

Digital Technology Use – Device Guidelines and Student Agreement



Given the increased focus on using digital tools to support learning and that a number of students were already bringing a device to school for educative purposes. Te Kauwhata College has made the decision to introduce a Device Guidelines.

It is not compulsory for students to have their own device, only recommended; and we do not mandate a specific type of device but instead recommend minimum device specifications in order to maximise students' learning experiences. Allowing flexibility around the type of device that can be used means that students and parents/caregivers can select a device according to their brand preference, financial situation and specific learning needs. The only suggestion that we do make, apart from meeting the minimum specifications, is that the device is one that can access the WiFi network. We are able to provide students with free Microsoft Office for their school work for almost any device, including PC, Apple and iPads.

If you do not already have a suitable device for next year, companies such as PB Tech, Noel Leeming and Harvey Norman frequently have big sales and no-interest deals to make the purchasing of a device more manageable. Devices can range in price from \$300 to \$2,000.

Whilst it is recommended that students bring devices to school, the management and security of student devices remains the sole responsibility of the student and parents/caregivers. This includes the following considerations:

- There is provision, in personal insurance policies, to cover the device
- The device is kept up-to-date with antivirus software where applicable
- The device has some sort of protective covering to reduce the possibility of damage
- The school is not liable for theft or any damage that may occur
- The device is charged nightly for use the following day
- Data is regularly backed up somewhere other than on the device (e.g. onto an external hard-drive; to the cloud)
- The user of the device will conduct themselves in a way that is appropriate, from a digital citizenship perspective and will abide by the Digital Technology Use – Device Guidelines and Student Agreement
- The teacher has the right to check the device at any time to ensure school network security and the appropriateness of material
- Staff on site will not be available, or able, to repair malfunctioning devices

We have lockers available for the storage and safekeeping of devices. They are free to use, however, we charge a \$20 bond which is repayable at the end of the year provided the locker is empty, clean and not damaged in any way. Parents/caregivers will need to provide a padlock for the locker (details of padlock sizes are specified on the Locker Form which is available from the Student Centre).

RECOMMENDED MODELS AND ACCESSORIES

It is highly recommended that students have a device (laptop, tablet, etc). If you are purchasing a new device, it will need to meet the specifications and technical requirements outlined below. Prior to purchase, please review the recommended specifications and technical requirements. Be sure you understand the processes surrounding warranty, replacement and repair through your chosen retailer. For example, repairs undertaken by a non-Apple Authorised repair service will invalidate your Apple warranty.

The minimum technical requirements are:

Item	Laptop Specification
OS	Microsoft Windows 10 Mac OS El Capitan or later Chrome OS
CPU	Intel Core i3 (Minimum), i5 (Recommended) i7 (Best) or AMD equivalent
RAM /Memory	8 GB recommended GFX card or Discreet GFX card for Visual Art
Storage	200GB HDD or 128 GB SSD (SSD recommended)
I/O	2x or More USB 2.0 or USB 3.x support
Wifi	Wi-Fi compatible – required specification 802.11 g/n/ac standards support Note: 802.11 n/ac (Preferred)
AnitVirus	Antivirus - Windows 10 comes with Windows Security Essentials. Or similar 3 rd Party Program
Battery	A strong Battery to last the school day (Approx 8 hours).
Screen Size	Between 10” and 14” minimum size
Keyboard	Keyboard with Built in Trackpad
Office	The School has Office 365 available for free use and download for as long as the student is enrolled

NOTE: Chrome books are suitable for Years 7-9. After this, laptops are a much more appropriate device due to the type of work being undertaken.

WIRELESS NETWORK CARD

All devices registered must have a wireless network card that supports 802.11 g/n/ac standards (recommended).

DEVICE SOFTWARE INFORMATION

The minimum software requirements are:

Software Name	Comments
Java	Recommended – prerequisite for web based teaching software
Flash	Recommended – for web applications
VideoLAN VLC latest version	Recommended – Multimedia player software

STUDENT AGREEMENT

The main purpose for school computers, and other information technology resources used at school, is to support classroom information technology. This applies to equipment owned by the school or by you.

This agreement sets out the main expectations for the use of computers and related technologies within the school. Ensure you agree to comply with all the conditions contained within this document before you sign and return it.

Internet Use

- I will not access material which can be considered offensive at school. I also agree not to pass on such material by emailing, electronic transfer (via phones, pdas or other networkable device), copying, storing or printing it.
- When using the internet during class time, I will only access those sites relating to the subjects being studied and understand that inappropriate sites are any sites not directly related to my courses at Te Kauwhata College.

- I will not download programmes (applications), games, music or video from the internet without prior consent from the Principal, Deputy Principal, or a member of Te Kauwhata College's ICT staff. Any images I download will be directly related to my coursework at Te Kauwhata College.
- If, for any reason, an inappropriate website is accessed I will exit the website immediately and notify my supervising teacher.
- I will check my email outside class hours – before school, during interval, lunchtime, after school or weekends. I will not use email during class time unless this is a directed task set by the teacher of that class.
- I will not open email attachments at school unless they are work files sent by myself and have been virus-checked before sending to school.
- I am aware that all email, internet traffic and files are being constantly monitored and will not attempt to circumvent the web filtering software in any way, including the use of 'anonymous proxy' websites.

General School Computer/Tablet Use

- In class I will only access the software needed to complete the tasks required for that subject.
- I will treat all the equipment with the utmost care at all times and if problems arise I will seek help from my teacher or the computer network staff.
- I will not move peripheral devices (mouse, keyboard, printer, etc.) from one machine to another, nor remove any hardware from any machine.
- I will respect all copyright laws for software and record the source of any material downloaded for class work.
- I will only use school software on school computers – I will not attempt to install any software on any machine, nor use any non-approved software from an external storage device (CD/DVD, USB flash or floppy disk).
- I will only use my own login name and password and I will not give my login information to any other student. I will change my password if I believe it has been compromised.
- If I come across a virus or security-related issue I will contact computer network staff immediately.
- I will only store data (files) in the assigned work folders, i.e. 'H' Drive for personal work or 'S' Drive for general subject-related work (visible to all). I will not save anything to my Desktop or Profile.
- I understand that access to the network servers is strictly forbidden to all students and I will not do anything that will cause disruption to the running of the computers or the network. I will not attempt to connect a non-school computer to the network.
- I will not attempt to access the files of any other user on the school network.
- I understand that all material (files) stored on the school network or any electronic device owned by the school or myself may be viewed and checked by senior staff and computer network staff at any time.

Personal Electronic Devices (iPads, laptops, phones, games, etc.)

- In class I will not access these devices unless they are needed to complete the tasks required for that subject.
- I understand that all material stored on these devices may be viewed and checked by senior staff and computer network staff at any time.

Audio and Video

- I will only use audio and video files as required for classwork.

****Please complete the enclosed Student Device Guidelines Agreement Form before enrolment**

Digital Technology Use – Device Guidelines and Student Agreement



Please complete this form and return it with the enrolment card.

If confirm I have read and agree to abide by the rules specified in the Device Guidelines and Student Agreement. I understand that if I break any of the rules contained in the Device Guidelines and Student Agreement, or any commonly accepted protocols, I will lose access to some, or all, of the computer network, including internet and email facilities for a period of time stipulated by senior staff.

Student's name: _____ Year level: _____

Student's signature: _____ Date: _____

Parent/caregiver's signature: _____ Date: _____

OFFICE USE ONLY

Enrolment Number: _____