Technology Handbook

2023

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Student Use of Digital Devices and Online Services Procedure

Purpose

This booklet guides student use of digital devices and online services at our school. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

This booklet provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing. This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

Our School's Approach

Our school has implemented a comprehensive approach to managing the use of digital devices and online services to ensure a safe and productive learning environment for all students. This approach includes setting clear guidelines for appropriate use within the classroom, implementing an effective BYOD policy, and providing training and resources for students and staff on how to use technology responsibly.

As a result, students are required to sign a 'Student Responsibility Code of Practice' to ensure they are aware of their responsibilities when using the technology provided by the school, such as computers, internet access, and other devices. By signing the charter, during Year 7 PBL lessons, students are agreeing to use the technology in an ethical and responsible manner, adhering to guidelines such as not downloading or sharing copyrighted material, avoiding harmful or inappropriate online behaviour, not using a VPN to access information and respecting the privacy of others. If the Code is not adhered to, the school has established protocols for responding to incidents of inappropriate use and provides ongoing support and education to promote the safe and responsible use of technology.

Google classroom provides students with a convenient and effective means of communicating with their teachers and peers. By using the platform, students can ask questions, clarify course material, and receive feedback from their teachers in real-time. By using Google Classroom effectively, students can enhance their learning experience and develop positive relationships with their teachers. Though, to increase student autonomy and professional boundaries, no parent or carer will be allowed to enrol in a class.

To facilitate this positive learning environment, both students (Year 7-10) and teachers can borrow a computer from the library if a signed agreement is in place. This agreement outlines the terms and conditions of the loan and ensures that the borrower is aware of their responsibilities while using the library's equipment.

In preparation for the NAPLAN testing window (Year 7 and 9), it is vital that every student has access to a device with appropriate specifications and functionality to support their testing needs. If this is not achievable, students can borrow a computer to remove any potential barriers and provide a level playing field for all.

Finally, it is important to note that, as per the Department of Education's mobile phone policy, the use of mobile phones is not permitted during school time to minimize distractions and maintain a focused environment.

By following these guidelines, our school is able to balance the benefits of technology with the need to maintain a safe and secure online environment for all students.

Mobile Phone Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption, and these will be considered on a case-by-case basis and granted when required by law or at the Principal's discretion.

Consequences for inappropriate use / lack of device

Any student found misusing technology will be subject to the school's discipline policy. It is imperative that students understand the responsible use of technology in an educational setting. Misuse may include accessing inappropriate content, engaging in cyberbullying or harassment, or using technology to cheat or engage in dishonest practices. Such behaviour not only undermines the learning environment but also violates the rights and safety of fellow students. By strictly adhering to the school's discipline policy, we aim to foster a positive and secure atmosphere that promotes responsible and ethical use of technology among all students.

Contact between students and parents and carers during the school day

Should a student need to make a call during the school day, they must approach the administration office and ask for permission to use the school's phone.

During school hours, parents and carers are expected to only contact their children via the school office.

Responsibilities and obligations

For students

- Be safe, responsible and respectful users of digital devices and online services and support their peers to be the same.

- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.

- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Engadine High School Student Responsibility Code of Practice.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.

- Support implementation of the school procedure, including its approach to resolving issues.

- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.

- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter.

- Provide digital devices that meet school specifications and complete any related paperwork.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
    - Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
    - Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
    - Reading and abiding by the Terms of Service for any online services they use in teaching, including those which limit use by age.
    - Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.

- Model appropriate use of digital devices and online services in line with departmental policy.

- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
    - Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.

- – Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
  - – Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors

- Be aware of the Department of Education's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this booklet to the school community

Parents and carers will be advised via an email as well as being able to access an electronic version via the school's website.

Complaints.

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's guide for students/ parents/ carers about making a complaint about our schools.

Review

The principal or delegated staff will review this procedure annually.

Mobile Phone and Smart Device Policy

The aim of this policy is to provide:

• a safe environment to learn without inappropriate mobile phone use or distractions.

• greater opportunities for social interaction and physical activity during recess and

lunchtimes.

