KEY PRINCIPLES

1. The aim of the program is to contribute sustainable and meaningful change to teaching and learning in NSW schools that will engage students in rigorous and stimulating programs of learning and prepare them for success in the 21st century.

2. Year 9 students at SHS will have sole use of a laptop and therefore they will be accountable for it.

3. Ownership of laptops will be formally transferred to students who have completed Year 12.

4. Student use of laptops will be governed by school developed policies and processes directed at encouraging responsible learning and based on the Digital Education Revolution - NSW DET policy and procedures.

LAPTOPS ALLOCATIONS

There are two types of laptop allocations:

- Year 9 Allocation: Laptops to be issued to Year 9 during Term 1 2011
- Laptop Pool Allocation: Laptops issued as a source of spares as well as a resource for use across years 10 to 12 at the school’s discretion.

Year 9 Allocations

Each Year 9 student, accompanied by a parent, will be required to attend a meeting where the policies associated with laptop allocations will be explained. At this meeting, the Laptop User Charter will be distributed and explained.

By signing the charter parents and students certify that they will agree to comply with the conditions in the Laptop User Charter and that they understand that non compliance may result in recall of the laptop and/or loss of access for home use and/or other disciplinary action consistent with DET policies.

Students accepting an allocated laptop in Year 9 will be required to take the laptop home each day for study purposes and charging.

Once a laptop is allocated to a student and the student has logged on so as to authenticate the laptop, only that student can access that laptop. This is intended to discourage theft.

In some cases it will not be possible for students to take the laptop home. The student will leave their laptop with the Technology Support Officer (TSO) for storage and charging.

The school may decide it is not advisable for particular students to take laptops home due to home or other circumstances. Parents will be advised if this is the situation.

There may be cases where the parents do not sign a Laptop User Charter. Students in such a circumstance should be given access to a laptop for class use only. Students will obtain their laptop from the TSO who will keep a record of such events.

Laptop Pool Allocations

A pool of laptops is supplied as a source of spares for replacement in cases of loss or breakage and issue to new enrolments.

This pool is the source of replacement laptops for a student device that is broken or lost or for allocation to a new enrolment. In the event that the laptop is inoperable, a student or teacher may be lent a pool laptop for use while their laptop is repaired or replaced. Priorities must be taken into account when allocating pool laptops for use within the school.
Students who leave school or apply for long leave

Students are required to surrender their laptops if leaving a NSW government school e.g. to employment or TAFE, to move to a non-government school, to move overseas or interstate. Existing school processes apply regarding return of school equipment and retrieval of school equipment when a student leaves school.

The principal may require students who apply for long leave to travel or for other purposes to temporarily return their laptops while absent. These laptops will be stored by the TSO.

Students moving to another NSW government school

Students take their laptops with them when moving to another government school.

Exceptions to this are students enrolled in Intensive English High School or Centres and Schools in Juvenile Justice Centres.

Transfer of ownership

Ownership of the laptop will be transferred to the student on completion of Year 12. Laptops remain the property of NSW Department of Education and Training until transfer takes place.

Laptops that are transferred for ownership to year 12 must be older than two years.

Transfer of ownership will only occur on the satisfactory return of other school equipment and textbooks as part of normal year 12 sign out procedures.

Acceptable usage and student responsibilities

The Laptop User Charter includes agreement by students that they will take the laptop home each day for study purposes and charging and bring the laptop fully charged to school every day.

Where students repeatedly bring the laptop to school uncharged or leave it at home, the laptop will be taken from the student and returned to the Technology Support Officer who will arrange to loan it to the student each day.

If a student continually fails to bring their laptop to school the TSO, under the direction of the Principal, will lock the device remotely so that the student can no longer access it unless it is returned to school.

Students who breach the conditions of the Laptop User Charter will have access to their laptop at home suspended or terminated.

In the case of suspension or termination of the right to take home a laptop, students will return their laptop to the Technology Support Officer at the end of each day for safe storage and charging. It is the student’s responsibility to collect their laptop from the Technology Support Officer at the start of each day.

