



LAPTOP MIDDLE SCHOOL GUIDELINES

Students *must* adhere to the **COMPUTER NETWORK USAGE POLICY** as outlined on Schoolbox as well as look after their device: Students are expected to demonstrate appropriate ILT and internet usage, in particular, appropriate use of Social Media and accessing only appropriate online content in accordance with School and Community Standards. All use of Social Media should demonstrate the highest level of moral, ethical and personal communication standards.

PHYSICAL CARE

You are accountable and responsible for the safe keeping of your laptop. In the event that damage does occur to your laptop, you are required to report it to your Tutor and then ILT immediately.

Please ensure no eating and drinking occurs near your laptop.

Treat the laptop with due care. **DO NOT** remove existing labels, keys nor deface the laptop in any way.

When carrying the laptop, you must not run and the lid must be closed.

When moving between lessons/rooms, laptops should be carried in its case.

Do not carry or lift the laptop by the screen.

When laptop is not in use, have it stored in your laptop case to protect it.

Ensure your laptop is in a safe place where it can not be damaged, e.g. not on the floor where it can be stepped on.

PROCESSES & RESPONSIBILITIES

Ensure that the laptop is ready to use in all lessons and take to specialists if required.

With assistance of Tutors, clearly identify the laptop, e.g. clearly label laptop.

Ensure that the laptop is stored and charged in your Tutor's classroom.

During recess & lunchtime breaks, the laptop is not to be used. It is to be stored in your tutor room; however, if the room is locked or doesn't have an adult in it and you are returning from a specialist, this could be safely & securely stored in your locker. At the end of the school day it must be stored and charged in your Tutor's classroom, except for Boarders who will store theirs in the Boarding House storage cupboard. Laptops are not to be left around the campus and should not have excessive exposure to sunlight or hot surfaces.

It is your responsibility to ensure your laptop is fully charged overnight and it is strongly recommended that laptops are shutdown (not put into sleep mode) at the end of the day before putting into the storage cupboard. This is to ensure that the devices are started at school at the beginning of the day and automatically collect any required updates during the startup process. Failure to do so may result in unstable operation, requiring a reboot during the day.

You are accountable for all use of Wesley College systems used or accessed with your username. It is your responsibility to keep your password secure and confidential. In keeping a password secure, it must not be divulged to any other person. Any account issued to you is for your exclusive use only. Providing your login details to another student, or using another student's login details (identity theft) will result in account suspension for both students and potentially further disciplinary action.

Your documents/files should be stored in OneDrive in order to minimise the potential for data loss.

DIGITAL USE

Be responsible digital citizens and be aware of your digital footprint/digital citizenship.

Do not engage in the unauthorised recording of digital images, video or audio on either your laptop or any other electronic device. Under no circumstances are you permitted to record or distribute digital images, video or audio without the permission of the subject of the recording and the supervising teacher.

With the use of email and other Internet services, users can be traced back to Wesley College. You must carefully consider the implications of posting information on the internet that can identify yourself or others, and consult your teachers if in any doubt.

Respect the privacy of others and do not attempt to find out another user's password or gain access to their account.

Do not attempt to bypass any restrictions imposed on your use of the IT resources including, but not limited to, internet access filters and firewalls.

Ensure that the laptop configuration is not altered in such a way that would interfere with proper operation. This includes tampering with monitoring and filtering software. Sanctions will apply for breaches.

BREACHES OF POLICY

The College will monitor Internet usage and will act decisively if any breaches of conduct are observed. A laptop that is damaged or lost through neglect, abuse or malicious act, may require replacement at parent cost. The College will determine whether replacement is appropriate and whether or not the student/parent is responsible for repair or replacement costs and whether or not the student retains access to a laptop.