Engadine High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy. Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying. Engadine High School has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments and prepare students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

Engadine High School has elected to use the following approach. All mobile phones will be 'off and away' for the full school day, including recess and lunch. This will mean that students will have a responsibility to turn off their phone and store it safely in their school bag for the course of the school day. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

Key Points:

Mobile phones and similar smart devices (smart watches, ear-pods, etc.) are not permitted at Engadine High School (this extends to extra-curricular activities inside and outside of school where the teacher/organiser deems this necessary)
Mobile phones and similar smart devices are not permitted to be used during class time, lunch and recess, transition times between learning periods (when moving from one class to the next, when accessing the canteen, the bathroom, when in sick bay, etc.)

The Principal may grant a 'Principal's Exemption' in order to facilitate the use of mobile phones or smart devices for learning or wellbeing reasons, including Safety Card support strategies as recommended by external experts, project-based learning program time slots where a smart device facilitates the learning process, practical senior subjects where smart devices are used to record Major Work progress or facilitate sequences of learning.

Inappropriate mobile phone/device use results in the device being immediately confiscated and storied in the Office. The device can be collected at the end of the school day unless otherwise determined by Principal/Deputy Principal. Repeated infringements will result in further consequences.

The complete Mobile Phone and Smart Device Policy can be found on the school website: https://engadine-h.schools.nsw.gov.au/about-our-school/rules-and-policies.html

Student Responsibility Code of Practice

It is essential for all students to comply with the established code of practice in order to maintain a safe, inclusive, and conducive learning environment. The code of practice serves as a set of guidelines and expectations that promote respectful behavior, ethical conduct, and responsible engagement among students. By embracing the code of practice, students contribute to the overall well-being and positive atmosphere of Engadine High School, ensuring that all members of the community can thrive academically, socially, and emotionally.

1. Responsibility

- I agree to abide by all conditions outlined in this code of practice whenever using technology at school, or completing any school related activity.
- I understand it is my responsibility to ensure I have a device with me every day, ensuring the battery is fully charged.
- I will ensure that my device is taken to **each lesson**, along with textbooks and relevant writing material, unless directed otherwise by the teacher.
- I will connect to the wireless network using my existing school login name and confidential password.
- I am aware that all use of the School's ICT services can be audited and traced to the accounts of specific users
- I understand that it is my responsibility to regularly back up and secure data related to my schoolwork.
- I will not create, transmit, retransmit or participate in the circulation of content on my devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the Department of Education.
- I will not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- I understand that I must not use the Department of Education network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.
- I understand that it is not permissible to use a Virtual Private Network (VPN) while at school. The school has established this policy to ensure a secure and controlled network environment for all students and staff.
- I understand that I must not use the wireless network to game or access AI technology.

2. Acceptable uses

- I understand that the use of a device during the school day is at the discretion of staff.
- I agree to use my device as directed by the teacher.
- I acknowledge the purpose of the device at school is educational. In class time, they are to be used for specific learning activities, not for social networking or personal communication.

3. Unacceptable uses

- I will **NEVER** share my passwords with anyone else and understand that if I believe another person knows my password, I must change it immediately or seek advice from my classroom teacher.
- I will ensure my device does not disrupt lessons in any way including music, ring tones or beeping.
- I understand I must have up-to-date antivirus software installed on my device **at all times**.
- I am aware that it is illegal under privacy legislation to take a photo, video or sound recording of another person without his or her express permission.
- I acknowledge that **NO TEACHER** may be photographed, recorded or videoed in class or whilst on school grounds. Any special videos for projects or celebrations, must be approved by the **Head of Faculty or Deputy Principal.**
- I accept that should there be repeated offences relating to inappropriate use I will face disciplinary action per the School Discipline policy

4. Theft, Damage or Loss

- I understand that the school is not iable to nvestigate loss or theft.
- I accept that if I wilfully or accidently contribute to the damage, loss or theft of the school's or a student's personal ICT equipment/devices, that my family will be responsible for the cost of repair or replacement.
- I understand that in the case of damage, malfunction or loss, personal devices are not covered by DoE or school insurance.

