Internet Usage at School

In accordance with the Department for Education's policies, it is a requirement that whilst on school site students use only the school's internet service. The school internet filtering exists to provide safe access to the internet for all users by restricting access to known inappropriate internet content and material.

Students connecting to the school network either on a school issued device or personal device must comply with the following:

- Students must only use their own assigned computer network account.
- Students must not share personal information about themselves or other students with third parties, including their username or passwords.
- School ICT assets must not be used to access or share inappropriate content online, including sexually explicit materials, obscene depictions, harmful materials, illegal activities, profane or abusive language, or content that other students may find offensive.
- Web and email content filtering must not be circumvented to access content that has been deemed inappropriate for students (e.g. accessing mobile networks or using VPNs).
- Copyright materials (including games and movies) must not be illegally downloaded onto or accessed using school or department issued ICT assets.
- When using online communities, users must communicate kindly and respectfully at all times. Students must not participate in harassing or bullying other students online.
- Students should not forward chain letters, spam or other unsolicited communications.
- Students must not participate in business activities that is not staff approved or done so as part of curriculum learning.
- All students must report suspicious activity or violations of this policy to a staff member.
- Students must not violate any state or federal laws, including purchase of illegal items or substances, criminal activities punishable by law, etc.
- Students must not take photos or videos of another individual without their consent.
- Students should not use school or department ICT assets to stream large volumes of data unless in the course of curriculum activities (e.g. streaming services such as Netflix, online gaming etc).
- Students must not install unapproved software on school or department issued devices.

Norwood International High School reserves the right to monitor the use of ICT equipment by students while on school premises. Students who misuse or inappropriately use the equipment may have their access revoked. The school also reserves the right to implement configurations and policies that may affect device security or negatively impact students' social and emotional well-being. This includes blocking or removing VPN-related software.

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 Learning Community Leader staff.

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, should you require support with this please contact a member of our ICT team.

eSafety

Students and parents/caregivers should familiarise themselves with the content of the eSafety Commissioner's Online Safety Book, available at esafety_gov.au/parents

Key aspects of eSafety 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, email, 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.
- 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 should familiarise themselves with methods for reporting and blocking users engaging in inappropriate behaviour online, including accessing the eSafety reporting system esafety.gov.au/report
- 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.

- 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 in the parent guide titled 'Parental Control'.
- Students using social networking sites without permission during lessons will be subject to consequences according to the school's Behaviour policy.

Devices at Norwood International High School

All families will be required to purchase laptops through the school's nominated vendor, as per the existing policy. This ensures:

- A consistent image and setup across all devices.
- Seamless integration with our school network.
- Security and safety for all students online.

Ongoing insurance that guarantees service continuity, even beyond a student's graduation if within warranty.
The prescribed device is the Lenovo L13 or 13W, which must be purchased through the school's online LWT Portal located below.

We have found that devices not sourced through the school vendor require significant additional time and resources to manage, often straining our limited IT support. For this reason, families new to the school, those moving into senior school, and those purchasing their second laptop as part of their time at the school will need to buy from the school's provider.

Families who choose not to participate in the Laptop Program and instead provide an alternative device will be invoiced a $200 annual network and service fee. This will cover administrative, and servicing costs associated with managing devices not supplied by the school. Families under financial hardship should contact the school for options to be worked through. A payment plan for laptops possible as interest free terms from our vendor.

Loss, Theft or Accidental Damage to School Devices

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 Parent/Caregiver(s) owned Laptop

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 Laptops

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 on your own 'Home and Contents' Insurance. Please note **failure to purchase accidental protection does not mean that school will cover any costs or supply an interim loan laptop.**

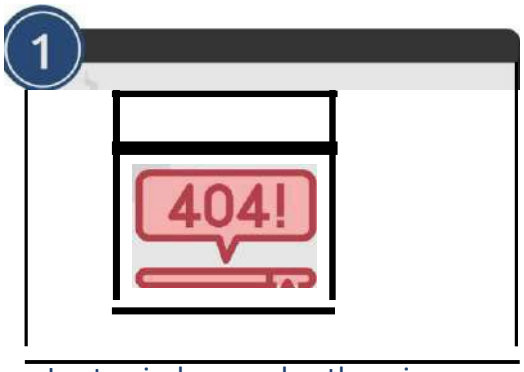
Mobile Device Management

Norwood International High School uses SCCM (System Center Configuration Manager) to manage school devices. To ensure that required policies, security settings and controls can be applied, school-provided and school-managed laptops must remain joined to the school's domain for the duration of their use at Norwood International High School.

SCCM is used to manage device configurations, install required software and updates, and monitor device security, including virus and threat protection. The school may also restrict or remove software that presents a security risk or is not permitted on school-managed devices, including VPN-related software. Removing a device from the school domain, preventing management, or otherwise disabling these controls may result in the device being unable to access school systems and support services.

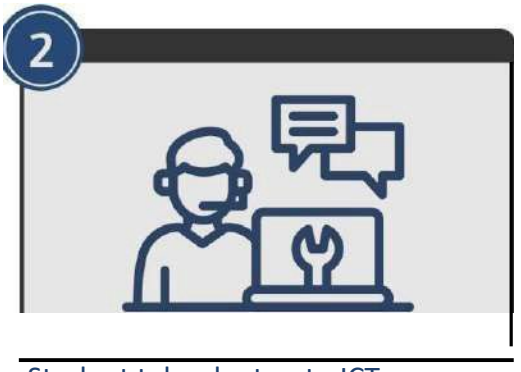
NORWOOD INTERNATIONAL HIGH SCHOOL

LAPTOP FLOWCHART



Laptop is damaged or there is a hardware issue.

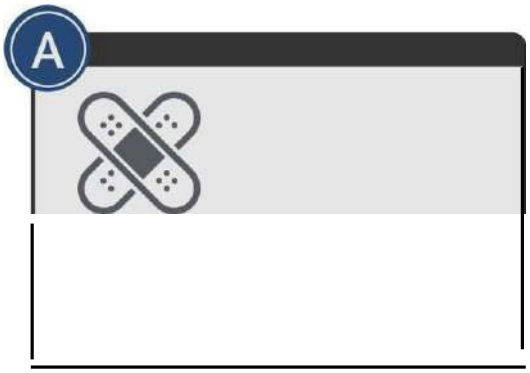
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Student takes laptop to ICT Support in the Learning Hub.



ICT Support inspect, assess and document laptop damage/fault



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A. PRODUCT FAILURE:

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

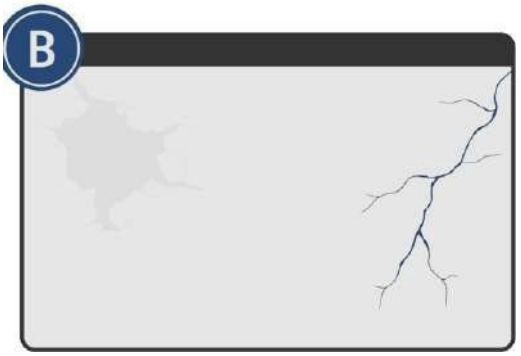
B. DAMAGED OR NEGLIGENCE:

Finance will issue invoice to parents with cost of repairs. Payment must be made before laptop can be returned.

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.



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