To not use any illegal streaming services or questionable websites
25. To not use accounts for business purposes, financial gain or political purpose

Consequences:

Breach of this Agreement or the Personal Electronic Devices Policy may result in the following consequences:

- The parent/guardian will be required to pay for repairs, including the cost of technician time and other expenses incurred, to any equipment wilfully damaged by their child/student.
- The student may have the device and accessories withdrawn from their use and the student may be withdrawn from the one-to-one mobile device scheme.
- Internet and internal e-mail access may be withdrawn
- The student may be subject to other disciplinary action and may not be able to participate in courses which require regular internet/computer access
- The student may be withdrawn or suspended for a period of time at the school's discretion

Guidelines for Laptop Use:

Occupational health & safety

- When using the device place on a secure firm surface.
- Refrain from placing the device on your lap as transmissions from the laptop may be harmful to sensitive organs.
- Sit at the correct height to allow your elbows to be bent at right angles and your wrists straight. Your hands and wrist must clear the desk and keyboard, with only your fingers touching the keys
- Take a 10 minute break every 50 minutes of use and ensure good lighting

Transport of the device:

- Only transport the device secured in the device bag provided
- Never place other items into the laptop bag which may press against the laptop
- The laptop is never to be lifted by holding onto the screen
- Avoid leaving devices in a vehicle. When this is unavoidable leave them locked out of site
- The device must not be left in an environment where the temperature is out of the range of 5 to 38 degrees Celsius, such as in a closed vehicle or in direct sunlight

Home Use of laptop:

- The laptop is only to be housed in a secure area
- The laptop is not to be used by anyone other than the student to whom it has been issued but may be used by parent/guardians/siblings for the purpose of monitoring the student's use of the device

8 PARENT/GUARDIAN SECTION

Recommendations for Parents/Guardians:

- Do not permit unrestricted access to the internet unless a parent or guardian is present.
- This is best achieved by providing a space in a common area where the laptop or iPad can be used, and where the screen is clearly visible to the parent/guardian.
- Monitor the length of time your child/student uses the device. Do not permit them to use it for more than 50 minutes without a break of at least 10 minutes.
- Ensure correct occupational health and safety use of the device, such as providing an ergonomic workstation at home.
- Ensure your child/student uses the computer resources and their Internet account solely for educational purposes
- Ensure your child/student observes all copyright laws, including those that relate to computer software and material published on the internet

- Ensure your child/student respect the rights and privacy of other users
- Ensure your child/student immediately reports any obscene or offensive material they encounter to a staff member
- Ensure your child/student understands that logs of their Internet, e-mail access and all stored data can/will be scanned at any given time and kept whenever necessary
- Ensure your child/student is familiar with the Student Social Media Policy and accepts all consequences from non-adherence to these guidelines
- Ensure your child/student uses any device issued to them by the school in an appropriate manner both in and outside of school hours.

Report of Loss or Damage

The devices are covered by limited warranty and insurance. Insurance will only cover damage or loss of the equipment where reasonable care has been taken to avoid such damage or loss.

Financial Implications

- The ICT Levy on the fee statement account includes the use of a network device (i.e. MacBook), Internet downloads, software, printing, insurance and soft / hard covers
- The device remains the property of the school and must be returned immediately if the student leaves the school or receives a new device. The laptops cannot be purchased as they need to be returned to the leasing company. Failing to return the device when requested within 48 hours may incur a fee
- **The excess for insurance claims will be payable by the Parent/Guardian.** The current excess is \$150.00 (January 2020)
- Where such damage or loss occurs, the school is to be informed as soon as possible. In the event of criminal damage or theft, a formal report must be made to police by the parent/guardian as soon as possible and a copy of the report provided to the school
- Any cost of repairs for damage or replacement costs resulting from loss of equipment not covered by warranty or insurance will be charged to the parent/guardian of the child/student to whom the mobile device was issued
- Lost or damaged power supplies will need to be replaced by the Parent/Guardian
- Lost or damaged hard covers / carry bags will be charged at \$40.00 per item (January 2020)

Student Name: _____	Year Group: _____	Date: _____
Issued Laptop Make and Model: <i>Apple MacBook Air 13.3" 128SSD</i>		

Acceptance

I have read and understood this agreement and know that any misuse of the above mentioned device, other school computers, the school network, and its software and hardware may lead to loss of Internet and/or computer access. Illegal incidents may be referred to the appropriate community agency.

Student name: _____

Year level: _____

Student signature: _____

Parent/guardian signature: _____

Staff member (please print): _____

Date received: _____

Georgiana Molloy Anglican School reserves the right to amend any Teaching and Learning programs and computerised/internet usage as it deems necessary, to ensure continued appropriate use and effective learning for all students in line with educational codes and practices.