



Seek the Best

Kalgoorlie School of the Air

ICT Policy, Procedures and Expectations



RESPECT



INTEGRITY



COLLABORATION



COMPASSION

Rationale

Notebook computers are used as the preferred student computer across the school by families to connect to WebEx, Connect, the DoE Portal, the Internet and other applications. Notebooks are more transportable and more flexible in where and how they are used.

Cameras are provided to counteract both distance and the inability to mail in some tasks that students complete (e.g., make a 3-D sculpture, make a model with Lego, etc.). Cameras are also used for photography competitions and class work.

Devices and accessories:

Each family receives 1 notebook computer and camera provided by the school. Where there are twins or more than 3 students at a site, two notebooks are provided to families. Any changes to this need to be negotiated with the Principal.

While notebooks can be sent as part of a dispatch, generally they are not posted out to families due to potential breakage. With each notebook computer (Windows 10/11) there is:

- Charger / cable
- Case / bag
- Installed applications include Microsoft Office and Microsoft Edge.
- DVD External Drive.
- Phonics Alive 6 typing program.

Each family receives a digital camera for completing school activities, competitions and other school needs. With each camera (Canon) there is:

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

Rules of appropriate use of devices:

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

- Notebooks and cameras are to be used for school purposes only.
- Students are not to take photos or videos of people, or publish photos or videos, without permission.
- Students should not purposefully damage the covers, bags or devices. Any wilful damage will be repaired at parental cost.
- Students and home tutors/parents should not copy and / or download commercial software, music or videos unless required to do so by the school as part of the educational programme.
- Profanity and any language offensive to other students, staff or community members should never be used (for example, when on air or using Chat in the WebEx app).

- Students are not to lean on the notebook, place objects on top of it, poke the screen or use pencils, pens or sharp objects on the screen.
- Food and drink must not be consumed near or when using the notebook or camera.
- Curriculum activities requiring liquids or any materials which could potentially damage keyboards or screens are not to be conducted near notebooks.
- Notebook computers should not be rested on laps, but used on tables or desks, as the bottom can become heated.
- School identification numbers are not to be removed.

Appropriate use of the Internet:

Internet is supplied to the families by the Department of Education and is for school use only.

This includes completing or attending activities for school curriculum programmes or online lessons and activities, teacher / home tutor meetings, School Council meetings and P&C meetings.

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

Expectations for students, parents and teachers:

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.

It is expected that parents and tutors will supervise the use of the devices by their students at all times.

It is expected that teachers will supervise students using ICT devices when on home visits, at camps and during in-school visits. It is expected that teachers will provide programmes that integrate ICT use to address the WA Curriculum Outcomes.

Returning Devices:

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

It is the responsibility of the home tutor / parent to include all accessories with the devices are also returned.

It is the responsibility of the parent to save any documents or photos they wish to keep before returning the notebooks and cameras.

When devices are received at the school, it is the responsibility of the class teacher to check that all accessories have been included and that equipment is in good working order.