

# BALAKLAVA HIGH SCHOOL

## SCHOOL LAPTOP CONTRACT & ICT AGREEMENT

### RATIONALE

Balaklava High School's Laptop and ICT Agreement promotes educational research, personalised learning, and the development of crucial 21st-century skills. Laptops and other technology are significant in developing digital literacy, critical thinking, communication, and collaboration skills essential for future success.

Our policy emphasises digital citizenship, online safety, and ethical use of resources. Providing Laptops and other ICT resources ensures equal access for all students, enhancing engagement and fostering an interactive learning environment.

### THE LAPTOP

All students, upon the return of this signed agreement, will be provided with a laptop and access to the school network. The laptop will operate on the Windows platform and will have similar specifications to any other education series laptop.

The laptop provided remains the property of Balaklava High School and, unless permission has been granted by the school, the laptop must remain on school grounds at all times. Year 10, 11 & Year 12 students may be permitted to take their laptop home with them if they meet certain criteria, which will include the payment of a yearly service levy.

If, at any time, a Year 10, 11, or 12 student wishes to provide their own device (laptop), they must only access to the school's network and internet while on school grounds. Students choosing to supply their own device may be required to return the laptop that was previously loaned to them by the school. Windows is the preferred platform and network access, and ICT support is not guaranteed for devices that are not provided by BHS.

### LAPTOP SPECIFICATIONS

All devices issued in each year will be of the same specification to assist in management and curriculum development. The laptop provided to the student will be loaded with required software for educational purposes. Users do not have permission to add or delete programmes on the device.

Students are not permitted to upgrade any features or programs unless specific permission has been granted to do so by the ICT coordinator.

It may be necessary for ICT Staff to acquire a student's laptop during the year for servicing, updates, or re-imaging. Such an event may see a student without a device for a short period of time or being provided with a temporary loan unit of reduced specifications.

### LAPTOP CARE

The laptop is provided for educational purposes and must be maintained in the condition that it is provided.

It is the student's responsibility to attend PM Homegroup each day, 'shut down' their device and to place it on charge. Students will not be able to source additional charging for their device during the day. To prolong the life of the battery during the day, laptops should be 'shut down' after use, rather than just closing the lid.

Students are not permitted to change the appearance of a device that has been supplied to them under any circumstances. This includes attempting repairs, removing, or altering parts, graffiti, stickers or other images being attached to the outside of the device.

***All students are strongly encouraged to purchase an additional case to further protect their laptop while it is in their school bag.***

As the device remains the property of BHS, it is important to understand that the device is subject to routine and thorough inspection by staff, at any time, in addition to annual routine servicing, maintenance and repairs. All repairs and maintenance must be completed and invoiced through Balaklava High School to maintain device warranties.

At the completion of the school year each student will return their laptop to the school library for safe storage, where it will also be checked thoroughly and assessed for wear and tear. The same laptop will be re-issued to the student at the beginning of the next school year.

Students need to be aware that the laptop might be in their bag, or a separate case, during break times. As a result, students will need to exercise care in the yard, not drop their bags, and place them gently out of the way. To reduce the risk of damage, it is strongly advised that students utilise the lockers available to store their laptops during break times.

All students need to be aware that any deliberate or reckless action during lessons or break times that leads to the damage of another student's laptop will incur consequences, and the student responsible for the damage will be responsible for the costs of repair.

### **LOSS OR DAMAGE**

Any loss or damage to a device is to be reported immediately to the school on the day that it occurs. For senior students granted permission to use their laptop out of school, any loss or damage occurring outside of school must be reported immediately at the commencement of the next school day.

If a laptop which has been supplied to a user becomes faulty, the cause of the fault is unknown, and the user has otherwise abided by the terms of this agreement, then the school will endeavour to provide a replacement device while the fault is rectified.

In the case that damage has occurred because of deliberate or reckless action, then the school will not provide a replacement device and further consequences will occur.

In all cases, however, the Principal will have final say as to whether a replacement laptop is appropriate and/or whether a student retains access to a laptop at all.

Malicious, deliberate, reckless or accidental damage to a laptop will be charged to the student at the Principal's discretion. In the case of malicious damage or the suspected theft of a laptop, a police report will be made by the school.

### **ACCEPTABLE USE**

The use of ICT resources at BHS carries responsibilities. Students must always remember that when using ICT resources at school, they are for educational purposes only. Negative use of technology inside our school, which degrades or defames other users or members of our community, or damages hardware and software, is unacceptable.

The conditions outlined below are in place for all users, irrespective of whether they are using a school device or one the user has supplied.

