

Leeming Senior High School

School Rules, Policies and Guidelines



LEEMING SHS

H A R M O N Y ~ E X C E L L E N C E

Contents

1. Rules, Policies and Guidelines Based on the Rights and Responsibilities of our School Community.....	4
1.1 Behaviour	4
1.2 Uniform.....	5
1.3 Changes to School Uniform Requirements	5
1.4 Management of and Sanctions for Non-Compliance	5
1.5 Exemptions.....	6
1.6 Availability	6
1.7 Identifying and Belonging	6
1.8 Attendance and Punctuality.....	6
1.9 Recess/Lunch Breaks.....	7
1.10 School Grounds.....	7
1.11 Property and Security	8
1.12 Extra Curricula Activities.....	8
1.13 Senior Students	8
2. Rules and Guidelines for Appropriate Use of Computer Facilities	9
2.1 General Policies	9
2.2 Summary of conditions	9
2.3 Computer Hardware	10
2.4 Software and Operating Systems.....	10
2.5 Networks	11
2.6 Printing	11
2.7 Email	12
Online Chat (e.g. IRC, Windows Messenger etc)	12
2.8 Internet Use.....	13
Penalties	14
2.9 Cyber Bullying	14
3. Rules and Guidelines for Appropriate Mobile Phones and Other Personal Electronic Devices (PEDs) Usage	15
3.1 USB Drives.....	15
3.2 Penalties.....	15
4. BYOD DEVICE POLICY AND INFORMATION.....	16

4.1 Leeming SHS's ICT Vision Statement.....	16
4.2 Minimum Specifications Required	16
4.3 Recommended Supplier/Device	17
4.4 Ownership of Notebooks/Tablets	17
4.4.1 Eligible Students	17
4.4.2 Ethical, Legal and Responsible Use of Notebooks/Tablets.....	17
4.4.3 Responsibilities of Parents/Guardians	18
4.4.4 Responsibilities of Teachers	18
4.4.5 Responsibilities of Students.....	18
4.4.6 Damage, Vandalism and/or Loss of Computers.....	19
4.4.7 Repairs of Notebooks/Tablets.....	19
4.4.8 Initial procedure to connect to the school network	19
4.4.9 Technical support.....	20
4.5 Misuse and Breaches of Policy	20
4.6 Payment of School Fees	20

We seek to achieve *harmony* and strive for *excellence*.

We encourage all individuals to reach their potential.

Our Vision

We value mutual respect, tolerance, inquiry and participation.

We value and are committed to fairness, personal responsibility and a safe, friendly and supportive learning environment.

1. Rules, Policies and Guidelines Based on the Rights and Responsibilities of our School Community

These rules are based on the School Code of Behaviour, are for the purpose of defining student behaviour and reflect the endorsed position of the school's community.

1.1 Behaviour

- Students are to follow the instructions or directions of all teachers.
- Students are to respect other members of the Leeming Senior High School community and their property.
- Students are expected to be organised and prepared with appropriate equipment/clothing.
- Students are to wait outside of classrooms before classes start, unless by special arrangement with their teacher.
- Students must cooperate and follow the specific class rules set by teachers.
- When students breach school or class rules, they are to “work it out” and resolve the issues with their teacher/s.
- Teachers will inform parents when students are withdrawn from classes.
- All students accept the school policy rules for accessing and using information communication technologies and the internet.
- Bullying is not tolerated at Leeming Senior High School, and students are expected to report harassment and intimidation.
- Mobile phones, iPods, iPads, etc. are the sole responsibility of the student. Phones must be turned off in class. Teachers may confiscate and pass to the Deputy Principal.
- Leeming SHS discourages students from bringing unnecessary items of value to school. Physical education staff will not accept student valuables for safe keeping during class time. Students should not leave valuables in the change rooms as up to 3 or 4 classes may use these rooms at any given time and as such security cannot be guaranteed. Therefore, students who bring valuables to the Phys Ed area do so at their own risk. The Phys Ed staff will accept no responsibility for any loss of valuables.
- Chewing gum is not accepted at Leeming Senior High School.
- Smoking and illegal substances are not accepted at Leeming SHS.
- Weapons in Schools – a directive issued 29/3/10 instructs schools to suspend any student who brings a weapon to school. Where the weapon is deemed to be prohibited or controlled, police are to be contacted.

