

ICT Vision Statement

The vision we have is of a school where digital technologies is embedded into everyday teaching and learning and where students will have ready access to the multitude of digital technologies that are available. This use is responsible, engaging and relevant to the learning intentions of the lesson.

These technologies will be used effectively to enhance the learning and teaching in all curriculum areas, to support collaborative and cooperative learning, to develop higher order thinking skills and to help all students to realise their potential. Our students' digital technology experiences will contribute to their employability in the 21st century.

"In the 21st century world where jobs can be shipped wherever there's an Internet connection, where a child born in Dallas is now competing with a child in New Delhi, where your best job qualification is not what you do, but what you know – education is no longer just a pathway to opportunity and success, it's a prerequisite for success."

Barack Obama, 2009, p. 133, Catching Up or Leading the Way: American Education in the Age of Globalisation (2009), ASCD

General Dos and Don't

You CANNOT...

- Use the laptop to illegally download content such as movies, music, games and programs (e.g. torrent programs).
- Play or download any content (music, movies, games, etc) that is rated higher than PG whilst on College grounds.
- Use the camera or microphone at school unless given permission by a teacher.
- Have any inappropriate or offensive images set as desktop wallpaper.
- Bring the charger to school (this is an OHS requirement).
- Use social media apps or websites while at school.
- Lend/swap/borrow laptops or laptop parts (i.e. detachable screens and keyboards) with other students.

You CAN....

- Download any programs, apps or games that are offered on the Windows App Store (paid or free) while at school as directed by a teacher.
- Purchase music or games (rated G or PG) legally. Anything rated higher than G or PG must not be viewed, listened to or shared whilst on College grounds.
- Use the camera or microphone when instructed by a teacher.
- Use the laptop in the library during lunchtimes.
- Browse the web. HOWEVER BEWARE: everything you search and look at is recorded and can be recovered by the school's IT Department
- Label the laptop (engraving your name would be ideal).

The opportunity to bring and use your own device at school is accompanied by clear expectations about the responsible use and care of the device. Before the device can be used at school, students and parents must agree to and abide by the Acceptable Use Agreement, included at the end of this document, at all times at school while using the laptop or tablet.

Consequences for misuse (one or more may apply depending on the situation):

The device may be taken away for the period or even the rest of the day. The device may be taken away and kept safe with an Assistant Principal, Year Level Leader or teacher until a nominated person, student, parent or guardian picks it up.

In breaches of the Acceptable Use Policy, disciplinary action may include detention, suspension or exclusion from school or the student may be refused permission to use the device again at school, please see

<https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx>

School 'no liability' statement

Students bring their devices to use at MGC at their own risk. It is their duty to be responsible for the upkeep and protection of their devices and it is strongly recommended that families purchase insurance for the device. Students will be primarily responsible for the care and maintenance of their own device.

They are expected to use their student locker to securely store the device when not in use and the locker should be locked, as with the storage of any valuable property at school. Devices should be transported to and from school in their school back-pack. It is also strongly recommended that a protective carry case is purchased for the device.

MGC will not be responsible for:

- Devices that are broken/damaged while at school or during school-related activities;
- Devices that are lost or stolen at school or during school-related activities;
- Specific maintenance or upkeep of any device such as keeping it charged, installing updates or upgrades or installing school-licensed software.

Device power management recommendations

1. Devices are to be charged at home overnight and brought to school with the battery in a fully charged state. Devices will then be run on batteries during the day. There is an extremely limited number of device charging facilities at school. Students are not to charge their devices during classes. If charging the device at school, during permitted times (before school, recess or lunch), students may only use the limited number of charging stations in the library and students are responsible for the supervision of their device at all times, including while charging the device.

2. Students will work to save battery power by not using the device excessively for entertainment during the day. At school, the device is to be used for educational purposes only.

Bringing the device to school every day

Students who are unable to complete classroom activities appropriately due to leaving the device at home or not charging the device correctly will be expected to make up the lost time and missed work.

Backup and recovery

The school and its technicians take no responsibility for the security of data. It is up to the student to provide a regular backup of the contents to protect against loss of data (including files and folders of work stored on the computer). Students must regularly backup their own data including their school projects, assignments and assessment tasks. Work lost through inadequate backup must be re-done by the student. Loss of data is not accepted as an excuse for late/non-submission of homework or assignments (see the school's Submission of Work Policy and the VCAA's VCE Assessment Policy). Students should never have files only stored on one device; instead, students should store a copy on the device and a copy on a USB flash drive or on your home network.

Music, video and computer games

Students may, of course, save or install music, video or games onto their own device as long as those files or software meet our school Acceptable Use Agreement and policies and parents approval. But please note that copyright laws apply to digital copies of musical recordings, e.g. (MP3s, WMAs) and digital video recordings on all devices. Any music or video or games on the device should be a legal version and should not infringe copyright law.

Computer games, when accessed in appropriate ways, have been shown to have significant educational benefits. However, it is also clear that many games can be unproductive and distracting to student learning and as such gaming is not permitted during class time at school. Students should not play computer games in class (unless specifically directed by a teacher). Likewise, students are not permitted to listen to digital music or watch movies on the device during class time at school (unless given express permission by a teacher for an educational purpose).