Digital Acceleration Policy

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Goolwa Secondary College Digital Acceleration Policy

General Policy

Positioning Statement

Goolwa Secondary College recognises the value and importance of information and communication technologies (ICT) as a tool in accelerating the learning and opportunities for our young people in an ever-changing world. We want our students to have access to learning anytime, anywhere which is why our school community has invested significantly to make this a reality.

Goolwa Secondary College ownership model

The 1 to 1 laptop initiative is a parent/school shared-cost model. Parents formally enter into a hire-purchase agreement which enables 24/7 access to the device. The shared cost model ensures a consistent platform, which in turn has the following distinct benefit:

- Taking the laptop home for extended afterhours access to extensive bundled software
- Facilitates curriculum delivery with software licensing that is covered by Department for Education agreements
- Extended three-year manufacturer's warranty and Accidental Damage Insurance ($100 excess per claim)
- Allows management and support of devices with access to quick turnaround repairs and a 'hot swap' loan machine
- Ensures students have a consistent brand and model of laptop that is imaged to connect efficiently to the schools wireless network which makes it more effective for teachers and students to work collaboratively

Cost of Device

To support families purchasing a device which will maximise their child's learning we have undertaken research in collaboration the Department for Education's ICT team and used their buying power to secure the best possible device for the students of Goolwa Secondary College. We are proud to say that all students at Goolwa Secondary College will use the versatile Lenovo L13 Yoga Gen4 AMD Ryzen5.

To reduce financial stress the College is offering the opportunity for families to engage in a 3-year, interest free, hire purchase agreement of a Lenovo L13 Yoga2 Gen4 at a total price of $1089.00 + ADP ($149).

The laptop costs include:

I. *Infrastructure costs*
II. *Support costs*
III. *Cost of devices and accessories*
IV. *Warranty and ADP costs*
V. *Software costs*

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Warranty / Accidental Damage to laptop

Where failure or damage is incurred through warranty or accidental damage, the student must (at the first opportunity) take the laptop to our ICT team where they will evaluate the device. If the issue is deemed as warranty issue, ICT will submit the device for repair and there will be no cost, and a loan laptop will be provided while their laptop is under repair. If the issue has been caused by physical damage (laptop dropped, water spilled on device, etc, the primary contact for the student will be advised that the laptop has been damaged and the action taken by ICT and the school including if a loan device will be issued. This claim has a $100 excess attached and will count towards the three ADP claims a student may have during the ADP period (three years). Students are responsible for appropriate care of their device. Ensuring the laptop is always stored in a case when travelling between school, home and individual classes is essential.

In the instance where a loan device is provisioned a separate agreement form will need to be completed and signed prior to the device being issued out by our ICT team, this includes acknowledgement after the repair has been completed

Ownership

The laptop remains the school's property for the life of the device or until the end of the individual device's signed agreement (3-year term) whereupon, if all laptop fees have been paid, it will then be owned by the student. If a student leaves prior to the end of the ADP period, this will be transferred over to the parent to manage ADP ongoing. After one school term of use, the device will need to be paid for in full and becomes the student's property.

Cyber Safety + Acceptable use of device

Staff, students and parents/caregivers must familiarise themselves with the content of the [Online Safety: Supporting Safe and Responsible Use](#). Cyber-safety will be explicitly taught to the young people of Goolwa Secondary College, however the individual and family must be proactive at home and in the community to maintain appropriate use and self-care whilst operating in a digital environment(s). Some aspects of Cyber-safety include:

i. **Internet usage at school:** According to the Department for Education ICT Security, Internet Access and Use, and Electronic Mail and Use policies, students may use the internet at school only for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or equipment, and students may not access or distribute inappropriate material.

ii. **Internet usage at home:** Internet browsing by students at home or from other non-Department for Education sites is permitted. Students using the laptop at home to access the internet must do so in a safe and ethical manner, with parental permission. Parents/caregivers should actively monitor and discuss their child's use of the internet.

iii. **Passwords:** Students are responsible for setting, remembering and keeping confidential all passwords. Passwords must meet complexity requirements and not be something anyone else would guess or obtain. Students will be held accountable for any inappropriate action or material which is found on or sent from their device login (even if not the owner of the device).

iv. **Copyright:** Students must realise their responsibilities regarding intellectual property and copyright law and ethics, including acknowledging the author or source of information. If students infringe the Copyright Act 1968, they may be personally liable under this law and not be resulted for their work or assessment.