1.2 Uniform

- The Leeming Senior High School Council has ratified the School Dress Code. The uniform should be worn in compliance with health and safety standards and with respect for our community and school standards.
- Students not in school uniform are to report to the Student Services Office before school to obtain a uniform dress pass for the day. Denim and layered clothing are not acceptable. Students are expected to attend detention for breaches of school uniform.
- Students are required to wear the Physical Education uniform in Physical Education lessons (navy blue polo shirt and navy blue shorts). Students are not to wear the Physical Education uniform at times other than during Physical Education and Dance classes.
- Where students consistently register for a Uniform Pass they may be declined invitations to extra-curricular activities.
- For Occupational Health and Safety reasons, appropriate footwear is required at all times, i.e. closed, substantial not slip on.

1.3 Changes to School Uniform Requirements

The School Council is responsible for managing any review of school uniform requirements. Formal reviews will take place every five years with widespread community consultation. For any major change in uniform requirements, a phasing in period will ensue.

1.4 Management of and Sanctions for Non-Compliance

- The school appreciates the genuine commitment to the policy by all members of its community and will take all reasonable action to ensure adherence to this policy.
- If on a particular day for some reason a student is not able to conform to our uniform requirements, they should bring an explanatory note from home and must request a *Uniform Pass* for the day.
- The Pass is to be obtained before school commences and shown to teachers during the day on request.
- It is the responsibility of all teachers to monitor and encourage adherence to the school dress code.
- In cases where a student makes repeated requests for uniform passes, or their dress is inappropriate for school, the matter will be investigated by a member of the Administration Team with a view to finding a solution to the problem. Contact with parents and guardians by telephone or letter will be made.
- Students incorrectly dressed are not permitted in any outside areas (including the ovals and the Recreation Centre) during recess and lunchtime. Students may be excluded from non-essential excursions, functions and activities if the problem persists and until the matter is resolved.

1.5 Exemptions

- In special circumstances, parent and guardians may apply for exemption for their child from wearing school uniform through the School Principal. The nature of and reasons for the request for exemption will be considered in the light of the good management of the school and with procedural fairness.

1.6 Availability

- All items of uniform (except shoes and socks) are sold at the Uniform Shop run by the P&C and open at specified times each week. Both new and recycled clothing is available.
- Holders of some pension and health cards are eligible for clothing assistance, generally for students aged between 12 and 16 years. Details of such assistance are available from the Manager Corporate Services.

1.7 Identifying and Belonging

- With the full cooperation of parents and students we can have the student body clearly identified as a member of our school community, using the school uniform. This does much to enhance the school's standing in the community as well as fostering a strong school spirit.

1.8 Attendance and Punctuality

- All students are expected to attend all classes regularly.
- When absent a note or phone contact is required (absentee hotline 9310 7506).
- If late for school students must register at the Student Services Office.
- Parents of students marked "Absent-Unexplained" in Session 1 will receive an SMS message.
- Students with "Unexplained" absences or lateness may result in detention.
- When leaving school for an appointment, students are required to obtain a Leave Pass from Student Services.
- Students who are unwell are to report to Student Services where a staff member will contact home to collect them (if necessary).
- House Group Teachers are responsible for monitoring attendance and ensuring that parents are informed of absences. Absence summary letters are sent home regularly.
- When seeking support from the School Chaplain or Psychologist, students are expected to make an appointment before school or in the recess/lunch breaks.

1.9 Recess/Lunch Breaks

- There are two breaks for staff & students 10.30am to 11.00am and 1.15pm to 1.45 pm.
- Food and drink is not to be consumed on the ovals or courts. Students will be sent back inside the fence line.
- Soft drinks such as the super energy/sugar drinks or 2 litre bottles are not permitted at school.
- Students are required to move to class five minutes beforehand i.e. 8.25 am, 10.55 am and 1.40 pm (Duty teachers will remind and direct students).
- Students may use the courts and ovals for activities that are non-contact - no tackling.
- Where these rules are broken a duty teacher will direct the activity to cease and may confiscate a ball –this will be passed to the Principal for return at an appropriate time. (Any exceptions will be given written permission from the Student Services Manager or the Deputy Principal.)

