

Kalgoorlie School of the Air Appropriate use of school owned ICT devices and Internet



Devices and Accessories:

Each family receives 1 notebook computer, camera and iPad provided by the school for competing formal school work. Where twins are present, two notebooks are sent to families. Any changes (e.g. the need for more on a site) need to be negotiated with the Principal.

While notebooks and iPads can be sent as a part of despatch, generally they are not posted out to families due to potential damage.

With each notebook (Windows 10) there is:

- Charger / cable
- Case
- Applications including Microsoft Office and Internet Explorer.

With each camera (Canon) there is:

- Charger
- Cables
- Instruction booklets
- Camera bag
- Memory card (newer cameras do not include cords to link to computers).

With each iPad (Wi-Fi only), there is:

- Charger and cable
- Case
- Relevant software / applications

Rules of Appropriate Use of Devices:

While students are encouraged to explore the applications of the device, and many different ways to utilise the device in their learning, they are expected to follow the rules of appropriate use:

- Students should not take photos or videos of people, or publish photos or videos, without permission.
- Students should not purposefully damage the covers, bags or devices. Any damage will be repaired at parental cost.
- Students should be careful with the device at all times when using the device, and with storage of devices.
- The device should not be used to transmit material that violates local, state or federal laws.
- Profanity and any language offensive to other students, staff or community members should never be used.
- Students should not copy and / or download commercial software, music or video in violation of copyright laws.
- Commercial trade sites, gambling, hacking, spamming, pornography, offensive websites, creating viruses, accessing malware and jail-breaking are strictly prohibited on school devices.
- Tutors should only clean the device with approved cleaner - a clean, soft case or touch screen cleaner only.
- Students are not to lean on the devices, place objects on top of it, poke the screen or use pencils, pens or sharp objects on the screen.
- Food and drink should not be consumed near the devices.

- Activities requiring liquids or any materials which could potentially damage keyboards or screens are not to be conducted near notebooks or iPads.
- The school identification numbers should not be removed.

Appropriate use the Internet:

Devices supplied by the school are for the purpose of completing formal school work. Internet supplied to the families by the Department of Education is for school use only. This includes school programmes, teacher / parent / tutor meetings, School Council meetings and P&C meetings.

Tutors are expected to be in the schoolroom with students at all times while they are using school devices to access the Internet to complete their school work and when they are online to attend lessons.

Expectations for students / parents:

It is expected that all students will look after their devices with care and responsibility. The school supplied cases and bags should be used at all times. Devices should be charged and ready to use when needed.

It is expected that parents and tutors will supervise the use of the devices at all times while at home and in the classroom. Should a device be damaged, parents are liable for the repair costs.

Returning Devices:

Students who leave Kalgoorlie School of the Air must return all their devices and peripherals with other school-owned equipment and materials.