



# **Kentlyn Public School**

## **POLICY 2018 -**

### **The use of Computers including XO's**

### **at Kentlyn Public School 2018**

Information and Communication Technology (ICT) is transforming our society; from the means by which we gain access to information; to our methods of communication, networking and collaboration; and how we manage our daily lives. The extent of its impact on education is yet to be fully realised, but it is proving to be a very powerful learning tool.

Kentlyn Public School is committed to creating a 21st century learning environment that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers.

The XO laptops and computers can enhance and enrich learning opportunities at school. Kentlyn Public School is committed to allowing responsible, learning-centred use of the XO laptops and computers so as to provide as many pathways to understanding as possible for our students.

Our aim is that the XO laptops and the computers will enhance the education your students already receive. We continue to value face to face discussion and debate and the interaction between people. We continue to expose students to a wide variety of texts and literature and educational material, even though the transition may be towards eBooks.

Teachers plan innovative learning experiences for their students and will continue to receive professional learning opportunities in the area of ICT, specifically in regard to the XO laptops. Lessons will not always be directed at using the devices but there will be ample amount of opportunity for the device to be used as a learning tool at the teacher's discretion.

#### **General Information**

All XO laptops and computers will be running with our filtered wireless network that already exists within our school. Students will be using our Department of Education Schools network and sign in with their assigned username and password.

There is no need for your child to be bringing any other devices to school, and if they do, the policy will still remain that they take them to the office by 9:00am and pick them up when school finishes.

All XO laptops will be assigned to a student and will travel with that child for the years to come. The serial number will be recorded next to their name as well as two sets of labelling to ensure that each child knows exactly the identity of each XO.

**Access to the use of the XO laptops and Computers at Kentlyn Public School is a privilege, not a right.**



Any use of the wireless network entails personal responsibility and compliance with all school expectations. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the system and shall agree in writing to comply with such regulations and guidelines. If at any time these expectations are not followed the classroom teacher/executive/principal will be implementing various consequences, depending on the circumstances. **The principal will make the final decision on the outcome of each consequence.**

### **Guidelines for Use**

Use of the XO's during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher. The purpose of the use of the XO laptop at school is strictly educational training only. Non-educational games, social media sites and other programs on the device are not to be accessed at school anytime unless specifically requested by the teacher.

Students shall make no attempts to by-pass the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.

Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

XO devices will be stored appropriately in the student's classroom when not in use. **They are not permitted to be used at recess or lunch time or before and after school.**

### **Consequences for Misuse/Disruption- (One or more may apply):**

Device taken away for the lesson

Device taken away for a period of time

Disciplinary Referral resulting in principal/executive making a decision. Please note that the principal's decision on any of the consequences will be final.

### **School Liability Statement**

Students are expected to be responsible for their laptop, its upkeep and protection. **It is also expected that if the student has shown lack of responsibility in the laptop use or storage that the parents/carers of that child may be asked to replace the laptop.**

All XO's are to be used for learning related activities only, in a manner consistent with school policies. No unacceptable material may be produced, stored, displayed, broadcast, communicated shared or distributed via the Kentlyn Public School wireless network. **Devices must not be used to bully, harass, defame, ridicule or harm another member of the school or damage the school reputation in any way.** The school will supervise the use of the XO's in every way possible. The school reserves the right to inspect a student's XO if there is reason to believe that school expectations have been violated.



## Parent and Student Agreement for the use of Computers including XO's at Kentlyn Public School

Any parent permitting their child to use an XO device or a computer in accordance with this agreement at Kentlyn Public school, must read, sign and return this agreement to the school.

The student is responsible for keeping the XO laptop secure at all times, including within the classroom and at school break times, if applicable.

1. The student is responsible for the proper care of the device. The parent's **may be asked** to replace the XO laptop if a lack of responsibility is shown by the student.
2. The school reserves the right to confiscate and / or inspect the device if there is reason to believe that it was used to violate policies, school procedures, school expectations, or for general misconduct.
3. Violations may result in a loss of privilege to use a personal device at school, and / or disciplinary and legal action as appropriate.
4. **The student must comply with all teacher instructions.**
5. The student must not use the device to record, transmit or post photos or video of any person at any time to public sites or social media.
6. The student should only use the device with consent and under the direct supervision of Kentlyn Public School staff.
7. All users are required to utilise the school's secure, filtered wireless network to access the Internet.
8. All users are required to report inappropriate behaviour and inappropriate material to their teacher.
- 9.. Devices are to be used in educational settings and in a positive nature that reflects our school values.

### Parent and Student Agreement for the use of Computers including XO's at Kentlyn Public

Print Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_

I understand and agree to abide by the Computers and the use of XO Policy agreement and other associated policies. I further understand that violations may result in loss of my network and / or device privileges, and possibly other disciplinary or legal action.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a parent I understand that my child will be responsible for abiding by the above policy and agreement. I have read and discussed this with him/her and they understand the responsibility they have while using their XO laptops and any other computer devices.. In the event that he/she violates this agreement, the school may confiscate and inspect the device and appropriately discipline my child in communication with me.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_