1.0 Introduction

As part of the broader educational community, Hillbrook recognises that advances in digital technology have created opportunities to engage students in the classroom in new and exciting ways. Digital technologies, including laptops and iPads, are now a part of everyday life. However, we also acknowledge that these advances also present an opportunity to be both intentionally and unintentionally misused.

As members of our learning community, young people need to learn the behaviours and processes that will address the underlying values (ethics) and responsible behaviours expected of them online and off. This will enable them to act in a safe and responsible manner when using digital technologies. If something is not okay to be said or done in the real world it shouldn’t happen in the digital world.

This Policy Statement is intended to promote the use of digital technologies in a way that provides access to the benefits of the technology whilst protecting and enhancing the teaching and learning environment.

We expect all members of the Hillbrook community to make appropriate use of available technologies during school time to best achieve their educational goals. However, we strongly discourage the use of laptops and other ICTs (e.g. iPads) for non-educational purposes while at school. Before school, during morning tea and lunch should be times for spending with peers, nurturing face-to-face relationships and being involved in school activities.

At Hillbrook we agree that it is important for all members of our community to make wise decisions, in keeping with our core beliefs of trust, respect and ethical behaviour. Where decisions are made that breach our expectations an educative and consequential approach is taken so that better decisions are made in the future. In the event that further breaches occur it will be considered a behavioural matter and the student can expect to work this through with a member of the Student Management Team (SMT) and/or the School Leadership Team (SLT).

This policy will focus on the rights and responsibilities of two programs over student laptops and iPads.

2.0 The Student Laptop Program

The school provides students in Years 10-12 with a laptop for their educational purposes and allows for limited personal use. Students are responsible for the storing and organising work on their laptops for educational purposes.

Students have:

a) The right to use the laptop at home and the responsibility to bring it to school each day recharged, and to use it at school for educational purposes. Students are also responsible for ensuring that their name and contact details are visible on or inside
the carry case, and that any identifying laptop labels are kept intact. Permanent labels, which can deface the laptop, are not appropriate.

b) The right to add and name additional folders to assist with organising school work, and the responsibility to select names for these files that are appropriate and respectful and to always keep their password secure.

c) The right to be treated within the bounds of the law and to be protected by it, and the responsibility to respect and observe all laws pertaining to copyright, intellectual property and piracy, particularly in its application to software use and internet downloads. It is also a responsibility to ensure that the pre-loaded software is not copied, transferred, modified or deleted, and its management systems remain as provided.

d) The right to install other legally acquired applications and content, e.g. through iTunes, Bigpond, and the responsibility not to violate copyright laws e.g. copying software, information and graphics, or other data. It is illegal to format shift (e.g. to rip a movie or commercial DVD).

e) The right to install additional home-based printers, scanners and other peripheral devices, if they wish. The responsibility for the regular backup of their data on the hard drive supplied.

f) The right to access the internet from any location, and the responsibility to use the correct location settings.

g) The right to use their laptop at other locations, and the responsibility for keeping it clean and free of graffiti, secure, and to exercise caution if using it in public places, keeping in mind that they are responsible for any loss, damage or theft.

3.0 The Student iPad Program

IPads, supplied by the students, are used in Years 7 to 9 for educational purposes and limited personal use at school.

Students have:

a) The right to bring the iPad to school each day and the responsibility to use it at school for educational purposes.

b) The right to bring necessary accessories, such as keyboard and cover, to support the use of the iPad at school for educational purposes.

c) The responsibility to prioritise storage on their iPad for educational purposes.

d) The responsibility to ensure that their iPad is easily identifiable.

e) The responsibility to always keep their passwords secure.

f) The responsibility to select names for files that are appropriate and respectful.

4.0 Breaches of Expectations for Laptops, iPads and other Relevant Electronic Devices

Failure to meet these responsibilities will be regarded as a very serious matter. If a student breaches them, there are important issues of trust and personal responsibility that must be
addressed, and students can expect severe consequences, including the loss of the rights outlined above.

Depending on the nature and seriousness of the incident, students can expect some or all of the following consequences to apply:

- Restriction of school account, including access to the internet and other school provided software applications
- Loss of privileges
- Community service
- Detention
- Suspension
- Exclusion
- Referral to outside agencies for further support.

5.0 Other documents that are to be read in conjunction with this Policy Statement:

- Hillbrook’s Declaration of Rights and Responsibilities
- Memorandum of Understanding Student Laptop/iPad Program
- Digital Technologies Acceptable Use Agreement