1.10 School Grounds

- Students are not to enter offices or storage areas unless they have permission from a teacher.
- Litter must be placed in bins – it is your learning environment.
- When a duty teacher requires students to assist in clearing an area, you are required to cooperate and follow the directions given.
- The following areas are out of bounds.
 - All bush land, garden areas either surrounding or within the school grounds.
 - The areas immediately behind the Canteen and Uniform shop.
 - The area between the Canteen and Design and Technology is a walk-through area – students must not sit or stand in this area.
 - The Trade Training Centre area north of the D&T block.
 - All car parks.
 - The Leeming Shopping Centre, the Recreation Centre Car Park, the Leeming Skate Park and the areas adjacent to these venues.
 - The Recreation Centre.

1.11 Property and Security

- Students must take full responsibility for any property or valuables brought to school. Do not leave property unattended.
- Do not tolerate and please report theft, vandalism and incidents of interference to teachers, Student Services Managers, the Principal or Deputy Principal.
- Property such as files and texts should be marked for security reasons.
- Special arrangements may be made in exceptional circumstances for items to be looked after.
- Bicycles must be secured and padlocked through the school day. The bike racks are out-of bounds during the school day.
- Lockers are allocated by priority from the Year 12 cohort downwards – security such as padlocks is the responsibility of students using the locker.
- Lockers may be cleared under supervision of the school administration.

1.12 Extra Curricula Activities

- Students attend or participate in extra curricula activities by invitation.
- Students who accept invitations to extra curricula activities accept the school rules and regulations.
- Teachers in conjunction with the school administration will reserve the right not to invite students who are judged to have breached school rules, failed to respect the rights of others, or not cooperated within the School Code of Behaviour.
- Students who have breached school rules or are not in “Good Standing” may not receive invitations or may have invitations withdrawn.

1.13 Senior Students

- Senior students enrol at Leeming Senior High School under the terms of the Education Act 1999.
- In enrolling, senior students accept the following obligations:
- Enrolment is to be fulltime (unless by special arrangement).
- Attendance is expected to be full time (with acceptable reasons for absences).
- Students will participate and meet course requirements in all educational programs provided by the school.
- Students will comply with the school rules and Department of Education and Training regulations.
- Where senior students have lost “Good Standing”, they may apply to their Year Coordinator for a review and reinstatement after 5 weeks, unless having been advised otherwise.
- Where senior students fail to meet their enrolment responsibilities, a teacher may refer them to the Student Services Manager for a Panel of Review, which may make a recommendation to the Principal.
- Vehicles/cars being brought to school should be registered with the School Administration, and must not be used through the school day. Students must park their cars in the Recreation Centre car park.

2. Rules and Guidelines for Appropriate Use of Computer Facilities

The Leeming SHS network is provided for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication. All students are given full access to the network with an individual account. Students will also have school-administered individual email and full internet access. Any such facilities must be regarded as privileges which may be withdrawn for misuse of the resources. Student use of computer and network facilities will be monitored to ensure compliance with this policy document.

Computing facilities are provided primarily for the educational benefit of students and the professional development of staff. Any behaviour that interferes with these primary objectives will be considered an infringement of Acceptable Use.

2.1 General Policies

- Use of computer/internet resources for educational purposes has priority over
- other (recreational) uses.
- Appropriate language must be used in all communications including email.
- No user may deliberately or carelessly waste computer resources or
- disadvantage other users (eg by monopolising equipment, network traffic etc).
- Consideration must be given to avoiding inconvenience to other computer users.
- No person will use any technology or electronic services such as email or internet resources for the purposes of bullying, attacking or intimidating any other person.

