



# Guideline/Procedure

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Author:	Assistant Principal – Wellbeing

## Electronic Equipment

### Purpose

All students at Good Counsel College are provided with a laptop for educational use at school and at home.

This document outlines conditions of use for student laptops and any other electronic devices, including headphones.

### Expectations

- **In the interest of promoting healthy lifestyles, students are not to use electronic devices outside of supervised classrooms during break times (or before school from 8am).**
- Laptops are issued for exclusive use at school and outside of school hours, for educational purposes only. Devices are not to be loaned to friends or family for their personal use.
- Laptops must be taken to school every day (excluding special occasions such as sports carnivals) and taken home every afternoon to be charged for the next day.
- The college issued laptop is the device that must be used in the classrooms. No other laptops are permitted.
- **Electronic devices (including laptops and headphones) may only be used in class with the teacher's permission. Only equipment that is explicitly permitted may be taken into exams.**
- Students must not intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- Security of devices is the students' responsibility at all times.
- Laptops should always be carried in the school issued laptop bag, and unattended devices must always be stored in a locked locker.
- Students are to protect the integrity of all usernames and passwords for their devices and accounts.
- Sharing of devices and/or login details with another student is not permitted. Students may be held responsible for another student's actions if they allow them to use their device or login details.
- Students are to regularly back up their work via OneDrive. **Loss of data is not an acceptable excuse for failing to complete an assessment task.**

- Staff have the right to inspect all content on any school-issued device.
- Students are not to take or publish images, videos, information, or opinions about other students, staff, or the college without explicit prior consent.
- Illegal or inappropriate material must not be brought to or accessed at school or on school devices, both at school and at home.
- Under no circumstances should the college issued laptop be used to access social media applications or messaging platforms to chat with others.
- Electronic equipment must not be used to send threatening or harassing content to other students. The wellbeing and dignity of others must always be considered when using electronic devices. Do not engage in cyberbullying at any time, both at school and home.
- Students must return the school owned laptop/device (and any inclusions such as power cords and carry case) in good order if leaving the college.

## Damage & Repairs

- The college IT department is responsible for repairing the laptop. If laptops are lost or damaged, you must inform the College immediately.
- The college-issued laptop warranty entitles students to ONE free damage repair per year.
- **Any subsequent damage requiring repairs will be charged to parent/carer accounts.**
- Email notification of damage claims (including the first claim) will be sent to parents/carers, to ensure transparency.
- Parents/carers will be responsible for full replacement cost of any computing device lost, stolen or damaged beyond the point where the college deems the damage accidental.

## Consequences for Misuse

In instances of inappropriate use / misuse, teachers may confiscate devices from students and pass these onto the relevant Leader of Wellbeing or Assistant Principal. The College Leadership Team reserves the right to use their discretion in deeming what material/usage may be considered inappropriate.

### ***First offence:***

- Device confiscated and held at admin office
- Student can collect device at end of school day
- Email to parents with notification of confiscation; will refer to college electronic equipment policy, to assist with conversations that may occur

### ***Repeated offences may result in any/all of the following, depending on the severity of the offence:***

- Device confiscation
- Wednesday afternoon detention
- Parent/student conversation with Leader of Wellbeing and/or Assistant Principal (Wellbeing)
- Limitations placed on student access to laptops

**Non-compliance from students will not be tolerated – refusal to hand devices over to staff will result in referral to a Leader of Wellbeing and an automatic Wednesday afternoon detention.**

## Recommendations for Parents

- Parents are responsible for monitoring student use of technology at home and should ensure that it is used appropriately and does not impact sleep.
- It is recommended that students put away screen technology at least one hour before bed and limit recreational use of technology to one or two hours per day (including weekends and holidays).
- While the college ensures that cyber safety is embedded into the curriculum, we encourage parents to speak with their students about the appropriate use of technology. We recommend accessing the [eSafety](#) website for resources.

## Enquiries

Enquiries about this policy must be made with the *Assistant Principal – Wellbeing*.

## See Also

This policy should be read in conjunction with the following documents:

*CES Acceptable Use of Computer and Internet Resources (Secondary)*

*CES Privacy Policy*

*GCC Mobile & Wearable Devices Policy*

*GCC Student IT Agreement*

*GCC Safe School Policy*