Students must:

- Not use the computers to access social media or play games loaded from storage devices, accessed online or otherwise, anytime during school hours, including recess or lunch.
- Not use Laptops unsupervised in the yard during breaks to reduce the risk of damage or inappropriate use. Laptops can be used for school-related work in the library, with supervision, during the second half of lunch.
- Only connect to the internet in the approved manner, using the school's proxy server. Students must not attempt to bypass this server, connect to the internet using alternative access devices, connect to the internet using an anonymous proxy server, or bypass any security, filtering or monitoring in any way, including mobile hot spots.
- Not use the internet to access or send content that contains common swear words or that is violent, racist, sexist, pornographic, malicious, harassing, bullying, offensive or illegal in any way.
- Not download streaming audio or video from the internet unless a staff member has given them specific permission.
- Not access file-sharing websites (e.g. torrents) to download material from the internet, such as music, videos, games or applications, unless a staff member has given them specific permission

## **INTELLECTUAL PROPERTY & COPYRIGHT**

Students must respect the laws concerning copyright and intellectual property while utilising the school network and devices. Additionally, they must adhere to all relevant policies and procedures pertaining to academic integrity and plagiarism.

Students must not copy information from other students, the internet, or any other source, including artificial intelligence and present it as their own. Presenting such copied information as their own work is plagiarism.

When using information from external sources, students must ensure they acknowledge and reference the origin of the information.

## **CONSEQUENCES FOR BREACH OF THE BALAKLAVA HIGH SCHOOL LAPTOP CONTRACT & ICT USER AGREEMENT**

Students should be aware that use of the ICT system is recorded in network logs and is also monitored by ICT staff and teaching staff to ensure that they comply with this policy.

If a breach of this policy occurs students will be subject to the consequences outlined below.

In addition, depending on the nature of the breach, students may also be subject to further consequences in line with Balaklava High School's other policies including, but not limited to, the Behaviour Support Policy, Anti-Bullying and Harassment Policy and Mobile Phone Policy which are available on the BHS Website.

Minor breaches of this policy will result in the confiscation of laptops and/or suspension of ICT accounts for a period of time.

- For a first offence, the period of confiscation and/or network suspension will be three school days.
- For a second offence, the period of confiscation and/or network suspension will be five school days.
- Repeated occurrences of minor breaches, beyond two occasions, will lead to consequences in line with those of a major breach of this policy.

Minor breaches include, but are not limited to:

- The playing of computer games.
- The streaming of music without permission.
- Changing the appearance of the laptop (eg. stickers on the outside).
- Sending emails or messages that contain inappropriate language.
- Using personal Bluetooth or wireless devices (eg. AirPods or other wireless headphones).

Major breaches of this policy will result in the confiscation of a student's laptop and/or the suspension of ICT accounts for a period of up to ten weeks. Additionally, other consequences, such as suspension from school, may be warranted.

Major breaches include, but are not limited to:

- Taking a loaned device home without permission.
- Using another student's account or password to access the network.
- Saving executable programs from any source onto the network or using programs other than those programs installed on the network by the school.
- Use of abusive, sexist, racist or threatening language in any document, message or email.
- Deliberately damaging any equipment, irrespective of the extent of the damage.
- Interfering with any network hardware or software.
- Attempting to circumvent network security or to bypass the proxy server, including use of mobile hotspots.

***Please note that the Principal has the authority to suspend or exclude a student from attendance at school if they have behaved online in a manner that threatens the well-being of another child, student, parent or member of the school community, even if the behaviour occurs off-site or out of school hours.***

# BALAKLAVA HIGH SCHOOL

## SCHOOL LAPTOP AND IT AGREEMENT

This policy applies whenever students are using Balaklava High School information technology equipment or services. Student access to, and use of, the Balaklava High School IT System must be:

- only for school use and with regard to subject work.
- in accordance with the information contained in this user agreement

This policy and agreement, along with any additions and amendments, will remain in force as long as a student is enrolled at Balaklava High School. If it becomes necessary to add to, or amend, the policy, parents and students will be advised in writing via the school newsletter.

### Parent/Caregiver Agreement

I have read and understood the Balaklava High School Laptop Contract and IT User Agreement, and understand that student access is granted for educational purposes according to the conditions stated in this policy.

I understand that the internet is a global network and that Balaklava High School will monitor student use of the internet, but it is not able to completely control the content or restrict student access to all controversial materials. I agree that I will not hold the school responsible for any material encountered on the internet.

I am aware that the devices provided to students remain the property of the school and will be subject to a thorough inspection by school staff at any time.

*I am aware that any costs associated with the repair or replacement of information technology equipment that has been deliberately or recklessly damaged by my child may be borne by me, the parent/caregiver. I am aware that my signing and returning of this form constitutes a commitment to pay such costs, and that Balaklava High School's policies relating to the recovery of debts will apply.*

<b>PARENT / CAREGIVER DETAILS</b>	
<b>First Name</b>	<b>Last Name</b>
<b>Parent / Caregiver Signature</b>	
<b>Date</b>	

### Student Agreement

I have read and understood the Balaklava High School Laptop Contract and IT User Agreement, and agree to abide by those rules and conditions outlined in the Agreement. I understand that if I do not abide by this policy, my use of BHS information technology systems may be suspended and my laptop or network USB will be confiscated.

I am aware that the device provided to me remains the property of the school and that, at any time, it may be inspected by a staff member in addition to the annual routine inspection.

Additionally, I understand that I am also subject to the school's Behaviour Management Policy and its consequences while using IT systems or resources.

<b>STUDENT DETAILS</b>	
<b>First Name</b>	<b>Last Name</b>
<b>Student Signature</b>	
<b>Date</b>	