5. Device requirements

- I understand that no **one** device can be universally recommended due to the unique nature of how students learn. Though, factors such as size and weight of device, battery life, the ability to word process and the cost should be considered when deciding which device to purchase.
- I understand that if I am a **Windows user** my device must be running **Windows 10** (Home or Pro. Windows S is not supported).
- I acknowledge that all devices must have 2.4Ghz or 5Ghz dual band wireless to access the school network
- I acknowledge I must have at least 128GB of storage in laptops, ultrabooks and two-in-ones
- I understand that a 10" screen and a sturdy keyboard is required to complete inclass tasks.

Student Declaration

I have read, understood and discussed with my parent/s or carers my responsibilities. I accept that if I breach this policy there may be serious consequences, which may include loss of Technology privileges, or in some cases, suspension.

Student's Name: .... Roll Class ....

Student's Signature: .... Date ....

Device Advice

What your device needs to handle.	What you need to ask for.
Different school subjects In a typical day a student might type an English assignment, jot down history notes, figure out maths equations, video a science experiment and record a speech. They need a device that lets them work effectively in every subject area	*10" (minimum) screen, touchscreen and keyboard* A minimum of a 10" screen — larger for creative or technical work A touchscreen for browsing and writing class notes A keyboard for typing assignments
Creativity, innovation and composition Students need to be able to create, construct knowledge and collaborative on their devices. This means they should be able to install apps and or full software applications	*Runs both apps and programs* Able to run programs such as Microsoft Office, Adobe Photoshop or AutoCad Able to install apps as needed during school time
Working from different places Students need to connect to the school wireless network and home internet	*Dual Band Wi-Fi Access* Make sure it has 2.4Ghz or 5Ghz dual band wireless to access the school network
The school backpack Keep it light on their back	*Lightweight* Aim for under 1.5Kg
6-hour days No one wants to run out of battery half-way through the school day	*6-hour battery life minimum* Make sure it lasts a 6-hour school day Look for a modern processor to help stretch battery life further
File swapping You can email small files, but not video projects and large images. Plus student seed to be able to connect their device to printers, sensors, probes, thermometers and more for science	*USB ports* Needed to connect digital peripherals, such as a microscope, a printer, graphics tablet, a musical keyboard, thermometer, light meter, etc
Lots of different software Make sure the device can run demanding programs for music, design, science and technology classes	*High performance* Look for, Intel Core™ i3, Core™ i5 and Core™ i7 in Windows machines and Apple products that are within the last two versions
Note-taking and brainstorming Students may prefer to make notes, sketch, write maths equations, science formulae and foreign languages with a pen	*Pen* High fidelity digitised pen with active screen assists with note-taking, sketching, writing maths and science equations - this is a great feature but considerably more expensive so is desirable but not necessarily recommended
Rough and tumble Your child will probably drop the device and may spill things on it, so it needs to be tough and protected	*Durable for everyday school use* Purchase a protective case Look for solid state drives
Lots of files, videos, music and more Students need plenty of room for applications and their own files	*Storage* At least 128GB of storage in laptops, ultrabooks and two-in-ones At least 32GB of storage in tablets is recommended

Potential Devices

Our 'Potential devices' are designed to simplify your choices and purchasing processes. However, it is important to stress that there is *no obligation or anticipation* to purchase any product listed within the table. Please refer to the information on the previous page for device advice.

Name and screen size	Kogan Atlas 14.1" N700 Laptop	HP 14s-dq2660TU 14" Full HD Laptop	Asus E510 15.6" Full HD Laptop
Operating platform	Windows 11 Home	Windows 11	Windows 11
Processor	Intel® UHD Graphics 600	Intel® Core™ i3-1115G4 Dual core Processor	Intel® Celeron® N4500 Dual Core Processor
RAM	8GB	8GB	8GB RAM
Storage	128GB	256GB	128GB
Wireless compatibility	Wi-Fi 802.11b/g/n/ac	Wi-Fi 5 (802.11 ac)	Wi-Fi 5 (802.11ac)
Battery life (Quoted)	Up to 4 Hours	Up to 7hrs battery life	Up to 8hrs battery life

* Due the limitations of the device, a Chromebook IS NOT RECCOMMENDED within a Department of Education setting.