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Expectations and Use
(Including the obligations of students and the responsibilities of staff and parents/caregivers.)

- Students must ensure their laptop is fully charged at the start of each school day, and must take their laptop to all lessons unless requested otherwise by their classroom teacher.
- The use of the laptop is conditional to students following staff instructions and all material is accessed in a safe and ethical way.
- Students must not disrupt the school ICT systems nor attempt to hack or gain access to unauthorised systems.
- Goolwa Secondary College staff reserve the right to monitor the content of student devices and students must permit school staff / families to perform check when requested.
- Off-task and antisocial behaviour (including cyber bullying and e-crime) will be subject to consequences in line with the College's behaviour code.
- Illegal material / behaviour accessed or present on student devices will result in school-based consequences as well as the involvement of South Australian Police.
- Students are not to bring to school, or use, games or any other materials which may be offensive to others.
- When a pattern of non-attendance is identified, student laptops may be confiscated until attendance improves.
- The camera is only to be used in class with teacher permission, any material used stored from the camera must be with permission
- Students are not to personalise their device with stickers or external graphics, furthermore screen savers and backgrounds must be appropriate to a school or workplace environment.
- Students will lock their device when not in use and take responsibility for actions which occur on their device, even if actions were not a result of my own

Microsoft Cloud + Printing

LearnLink, Office 365, including Office 365 Plus, are services provided for students and are supported by the Department for Education for use in schools. This allows Office products to be downloaded onto devices. It also enables collaboration among students on documents. The 'cloud' is the delivery of different services through the internet including internet and data storage. The cloud is not for personal or sensitive information sharing. Cloud services further allows staff and students to transmit work electronically and lessen the need to print documents.. Students will save and store all related school information in Microsoft Onedrive. Students will be permitted to print to printers from all devices however, printing is discouraged as we are proudly a 'Paper Lite' school.

Plagiarism

Plagiarism, including copying work from AI chatbots and presenting it as one's own work, is a serious violation of academic integrity. Any form of plagiarism is unacceptable and can lead to severe academic penalties. All work must be original, properly cited and not sourced unethically from AI chatbots or other such platforms. AI is designed to stimulate and encourage original thought, not to replace it, and utilising AI is about enhancing learning and fostering creativity, rather than bypassing the critical thinking and effort involved in producing original work.

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Laptop Induction

All students will participate in a Digital Literacy studio during Term 1 2024 to become familiar with key features and functions of the laptop. These sessions will cover:

- Welcome to and how to care for your Laptop
- Occupational Health Safety and Welfare
- Cyber Safety including creation and privacy of passwords
- Note-taking strategies
- Emails and Office 365, including file storage
- Structured typing lessons
- Introduction to Adobe including photoshop and illustrator

Private laptops and personal devices

Private laptops and personal devices add complexity to the functionality and maintenance of the school network. Only school-supplied laptops, providing they have the standard image applied, can be supported by the school.

Mobile phones are not an acceptable school device and will not be included in classroom learning. Furthermore the use of headphones / earbuds is not supported in general classroom learning.

Student and Parent/Caregiver Laptop Use Agreement

For Students:

I am aware and agree to the school's initiatives to maintain the care, use and management of devices (including laptops) in a cyber-safe learning environment. I agree to comply with my obligations set out in the policy document, Goolwa Secondary College – Digital Acceleration Policy 2024.

I am aware that by failing to comply with the requirements of the policy I may be subject to having the provided laptop recalled.

Name of student: _____ Connect Group: _____

Signature of student: _____ Date: _____

For the Parent/Caregiver:

We are aware and agree to the school's initiatives to maintain the care, use and management of devices (including laptops) in a cybersafe learning environment. Therefore I/we agree to take all possible steps to

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ensure the above signed student complies with the user agreement obligations set out in provided policy document, Goolwa Secondary College – Digital Acceleration Policy 2024.

Name of Parent/Caregiver: _____

Signature of Parent/Caregiver:_____ Date:_____

Please note:

- This agreement will remain in force as long as your child is enrolled at this school.
- If it becomes necessary to add/amend any information or rule, you will be advised in writing.
- Please complete the form on EdSmart or return a copy of this agreement to your child's Connect Group teacher
- Please keep a copy for your own reference
- Without a signed and returned use agreement a laptop will not be allocated

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