2.2 Summary of conditions

Students must not:

- Use any other person's internet or network account, even with that person's permission.
- Use abusive or obscene language in any communications.
- Steal or deliberately or carelessly cause damage to any equipment.
- Interfere with or change any software settings or other people's files.
- Attempt to get around or reduce network security.
- Do anything in any other person's home directory.
- Store unauthorised types of files in their own home directories.
- Waste resources.
- Send "spam" (bulk and/or unsolicited e-mail).
- Reveal another person's personal information in any communications.
- Deliberately enter, or remain in, web sites containing objectionable material.
- Knowingly infringe copyright.

2.3 Computer Hardware

Computer facilities are expensive, sensitive and must be treated carefully. Students must not:

- Do anything likely to cause damage to any equipment, whether deliberately or carelessly.
- Steal equipment.
- Vandalise equipment or furniture.
- Mark or deface any equipment.
- Interfere with networking equipment.
- Eat or drink near any computer resources.
- Attempt to repair equipment without permission.
- Unplug cables or equipment.
- Move equipment to another place.
- Remove any covers or panels.
- Disassemble any equipment.
- Disable the operation of any equipment.

Note: Regardless of the real or supposed levels of understanding, students are NOT authorised to attempt the repair or adjustment of any school hardware or software. Any such attempt will be regarded as a violation of network security. Any problem with equipment or software must be referred to an authorised person.

2.4 Software and Operating Systems

Computer operating systems and other software must be set up properly for computers to be useful. Students will not:

- Delete, add or change any computer settings (including screen savers, wallpapers, desktops, menus, standard document settings, security settings, etc.) without permission.
- Bring or download unauthorised programs, including games, to the school or run them on school computers.
- Copy any copyrighted software to or from any computer, or duplicate such software.
- Deliberately introduce any virus or program that reduces system security or effectiveness.

2.5 Networks

Network accounts are to be used only by the authorised owner of the account.

If you find a computer logged in, you should do nothing in that account except log out. It is the responsibility of students to make backup copies of their work. The school will exercise due care with backups but will not be held responsible for lost data.

Students must not:

- Attempt to log into the network with any user name or password that is not their own, or change any other person's password.
- Reveal their password to anyone except the system administrator or classroom teachers, if necessary. Students are responsible for everything done using their accounts, and everything in their home directories. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause school rules to be broken.
- Use, possess, download or search for any program designed to reduce network security.
- Enter any other person's home directory (H drive) or do anything whatsoever to any other person's files.
- Attempt to alter any person's access rights.
- Intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users.
- Store the following types of files in their home directory, without permission from teaching staff or Systems Administrator:
 - Program files (EXE, COM) including games.
 - Large files that are not required for a class
 - Compressed files (ZIP, ARJ, LHZ, ARJ, TAR, etc.)
 - Picture files, unless they are required by a subject
 - Obscene material – pictures or text
 - Obscene filenames
 - Insulting material
 - Password-protected files
 - Copyrighted material

2.6 Printing

Students should minimise printing by print previewing, editing on screen rather than on printouts and spell-checking before printing.

Students must not load paper into printers without permission.

2.7 Email

Electronic mail is a valuable tool for personal and official communication both within the school network and on the Internet. Students and staff are encouraged to use it and take advantage of its special features. As with all privileges its use involves responsibilities.

Throughout the Internet there are accepted practices known as Netiquette which should be followed. The following points should be noted:

- Email is not private. System administrators have access to all files including mail. Messages relating to illegal activities may be reported to the authorities.
- Use appropriate language and be polite in your messages. Do not be insulting, abusive, swear or use vulgarities.
- Never write hate mail, chain letters, harassment, discriminatory remarks and other antisocial behaviours. Therefore, no messages should contain obscene comments, threats, sexually explicit material or expressions of bigotry or hatred.
- Do not reveal your personal address or the phone numbers of students or colleagues.

Teachers will set their own guidelines for use of electronic mail in class time.

Students must not:

- Send offensive mail.
- Send unsolicited mail to multiple recipients ("spam").
- Send very large attachments.
- Use email for any illegal, immoral or unethical purpose.
- Attempt to disguise their identity or the true origin of their mail.
- Forge header messages or attempt to use any mail server for deceptive purposes.
- Use any mail program designed to send anonymous mail.

Online Chat (e.g. IRC, Windows Messenger etc)

Real-time chat programs are not to be used by students.

