



**NORWOOD
INTERNATIONAL
HIGH SCHOOL**

A PLACE TO GROW,
LEARN AND DISCOVER

DIGITAL LEARNING POLICY

KAURNA MEYUNNA YERTA,
505 THE PARADE, MAGILL,
SOUTH AUSTRALIA 5072

www.nihs.sa.edu.au

CONTENTS

Introduction	3
Devices at Norwood International High School	3
Loss, Theft or Damage to Interim Laptops	3
Loss, Theft or Damage to Required Device Laptops	4
Insuring the Laptop	4
Acceptable Use	4
Cyber Safety & Social Networking	5
Internet Usage at School	6
Internet Usage at Home	6
Software	6
Mobile Device Management	6
Laptop Flowchart	7



DIGITAL LEARNING

AT NORWOOD INTERNATIONAL HIGH SCHOOL

Norwood International High School is committed to providing a world class learning experience that prepares our students to become active global citizens. Our learning programs and future- focused pedagogies promote innovation, challenge, and creativity through authentic connections and the integration of technologies.

At Norwood International High School (NIHS) it is an expectation that each student has access to a laptop 24/7 to enable them to fully engage in their learning.

Students are expected to bring their laptop to school every day fully charged. Student may only charge their laptop at school using a WHS compliant (ie tested and tagged) charger. Alternatively, students can use the charging bays around the school.

Students are responsible for ensuring that laptops are stored securely in their locker when not in use.

Devices at Norwood International High School

All students are required to use the prescribed device to enable consistency in learning, support, and the ability to charge devices at school (using school-charging stations). In addition, students and their laptops can be fully supported by our ICT Service Desk, with extensive technical support and a repair and drop-off centre.

The device selected for students in 2023 is the LENOVO ThinkPad L13. The optional purchase of Accidental Warranty is highly recommended. Across the six years of secondary schooling, students might need to purchase another prescribed device upon entering their senior years.

Loss, Theft or Accidental Damage to Interim Laptops

Interim laptops will only be provided in the event that a student's required device is undergoing repair. If damage, loss, or theft occurs during the loan period, then the cost is to be borne by the loaner. In the case of theft/loss of interim laptops, a police report must be made by the family and a report number provided to the school.

The interim laptop can be remotely disabled if conditions of use are breached.

The interim laptop cannot be taken overseas or interstate without the express written permission of the Principal.

ICT staff have the authority to seize a loan laptop in the event of a suspected breach of this agreement.

Loss, Theft or Accidental Damage to the Required Device Laptop

For required devices, refer to laptop flowchart at the bottom of this page. Please note that if the machine is out of warranty or you have not purchased accidental protection though for our preferred laptop provider then full cost will be applicable. Please also be aware that the school is not responsible for payments of your own device or the interim loan of a laptop.

I understand that I will be responsible for ensuring that my device is stored securely in my locker when not in use.

I will bring my laptop to school every day fully charged and ready for use.

Insuring the Laptop

Norwood International High School strongly recommends families purchase the accidental protection option when purchasing through the school's laptop provider. Alternatively, you can add the laptop as an item when you on your own 'Home and Contents' Insurance. Please note

failure to purchase accidental protection does not mean that school will supply an interim loan laptop

Acceptable Use

Consequences for inappropriate use will be in accordance with Norwood International High School's behaviour policy and may include confiscation of the device for a period or managed privileges, at the discretion of School Leadership or LCL staff.

Inappropriate use includes, but is not limited to:

- Illegal or offensive material found on a device, including pornographic material, and illegally downloaded games, movies, TV series.
- Using devices, applications, and files in unsafe and unethical ways.
- Interfering with the school's ICT systems or attempts to 'hack' or gain unauthorised access to any system.
- Installing and using VPNs on laptops that are connected to the school network.
- Sharing passwords or account details or allowing others to use their account.

Where a student is suspected of any unlawful activity, it will be reported to the South Australia Police.

Norwood International High School reserves the right to monitor the content of student devices and may conduct live monitoring of activity on the device while the device is at school. Norwood International High School is not responsible for any loss of data. Data backup is the responsibility of individual students.





