MANSFIELD STATE HIGH SCHOOL
STUDENT LAPTOPS - ROUTINES AND PROCEDURES

All students are to comply with the following requirements for laptop use.
Students not meeting these requirements will be managed according to the school's Responsible Behaviour Management Plan.

During Class Time –

A laptop is a learning and teaching tool. To make the most of learning time the following routines for the use of your device have been developed.

- Students will bring a fully charged laptop to school every day and bring their laptop to all classes.
- Students will open and log on to laptops when directed to do so by the teacher. Laptops are to be used for assigned tasks only.
- Earphones are only to be used under the instruction of a teacher.
- Students will remove earphones and close the laptop when requested.
- Laptops may only be used to access files on computer or internet sites which are relevant to the curriculum. Games are not permitted unless they are part of the teacher's instructions.
- Email or other forms of communication may only be used during class time when directly instructed by a teacher.

During Breaks

- During breaks, laptops may only be used when in a classroom under the supervision of a teacher.
- When moving between classes or around the school, laptops are to be stored in the student's school bag/protective case.

Before and After School

- Students who participate in before school and after school activities are to store their schoolbags as directed by the supervising teacher.
- Laptops used before and after school are to be used for educational, curriculum-based tasks only.

General

- When at school the student's use of their device, in or out of class, is determined by a teacher. That is, at all times the student is obliged to follow a teacher's instructions regarding the student's use of their device.
- Students will comply with respectful communication conventions, Cybersafety guidelines and Digital Citizenship guidelines as per the MSHS Handbook and Charter.
- Students have been supplied with an EQ email address. This must be the only email used between students, teachers and other students when communicating or transferring documents.
- Students are responsible for the secure back up of all data. Daily back up on an external device is recommended.
- When at school, students are to use the school's WiFi network only.
- Students must lock or log off their laptop when it is not in use.
- Students who believe they have received online material that threatens their well-being, must inform a teacher or parent as soon as possible.
- Students are encouraged to click on the 'Report Cyberbullying' icon to learn about cybersafety and report concerns.
- Students must never send or publish offensive, abusive or discriminatory material, threats or bullying material.
- Students are not to share their laptop with other students.
- Personal logins must not be shared with another student. Students will be held responsible for any actions caused by other persons using their account with the student's knowledge.
- Students must not use another person's school account, including not trespassing in another person's home drive, email or accessing unauthorised school network drives or systems.
- Students are not to record staff or other students unless directed.
- Students are not to store personal data on laptops eg personal pictures or personal diaries.
- Students are to have the necessary software installed for each class.
- Students are to regularly check that laptops, including USBs and home devices are tested for viruses and other threats.
- Students are not permitted to disable settings for virus protection, spam and internet filtering, or to bypass hardware and software security mechanisms.

Security

- Students are to label their laptop with their name and a distinguishing feature eg bag tag.
- Laptops are valuable items. Students are responsible for taking care of and maintaining the security of their device.
- All laptops must remain with the student at all times or as instructed by teacher.