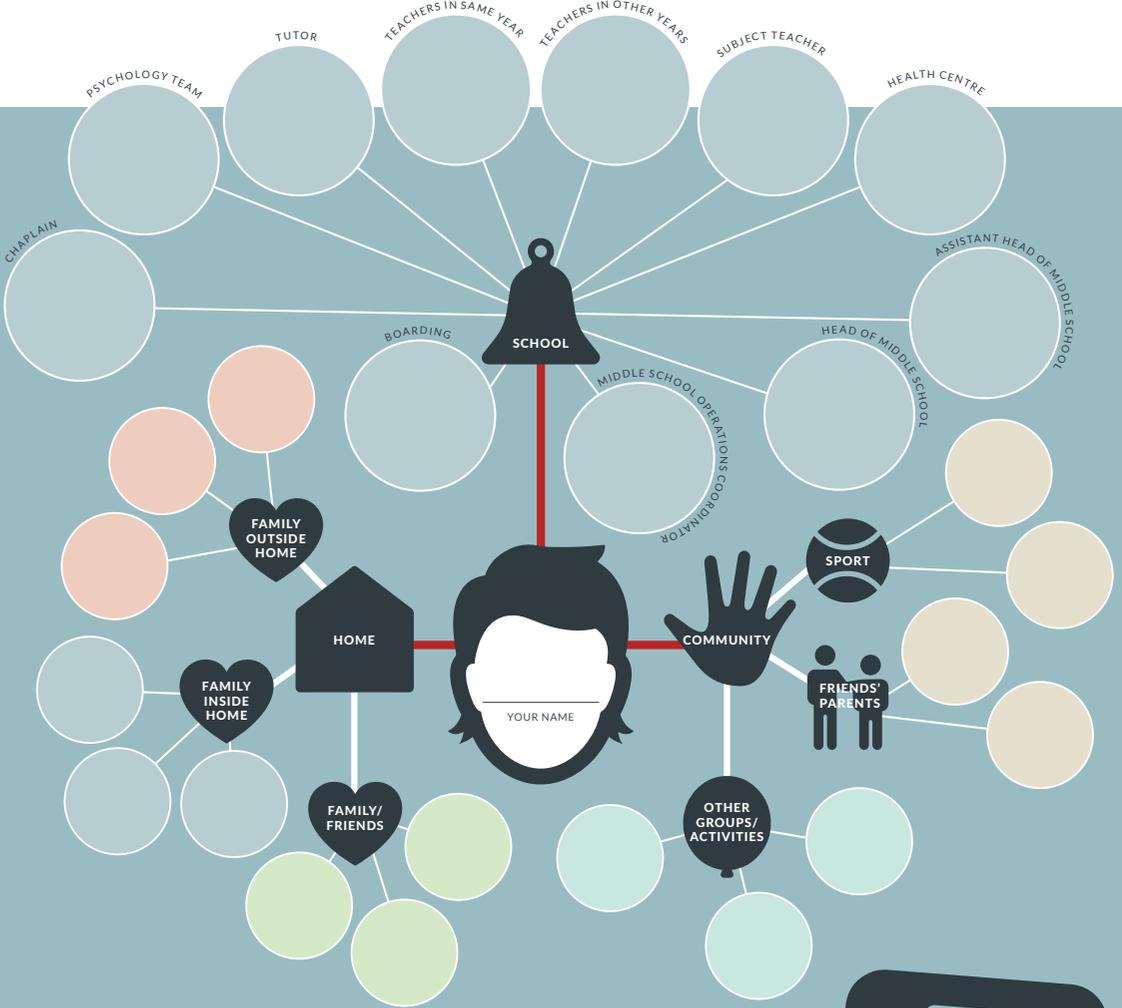
Any breach of the Computer Network Usage Policy may result in suspension of access to the resources as well as any disciplinary action as deemed appropriate by the Tutor, Middle School Operations Coordinator, Assistant Head of Middle School, Head of Middle School, or Head of College. Parents will also be notified if a breach of the policy is deemed to be serious.

Wesley College reserves the right to notify the appropriate authorities in the case where breaches of this policy may constitute criminal offence.



PERSONAL NETWORK

Talk to us about anything even if it feels awful or small



ACTIVITY RULES

Highlight the boxes that relate to you and identify people that could be in your Personal Network. Write the names of people you could talk to. You will need at least 5 adults, from a variety of places (e.g. school, home etc)

People on your personal network need to be

- adult (18+)
- available
- accessible
- someone who will listen, believe you and take action if necessary
- live in and outside the home

PARENTS/GUARDIANS

I agree that the people on my child's network above, are accessible and available for them to talk to.

(Parents please feel free to discuss and add any others that may have been missed for your child.)

_____ PARENT/GUARDIAN SIGNATURE