External Testing and your device

To ensure a smooth and efficient external testing (NAPLAN and Checkin) experience, certain computer requirements need to be met. The computers should have up-to-date hardware and software specifications including a modern operating system such as Windows 10 or macOS. Adequate processing power, such as a dual-core or higher processor, and a minimum of 4GB RAM, are recommended to handle the demands of the testing software. Sufficient storage space, at least 128GB, should be available to accommodate the necessary applications and test files. Additionally, the computers should have a functional keyboard, mouse, and display, with appropriate screen resolution and size to facilitate comfortable viewing and interaction. These requirements help ensure that students can participate in a range of tests effectively, without technological limitations hindering their performance. Unfortunately, a Chromebook **cannot** be used during the testing period, however, if you are affected by this, you may borrow a device from the school library, so you are not disadvantaged.

NAPLAN and Check in Process

As a student participating in NAPLAN testing online at Engadine High School, the process involves several steps to ensure a smooth experience.

1. Preparation and Setup:

- Before the testing period begins, your computer will be checked to confirm that it meets the necessary requirements including having the required software installed.

2. Enrolment:

- You will receive a unique login for all external tests. Please ensure your name matches the information on the card.

3. Test Administration:

- During the test sessions, teachers will supervise you to ensure you follow the instructions and ensure the testing environment is maintained.
- If you encounter any technical issues, there will be support available to assist me.

4. Completing and Submitting Tests:

- Work through the test, answering the questions to the best of your ability.
- If you have any questions or concerns, you can raise your hand and ask for assistance.

What software should I install and where do I get it from?

Login to your student portal via the portal.education.nsw.gov.au website. Once logged in, on the menu to the left is a section called "*learning*".

Click the plus+ button and then "*more*" to get a list of available free software packages.

Follow the links to download Microsoft Office 365. This link will give you up to 15 licences to use on different devices, such as your home desktop, laptop and mobile devices.

To install Adobe Connect via the portal follow the links, then create an account using your school email @education.nsw.gov.au. Confirm your account by clicking the link in your email. Then you will be able to download and install your licenced version of Adobe Creative Cloud.

Google workspace can be downloaded for free through the App Store, Android Market, or direct from the Google Drive website. Just be sure to login with @education.nsw.gov.au

Apps will be specific to each subject and teachers will inform students if necessary.

How do I login/logout of the internet?

To Login:

1. Launch a web browser

2. Enter detnsw.net into search bar

3. Login using your DOE username and password
firstname.lastname@detnsw

Note: you may also have a number after your last name.

If you are using a shared device remember never to save your username and password!

You will be automatically directed to the DoE Internet at Edge access page.

4. Select *Click Here* or any of your saved bookmarks to browse the internet as usual.

To log out:

1. Browse to detnsw.net

2. Click the Logout button

3. Close your browser window

How do I log into Sentral?

For Students:

Sentral access is a bit different to the other log-ons. When you access Sentral from the EHS website, you need to click the link to Student Portal. Your screen should look as it does below. Once on the Student/ Parent Portal login screen, you can use your Department of Education username and password.

For Parents/ Carers:

We will email instructions for registration with the Student/ Parent Portal.

How do I get my password reset?

All computer passwords can be reset by any of your teachers or the Librarian.

How do I get help with my device at school?