2.8 Internet Use

The internet is a vast source of material of all sorts of quality and content. The school will exercise all care in protecting students from offensive material, but the final responsibility must lie with students in not actively seeking out such material. It is conceivable that, especially for senior students, information is required for curriculum purposes that may appear to contravene the following conditions. In such cases, it is the responsibility of students and teachers to negotiate the need to access such sites.

Students will not deliberately enter or remain in any site that has any of the following content:

- Nudity, obscene language or sexual discussion intended to provoke a sexual response.
- Violence
- Information on, or encouragement to commit any crime.
- Racism
- Information on making or using weapons, booby-traps, dangerous practical jokes.
- Any other material that the student's parents or guardians have forbidden them to see.
- The Internet must not be used for commercial purposes or for profit.
- The Internet must not be used for illegal purposes such as spreading computer viruses or distributing/receiving software that is not in the public domain.
- It is inappropriate to act as though you intend to break the law e.g. by attempting to guess a password or trying to gain unauthorised access to remote computers, even if such attempts are not seriously intended to succeed, they will be considered serious offences.
- Interactive use of the Internet should ensure that there is no possibility of the transmission of viruses or programs which are harmful to another user's data or equipment.
- Assume all content on web sites are the legal property of the creator of the page unless otherwise noted by the creator. This includes the use of images and text. Students must acknowledge sources of any material quoted directly and it is a breach of copyright to transmit another user's document without their prior knowledge and permission.

Penalties

Breach of this policy is regarded as a breach of School Rules. More than one may apply for a given offence. Serious or repeated offences will result in stronger penalties. Penalties may include:

- Normal school behaviour consequences.
- Removal of computer privileges.
- Paying to replace damaged equipment or compensate the school for stolen internet or printing credit.
- Criminal charges may be laid with police.

2.9 Cyber Bullying

Cyber bullying is the term used to refer to the bullying of others through the use of information and communication technologies (egg mobile phone calls and messages, emails, chat rooms and posting on social networking sites). This form of bullying is unfortunately a growing trend world-wide and can be more harmful to students than other forms of bullying.

Cyber bullying of any form will not be tolerated at Leeming SHS

Cyber bullying may include (but is not limited to):

- Sending or forwarding inappropriate SMS messages.
- Posting offensive material on internet sites (messages or images).
- Sending or forwarding inappropriate email messages.

Students are not permitted to access social networking sites, chatrooms, personal email or other personal communication tools during school time and therefore should not be involved in any form of cyber bullying during school time.

Students who are involved in cyber bullying of other students or staff during school or out of school hours can expect normal school consequences to apply, this may include:

- Withdrawal from class
- Detention
- Suspension

For their own safety, students are encouraged while accessing the Internet from home, particularly when on social networking sites, they do not post personal information about themselves (egg name, telephone number, email address, school details).

3. Rules and Guidelines for Appropriate Mobile Phones and Other Personal Electronic Devices (PEDs) Usage

Mobile phones and other PEDs (eg iPods, USB drives, portable game consoles, etc) must be turned off during class time and kept securely away during lessons. Devices can be used during class time if students have teacher permission, otherwise these PEDs must be used responsibly and only before school, during recess, lunchtime and afterschool. Students are responsible for the security of their own PEDs. Students are encouraged not to bring valuable devices to school as there is no Department of Education insurance coverage of these items.

PEDs must not be used to harass or victimise other students or staff, to abuse a person's right to privacy or to interrupt the teaching and learning program. Students must not:

- Access Internet sites, chat rooms or personal emails during school time without teacher permission.
- Use their PEDs for negative communication at school. Cyber bullying of any form will not be tolerated.
- Take and/or publish photos or other recordings of students, staff or events (unless the expressed permission to do so has been given by the relevant person or persons).
- Access Internet sites, chat rooms and personal email during school time.
- Forward to others or upload to internet sites any inappropriate material (eg SMS messages, photos).

3.1 USB Drives

It is recognised that students have and often require the use of USB drives while at school as a means of transferring school related data to and from home. Students should clearly label their USB drive with their name.