Cyber Safety and Social Networking

Students and parents/caregivers should familiarise themselves with the content of the eSafety Commissioner's Online Safety Book, available at <https://www.esafety.gov.au/parents>
Key aspects of Cyber Safety include:

- Students must not give out identifying information online, use only their first name and not share their home address, telephone number or any other personal information such as financial details (e.g. credit card), telephone numbers or images (video or photographic) of themselves or others.
- Students must use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
- Students must not forward inappropriate material to others.
- Students should never respond to messages that are suggestive, obscene, belligerent, threatening or make them feel uncomfortable - these messages should be reported to a teacher.
- Students must inform their teacher immediately if they see anything on a website that is inappropriate, unpleasant or makes them uncomfortable.
- Parents/caregivers and teachers should actively monitor online behaviour and encourage their child/student to follow Cyber-safe strategies. Please check out the link for more information <https://nmhs.sa.schooltv.me/newsletter/cyber-bullying>
- Under certain circumstances social networking sites may be beneficial for learning. However, in many instances social networking sites can be a distraction and potentially unsafe. Students must seek permission from their teacher or parent/caregiver before accessing social networking sites.
- School Internet filters block many social networking sites. Parents wishing to filter home internet on the device should refer to the section titled 'Parental Control'.
- Students using social networking sites without permission during lessons will be subject to consequences according to the school's Behaviour policy.
- Students are reminded to use Cyber-safe strategies and use the Internet in a safe and ethical manner.

Internet Usage at School

According to the Department for Education, students may use the Internet at school only for learning related activities that are approved by the school.

Be aware that the school cannot be responsible for any student who accesses the internet via their own 3G or 4G networks, and thus avoiding the school's filters, for the purpose of inappropriate use.

Respect existing settings for internet filtering, and not make any changes. Inform their teacher/ICT staff if they suspect they have received a virus, spam or if they receive a message that is inappropriate and/or makes them feel uncomfortable.

Be aware that all use of the school network and internet is logged and can be traced to the accounts of specific users while using the school network.

Internet Usage at Home

Internet browsing by students while they are off-site, for example at home, is permitted. Please note this will not be filtered or monitored by Norwood International High School. It is the responsibility of the student / parent / caregiver to setup the Home-Internet connection on the device. Parental controls can be enabled on home internet, please contact your internet provider or local home ICT technician.

Software

Students may have Administrator access to their device and may be permitted to install certain types of

software and files provided they have acquired a legitimate license. Non-educational software, games and music are not recommended as they will unnecessarily use space on the device and therefore impede its use for learning.

Mobile Device Management

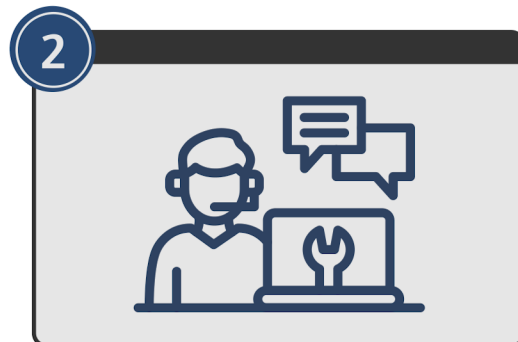
Norwood International High School reserves the right to install an MDM to manage your device, which will install software/monitor/manage your machines configurations.



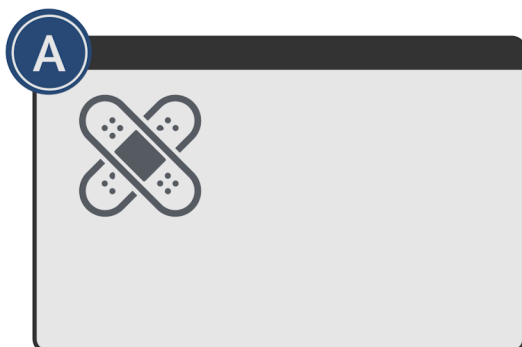
LAPTOP FLOWCHART



Laptop is damaged or there is a hardware issue.



Student takes laptop to ICT Support in the Learning Hub.



PRODUCT FAILURE:

Laptop is repaired under warranty, student is issued with an interim laptop whilst repairs are made.



ICT Support inspect, assess and document laptop damage/fault



DAMAGED OR NEGLIGENCE:

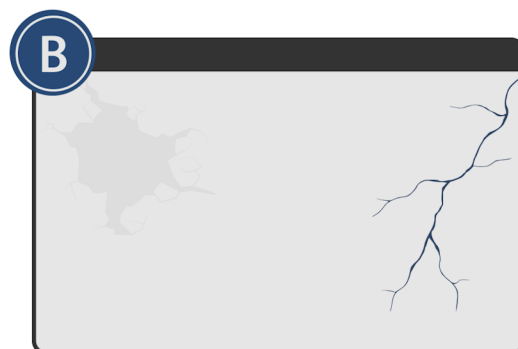
Finance will issue invoice to parents with cost of repairs.

Repairs commence after ICT approval or parent approval if device privately owned.

Behavioral issues will be dealt with by Learning Community Leaders.

In the first instance student is issued with a "Day Loan" computer for the interim of the repair.

Payment must be made before laptop can be returned.





Kurna Meyunna Yerta
505 The Parade
Magill SA 5072

p: +61 8 8364 2299
e: dl.0787.info@schools.sa.edu.au
w: www.nihs.sa.edu.au



Government of South Australia
Department for Education