Engadine High School has a group of students that are here to help out. They are the 'Tech Team'. If you have any issues or need any help, you can meet with the Tech Team, led by Mr Adams, during roll call in Room 54.
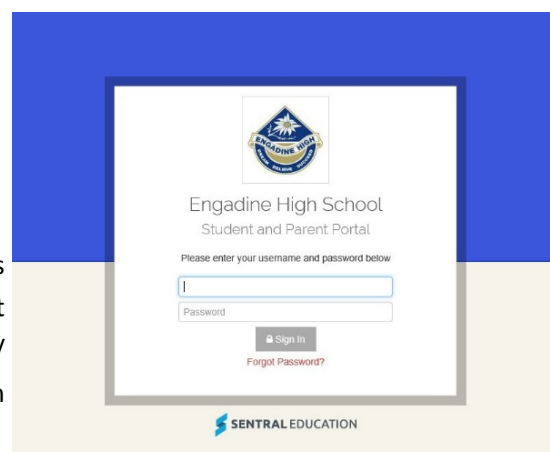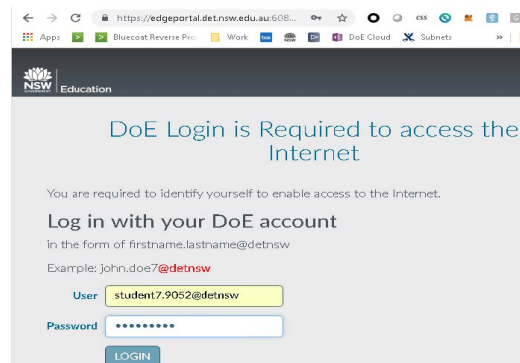
Engadine High School Digital Device Borrowing Agreement (Junior)

This agreement is to be completed and signed for any digital device borrowed by a student or staff member from Engadine High School and used for teaching and learning purposes off school premises. Students and parents accept responsibility for the safety, security and responsible use of a digital device for learning purposes until it is returned to school, as well as liability for damages, theft or loss to the digital device. Staff members accept responsibility for the safety, security and responsible use of a digital device for teaching purposes until it is returned to school, as well as liability for damages, theft or loss to the digital device.

Borrower details (student)

Name: _____

Address of primary residence where device will be kept:_____

_____

Contact Number: _____

Device details

Type of device: ☐ DER laptop ☐ charger ☐ case ☐ mouse

Device set: Library Barcode: _____ Number: _____

I accept responsibility for the safety, security and responsible use of this device until it is returned to Engadine High School. I accept liability for any damages, theft or loss of this device and the costs involved in repairing or replacing the device. I agree to use this device for teaching and learning purposes only, in line with the Student Use of Digital Devices and Online Services Procedure of Engadine High School. I accept responsibility for how the device is used and any consequences of improper or inappropriate use.

Name of borrower:_____   Signature of borrower: _____

Name of parent or caregiver: _____ Signature of parent or caregiver:_____

Date_____

Approved by:

Name: _____   Signature: _____

Position:_ _____   Date:_____

SD Card Reader

HDMI

Power Connector

USB 2.0

Lock Slot

VGA

USB 2.0

Gigabit Ethernet

Headphone/ Microphone

Engadine High School Digital Device Borrowing Agreement (Senior)

This agreement is to be completed and signed for any digital device borrowed by a senior student from Engadine High School and used for teaching and learning purposes off school premises. Students and parents accept responsibility for the safety, security and responsible use of a digital device for learning purposes until it is returned to school, as well as liability for damages, theft or loss to the digital device.

Borrower details (student)