When being used at school, students need to ensure that the USB drive does not contain any offensive, inappropriate or non-educational material.

3.2 Penalties

Breach of this policy is regarded as a breach of School Rules. Students who breach this policy will have their PED confiscated by the teacher. The device will be forwarded to the Deputy Principal of the relevant year. Students can collect their PED at the end of the day.

The Deputy Principals will keep a record of confiscated devices. If a student has their PED confiscated a second time their parents/guardian will have to collect it from the relevant Deputy Principal.

4. BYOD DEVICE POLICY AND INFORMATION

4.1 Leeming SHS's ICT Vision Statement

The ICT plan of Leeming SHS states that our vision for ICT is as follows:

To advance and support the teaching and learning of staff and students at Leeming SHS through the effective application of information communication technologies (ICT).

At Leeming SHS, we envisage using technology to further a learning community where:

Students are engaged in a challenging curriculum that is focused on inquiry-based, hands-on learning. Students are comfortable using technology. Students take responsibility for their own educational success.

- Teachers use technology to support all learning across the curriculum. They function as coaches, mentors, advocates and managers of information.
- The school becomes an environment where all students and staff have ready access to a full range of current technology, software tools and applications. The school has knowledgeable staff and external resources (such as parents, community members, business, higher education and network resources) to further the curriculum goals.
- The school has computer labs, laptops, tablets, e-books and iPads available to students for specific tasks and for subjects requiring specialist software.

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization. Leeming SHS encourages all students to participate in the Bring Your Own Device (BYOD) scheme (if the terms and conditions outlined in this policy are agreed to).

4.2 Minimum Specifications Required

Only computers meeting the minimum specification provided by the school will be able to be connected to the school's network. Whilst at school, students must connect to the school's network (this allows access to the Internet and other network facilities).

To enable the best education outcomes and connection to our school network, the minimum specifications are:

- Windows 10 Pro (Not Home)
- Digital Pen enabled (to allow handwriting) Long battery life (ie minimum of 4 hours)

We suggest a tablet with an attachable keyboard; however, a notebook meeting the requirements will also be accepted.

4.3 Recommended Supplier/Device

Leeming SHS has entered into an agreement with JB Education whereby students and parents may place their order for their computer online.

You may choose to buy your device at any supplier, however we strongly recommend that you ensure that the repair/replacement policy allows for a quick turnaround should it be required.

<https://www.jbeducation.com.au/byod/> Password – LSHS2019 (for 2019)

Only computers meeting the minimum specification provided by the school will be able to be supported for connection to the school's network.

Whilst at school, students must connect to the school's network (this allows access to the Internet and other network facilities).

4.4 Ownership of Notebooks/Tablets

At all times the device is owned by the student/parents.

4.4.1 Eligible Students

To be eligible to participate in this BYOD program:

- Students and parents will need to agree in writing that they will abide by the terms and conditions outlined in this policy.
- Students will need to ensure that they use the school network, including Internet connection, responsibly.

4.4.2 Ethical, Legal and Responsible Use of Notebooks/Tablets

In agreeing to take part in this program, students are agreeing to use their device in an ethical, legal and responsible manner at all times – ie at school and also at home.

Students and parents must ensure that:

- This School Network & BYOD User Agreement is adhered to.
- The ICT Policy of the school is adhered to.
- Comply with all laws that apply to the Internet, communications and copyright (eg cyber bullying and plagiarism will not be tolerated).
- Privacy and security (of the student and others) will be respected, unauthorised personal information will not be shared and no attempt will be made to access personal information of others.
- Illegal copies of software, games, music files etc are not to be installed/ downloaded on the device for use or sharing at school.

4.4.3 Responsibilities of Parents/Guardians

Parents will need to supply the device for students to use during school hours.

It is recommended that parents have access to the device and occasionally check the software, apps and other files saved on the computer to ensure that they are legal and ethical and suitable for school.

Access to the Internet out of school hours will be via the home Internet account and at the cost of the parent/guardian or students.

4.4.4 Responsibilities of Teachers

The teachers at Leeming SHS will monitor the use of the devices in class and provide instruction/guidance to students with regards to their appropriate use.

