Digital Learning Expectations & Network User Policy for Kingaroy State High School

Digital Learning Expectations

All students use technology to support their learning at Kingaroy State High School and are required to comply with the following expectations regarding their use. The laptop is a learning tool that students are expected to bring to lessons as directed by individual class teachers. Please note that there will be lessons where students in Years 7-10 will NOT use their device. This will be determined solely by the classroom teacher. Students not meeting these expectations will be dealt with according to the School's Code of Conduct.

As a Learning Tool

We expect all students to arrive at school **ready** and **prepared to learn**. This includes ensuring your ICT equipment is **functional** and in **good working order**.

This means that you must:

- Ensure that your device is **fully charged** before school and have enough battery life for all class periods to complete required work.
- You must only ever run the device through the School network. Hot-spotting or other means of access to internet is not permitted.
- Devices should be stored in school bags when moving between classes or around the school
- While at school, devices must only be used for educational purposes. This includes the use of camera and video devices elements of the laptop which are only permitted to be used if instructed by a teacher.
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Your device is for your use only. Do not share it with others.
- Regularly check that all ICT equipment, including USBs and home devices are tested for viruses and other threats.
- Ensure at least 1GB of storage capacity is available at all times for use in learning activities
- Update your device and apps regularly. Running the latest versions of approved and officially released versions of all software (including apps and anti-virus software) ensures you can make the most of your device.
- Ensure that the device is well maintained and in good working order.

During Lessons

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

- Wait to use your device or open apps/sites until your teacher instructs you to do so. Use your device ONLY under direct instruction from your class teacher.
- Communicating with other students during learning time is only to occur with explicit teacher direction.
- Your device may only be used during exams if expressly instructed by your class teacher.
- Students are not permitted to connect their device (including USB or similar) to any projecting device or similar unless directly instructed by a teacher
- Students are not permitted to take a photo of any assessment task sheet or exam without approval.
- At no time are students permitted to plug their laptop or similar device in to charge during class time. They must access the Resource Centre or F15 during break times to ensure there is sufficient battery.

Communicating with others

Your device will be an invaluable tool for connecting you to vital information within and beyond the school. Again, there are some routines and procedures required to ensure the most appropriate use of the device in an educational setting.

- Remember respectful communication conventions are to be used at all times either on the laptop or similar.
- 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.
- Email or other forms of communication, including through Bluetooth (eg airdrop) may only be used during class time if directly instructed by a teacher.