Name: _____

Address of primary residence where device will be kept:_____

_____

Contact Number: _____

Device details

Type of device: ☐ Dell 3190 ☐ case ☐ charger

Device set: Library Barcode: _____ Number: _____

I accept responsibility for the safety, security and responsible use of this device until it is returned to Engadine High School. I accept liability for any damages, theft or loss of this device and the costs involved in repairing or replacing the device. I agree to use this device for teaching and learning purposes only, in line with the Student Use of Digital Devices and Online Services Procedure of Engadine High School. I accept responsibility for how the device is used and any consequences of improper or inappropriate use.
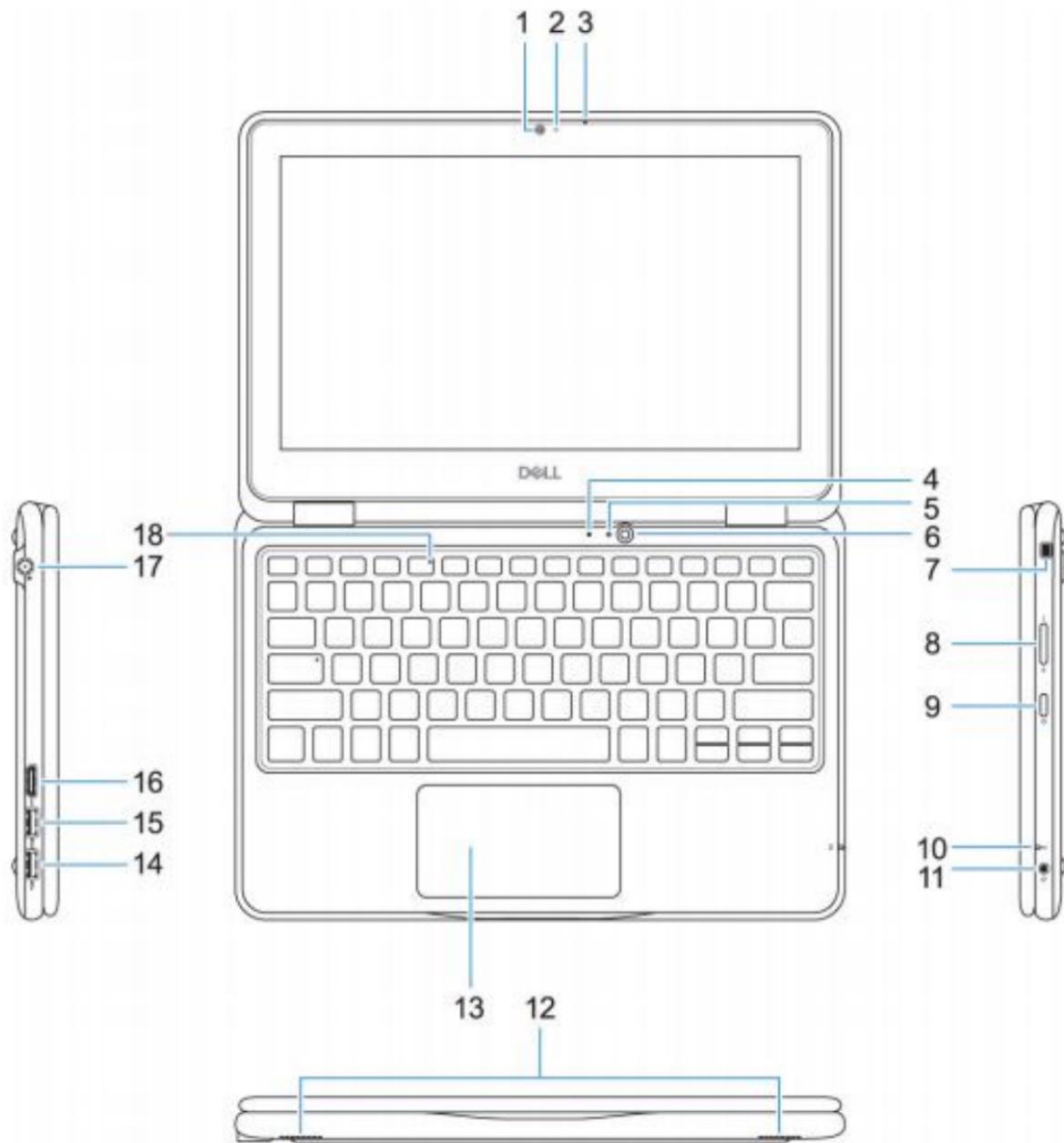
Name of borrower:_____. Name of parent or caregiver (if applicable):_____

Signature of borrower: _____ Signature of parent or caregiver:_____

Date_____

Approved by:

Name:_____ Position:_____ Signature:_____ Date:_____

Key terms

Digital citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones and other devices.

Digital literacy is the set of social, emotional and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

Educational purpose is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

General capabilities are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

Image-based abuse occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

Online safety is the safe, responsible and respectful use of digital media, devices, other technology and online services.

Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

School staff refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.