Teachers will develop programs that incorporate the use of the technologies available to enrich the learning experiences of the students.

It is not a requirement that the devices will be used every lesson, the teacher will decide based on the particular task at hand if it is appropriate to use the computer during the lesson.

4.4.5 Responsibilities of Students

- Students must at all times use their device and the school network in a responsible manner. Normal school rules will apply to all inappropriate behaviours and use.
- Students will need to:
- Bring their fully charged device to school every day fully charged. (Chargers are to be left at home.) It is recommended that the computer is charged fully overnight. (Given the various types of devices that students may bring, the school is unable to provide chargers.)
- Adhere to this policy and the ICT policy of the school at all times.
- Ensure that they are connected to the school network, including Internet connection. (Instructions are available in the Library.)
- During class time all data (ie documents, images, files, folders, etc) is saved on the computer unless otherwise instructed by the teacher.
- All data must be backed up regularly by the student (eg on an external hard-drive or to a cloud such as a SkyDrive). Lost data in malfunctioning computers will not be an acceptable reason for not submitting work on time – the student must show evidence of work in progress via their backups.
- Ensure that images on the desktop or stickers on the computer are appropriate for school.

Students must ensure that at all times their conduct or use of the computer is acceptable, this means that ***students are not permitted to:***

- Use the Internet during school time for personal use.
- Use the computer to defame, embarrass or cyber bully another person.
- Disable the operation of the notebook.
- Record audio, video or take photos of other students or staff without their permission.
- Distribute any unauthorised media outside of the school without permission.
- Access Social Media at school

When transporting the devices to and from school and during the school day, students must:

- Ensure that the device is in a protective cover.
- The devices should be in school bags when not in use.
- Never leave their computer unattended.

Students who fail to adhere to this policy and conditions of use during school hours may have restricted access to the school's network (including Internet access).

4.4.6 Damage, Vandalism and/or Loss of Computers

The students and parents must accept full responsibility for the care and use of their own device. In particular, Leeming SHS does not accept responsibility for theft or loss of the device (in parts or whole) or any accessories. It is recommended that families check the details of their personal insurance coverage for events of loss or damage to the computer and if not already covered elect to purchase or include a suitable insurance option for the computer, recognising that there is a risk associated with a BYOD option.

4.4.7 Repairs of Notebooks/Tablets

Devices will need to be returned directly to the supplier by the students or parents; the school is not able to provide assistance in these instances.

4.4.8 Initial procedure to connect to the school network

- Students will need to hand their completed User Agreement & Student Parent Memorandum of Understanding (page 9 and 10) to the Library.
- Year 7 students will learn how to use their device and connect to the school network during Digital Literacy & Inquiry Skills lessons.
- All students attend BYOD connection sessions held in the Library at lunch time Monday, Wednesday & Friday. (All year)

4.4.9 Technical support

To enable the efficient and effective use of the BYOD scheme during school hours, students will be given access to the school network. Students will be trained and given supporting documentation on how to access school network facilities.

Technical support will only be available during normal school hours to assist with network issues. If a student is experiencing a connection problem with their device, it must be reported immediately. Technical support is not provided for hardware or software problems that may occur with the devices (this could void your warranty). Such assistance remains the personal responsibility of the student as a private matter.

4.5 Misuse and Breaches of Policy

If a student is found to have misused their notebook, school device or network, there are a range of sanctions that may apply, including, but not limited to:

- Loss of some or all school network privileges for a period of time.
- Suspension from school.
- Reporting of a criminal offence by the school to the Police.

Where there is reasonable cause to suspect that material contrary to this policy and the ethos of the school is being brought to school on the computer, the school has the right to impound the device and conduct a search for the material. Parents will be contacted prior to the search being conducted.

4.6 Payment of School Fees

Payment of all contribution and charges are due at the commencement of each school year. Expenditure on student resources for that school year will have already commenced. The participation of a student in an extra cost optional component is conditional on payment of the cost of that component. Non-payment of extra cost optional components may result in your student not being considered for that component. The Principal may request a confirmation charge of up to 50% of the total estimated cost of extra cost optional component.