

A photograph of two young men standing outdoors in front of a building with green structural elements. The man on the left is wearing a high-visibility yellow safety vest over a dark shirt. The man on the right is wearing a dark suit and tie. They are both smiling and looking at a white drone that the man in the suit is holding. The drone is a quadcopter with a camera mounted underneath. The background shows a stone wall and a window with a metal mesh.

SCHOOL LAPTOP HIRE STUDENT CHARTER

2021

<https://mabelparkshs.eq.edu.au/>

Contents

Fees for hire	3
Device care	3
General precautions	3
Protecting the screen	3
Acceptable device use	4
Passwords	5
Digital citizenship	5
Cybersafety	6
Web filtering	6
Privacy and confidentiality	7
Intellectual property and copyright	7
Monitoring and reporting	9
Misuse and breaches of acceptable usage	9
Responsible use agreement	13

Student Charter Agreement

This Student Charter is relevant for all students loaning a laptop device from Mabel Park State High School. Parents/Guardians will be responsible for the cost of repairs cases where the laptop is damaged.

Fees for hire

\$100 refundable security deposit (must be paid in full prior to loan of the device)
+
\$200 hire fee (payment plans available)

Device care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student.

General precautions

- Food or drink should never be placed near the device.
- Pugs, cords, cables, USB drives and Micro/SD cards should be inserted and removed carefully.
- Devices should be carried within their protective case where appropriate.
- Carrying devices with the screen open should be avoided.
- Ensure the battery is fully charged each day.
- Turn the device off before placing it in its bag.
- Do not run charging cables across walkways.
- Do not leave devices in bags where the bag is likely to be stood on.

Protecting the screen

- Avoid poking at the screen — even a touch screen only requires a light touch.
- Don't place pressure on the lid of the device when it is closed.
- Avoid placing anything on the keyboard before closing the lid.
- Avoid placing anything in the carry case that could press against the cover.
- Only clean the screen with a clean, soft, dry cloth or an anti-static cloth.
- Don't clean the screen with a household cleaning product.

Data security and back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost.

The student is responsible for the backup of all data. While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution. All files must be scanned using appropriate anti-virus software before being uploaded to the department's ICT network. Students are also able to save data locally to their device for use away from the school network. The backup of this data is the responsibility of the student.

Supported and recommended backup methods include saving to external hard drive, USB drive, Micro SD card or upload of school-related files only to the student's OneDrive account.

Students should also be aware that, in the event that any repairs need to be carried out, the service agents may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and storage media reformatted.

Acceptable device use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the [Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Network and Systems](#)

This policy also forms part of this Student Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds.

Communication through internet and online communication services must also comply with the department's [Code of School Behaviour and the Student Code of Conduct](#) available on the school website.

While on the school network, students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- use unauthorised programs (e.g. VPNs) for the purposes of bypassing internet filtering restrictions
- intentionally download unauthorised software, graphics, video or music
- intentionally damage or disable computers, computer systems, school or government networks
- Use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).

The password should be changed regularly, as well as when prompted by the department or when known by another user.

Personal accounts are not to be shared. Students should not allow others to use their personal account for any reason. Students should log off or lock the computer at the end of each session to ensure no one else can use their account or device.

Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The Student Code of Conduct also supports students by providing school related expectations, guidelines and consequences.

Cybersafety

If a student believes they have received a computer virus, spam (unsolicited email), or a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.

Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other online content, containing:

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients' computer
- chain letters or hoax emails
- spam (such as unsolicited advertising).

Students must never send, post or publish:

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Parents, caregivers and students are encouraged to read the department's [Online awareness: Positive and responsible technology use guide](#).

Web filtering

The internet has become a powerful tool for teaching and learning; however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the [Code of School Behaviour](#) and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages;
- spyware and malware;
- peer-to-peer sessions; and
- scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and

content. The school's filtering approach represents global best- practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Department of Education's network must also be reported to the school.

All laptop devices are protected by web filtering when connected to the internet away from the school. Parents/caregivers are responsible for appropriate internet use by students outside the school.