Sharing class work using technology such as Bluetooth is not to occur unless directed by the teacher as part of the lesson. Any non-directed sharing may be deemed cheating.

Cyber bullying

Cyber bullying is an intentional, repeated behaviour by an individual or group with the purpose of causing distress or undue pressure to other people using technology. Cyber bullying includes all communications that seek to threaten, humiliate, intimidate or control. Students should report any incidences of cyber bullying to their teacher.

Laptop replacement

Theft

As soon as a laptop is reported stolen, the Principal will ask the Technology Support Officer to lock access to the laptop.

Laptop replacement applies for theft outside school where a police event number is provided.

Students must also complete the Laptop Incident Report. This must be signed by both the student and the parent or carer.

Where possible the laptop is replaced with the same year model. Where this is not possible the Technology Support Officer will allocate an interim laptop to be replaced with a cohort equivalent when one becomes available.
Where no police event number is provided and depending on the circumstances and student’s laptop history the Principal will determine whether or not the student will be expected to cover the cost of replacement.

Cost of replacement is to be based on a pro rata value.

<table>
<thead>
<tr>
<th>Age of laptop</th>
<th>Pro rata value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>100%</td>
</tr>
<tr>
<td>One year old</td>
<td>80%</td>
</tr>
<tr>
<td>Two years old</td>
<td>60%</td>
</tr>
<tr>
<td>Three years old</td>
<td>40%</td>
</tr>
<tr>
<td>Four years old</td>
<td>20%</td>
</tr>
</tbody>
</table>

Depending on the circumstances and student laptop history the Principal (or delegated executive) will determine whether or not a replacement laptop is to be issued. Access to a laptop for classroom use may be provided only until such a time as laptop take home permission is reinstated. The interim laptop will be provided by the Technology Support Officer each day. Students are not permitted to take such a laptop home.

**Loss or damage**

As soon as a laptop is reported lost the Technology Support Officer will lock access to the laptop. A laptop replacement generally applies for accidental loss or damage outside school where a Statutory Declaration is supplied.

A statutory declaration made within New South Wales must comply with the Oaths Act 1900 and take the following form:

I, ………………………….(name) of …………………………. (residence), do hereby solemnly declare and affirm that ……………………………………..[the facts to be stated according to the declarant’s knowledge, belief, or information, severally]. And I make this solemn declaration, as to the matter (or matters) aforesaid, according to the law in this behalf made- and subject to the punishment by law provided for any wilfully false statement in any such declaration. ………………….. (Date and place of declaration)*.

This must be signed by the parent/carer at the bottom in the presence of a JP or solicitor who then needs to sign to indicate they witnessed the signature.

Students must also complete the Laptop Incident Report. This must be signed by both a parent and the student.

Where possible a laptop is replaced with the same year model. Where this is not possible the Technology Support Officer will allocate an interim laptop to be replaced with a cohort equivalent when one becomes available.

**Damage or loss of laptops caused or partly caused by negligence is not covered under warranty, and the student will be required to pay for the repairs or purchase a replacement.**

In cases of malicious damage or theft of another student’s laptop, existing school processes for damage to school or another student’s property apply.

Batteries and chargers are not automatically replaced. In case of loss or damage students are required to purchase replacements through the school. Batteries which stop working will be replaced at no cost to students by the Technology Support Officer. Only chargers that do not work at time of delivery will be automatically replaced by the school.

**Removal of a laptop or loss of take home permission**

Circumstances, including damage to or theft of another student’s laptop, non compliance with the Laptop User Charter and fraudulent or excessive claims for replacement laptops, may lead to the Principal (or delegated executive) deciding to temporarily or permanently remove access to a laptop or permission for a student to take a laptop home.

Educational disadvantage has to be taken into consideration. Access to a laptop for classroom use only may be provided until such a time as laptop take home permission is reinstated.