Parents, caregivers and students are also encouraged to visit the [Office of the eSafety Commissioner's website](#) for resources and practical advice to help young people safely enjoy the online world.

Privacy and confidentiality

Students must not use another student or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

Intellectual property and copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such

copyrights.

Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of school owned and personally owned devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of school owned and personally owned devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

Version 2.0 November 2020

THIS IS A WORKING DOCUMENT AND MAY BE UPDATED THROUGHOUT THE YEAR.
Latest version will be available
from the School website.
All links checked 16/11/2020.

Responsible use of Technology Devices

Mabel Park State High School

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Student

- acknowledgement that the core purpose of a device at school is for educational purposes
- care of device
- appropriate digital citizenship and online safety (for more details, see [eSafety website](#))
- acceptable use within hardware/software/internet filtering restrictions in place
- security and password protection — password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- maintaining a current back-up of data
- charging of device
- abiding by intellectual property and copyright laws (including software/media piracy)
- ensuring personal login account will not be shared with another student
- understanding and signing the Laptop Student Charter Agreement.

Parents and caregivers

- acknowledgement that the core purpose of a device at school is for educational purposes
- applying monitoring of internet usage when not connected to the school's network
- encourage and support appropriate digital citizenship and cybersafety with students (see [eSafety website](#))
- required software, including sufficient anti-virus software
- protective backpack or case for the device
- adequate warranty and insurance of the device
- understanding and signing the Laptop Student Charter Agreement.

The following are examples of responsible use of devices by students:

Use technology devices for:

- engagement in class work and assignments set by teachers
- developing appropriate 21st Century knowledge, skills and behaviours
- authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by school staff
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers,

parents, caregivers or experts as part of assigned school work

- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the school's eLearning environments
- ensuring the device is fully charged before bringing it to school to enable continuity of learning.
- be courteous, considerate and respectful of others when using a technology device.
- switch off and place out of sight the technology device during classes, where devices are not being used in a teacher directed activity to enhance learning.
- use the technology device for private use before or after school, or during recess and lunch breaks.
- seek teacher's approval where they wish to use a technology device under special circumstances.

The following are examples of irresponsible use of devices by students:

- using the device in an unlawful manner
- creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disabling settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- using a VPN or similar tool to bypass internet filtering restrictions
- downloading (or using unauthorised software for), distributing or publishing of offensive messages or pictures
- using obscene, inflammatory, racist, discriminatory or derogatory language
- using language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insulting, harassing or attacking others or using obscene or abusive language
- deliberately wasting printing and internet resources
- intentionally damaging any devices, accessories, peripherals, printers or network equipment
- committing plagiarism or violating copyright laws
- using unsupervised internet chat
- sending chain letters or spam email (junk mail)
- accessing private 3G/4G/5G networks during lesson time
- knowingly downloading viruses or any other programs capable of breaching the department's network security
- using the device's camera anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invading someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- using the technology device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use technology devices at exams or during class assessment unless expressly permitted by school staff.

In addition to this:

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people's devices without their permission and without them present.
- students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- parents and caregivers need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Responsible Behaviour Plan.

The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.

Mabel Park State High School Laptop Student Charter

Responsible use agreement

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the *Laptop Charter Handbook* and the Student Code of Conduct (All documents available via School website).
- I agree to abide by the guidelines outlined by this policy and the Responsible Use agreement.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the *Student Charter* and the *Student Code of Conduct*, will result in consequences relative to the behaviour.
- Parents / Carers are responsible for the cost of repairs where the laptop is damaged.

I understand my child will not be issued a device until payment for the device hire has been paid.

The payment option I choose is:

- \$100 security deposit and \$200 hire fee paid in full (\$300 total) before pick up of the device
- \$100 security deposit paid in full prior to pick up of the device and \$200 hire fee paid via payment plan over 2021.

Student's name: Year: MIS USER
(Please print)

Student's signature:Date: / /

Parent's/caregiver's name:.....
(Please print)

Parent's/caregiver's signature:Date: / /