# St Clair Public School

## XO Laptop Policy (Draft) December 2014

**PURPOSE**

This policy has been designed to provide an outline for students, staff and community detailing the expectations, guidelines and consequences associated with using the XO Laptops. This document details the roles and responsibilities of the user and the outcomes and penalties associated with the user agreement. Updated information from the Department of Education and Communities Policies and Procedures has been applied and integrated along with collaborative feedback from St Clair staff and students creating a holistic policy.

**POLICY STATEMENT**

At St Clair Public School we strive to educate our students in preparation for the future by ensuring that our students are equipped with the skills necessary to achieve success in the 21st Century world. The XO laptops are yet another way to connect our students to the world. They have proven to be an excellent tool, seamlessly providing immediate access to educational applications and the internet. This enables our learners to be engaged and challenged at the same time. The XO laptops promote critical thinking, resilience, flexibility and self-efficiency.

**PRINCIPALS**

When using the XO laptops both staff and students must act in a safe, respectful and responsible manner at all times.

Staff and students online and offline interactions must only occur for the purposes of learning and collaborating only.

Students and staff are not permitted to access social networking sites, such as “Facebook” unless otherwise given specific consent on each occasion from the principal.

Confidentiality of privacy information must be maintained at all times. Passwords and user login codes must not be shared or distributed. Hard copies of this information must be kept in a secure location.

Students and staff are forbidden to post or publish photos or information online without the prior consent of the principal.

Criminal behavior will be reported to the Police.

Bullying or anti-social behavior of any kind will not be tolerated.

Ongoing, professional development programs will be designed and implemented for staff, students and parents to ensure efficient and appropriate use of the device.

**STUDENT RESPONSIBILITIES**

Students are responsible for using the XO laptops in accordance with the rules and regulations below; and in conjunction with the following DEC policies, Anti-Bullying Policy, Copyright: podcasting in schools, Digital Education Revolution – NSW Policy and the Online Communication Services: Acceptable Usage for School Students.

St Clair students must:

Use online and offline applications in accordance with St Clair Anti-bullying Policy and the DEC Online Policy Communication Services: Acceptable Usage for School Students. This includes, but is not limited to the following rules:

* No exclusion of peers from XO online or offline collaborative applications such as ‘Browse’ or ‘Chat’ or any alike.
* No harassment, bullying, cyber stalking or slander of any kind, towards any student, member of staff or greater community.
* Inappropriate comments, posts, remarks, texts, artworks or slander of any type will not be tolerated.
* Students are not permitted to publish images or text online without the explicit consent from the principal, or classroom teacher where blogging is involved, for example ‘BlogEd’.
* Students are responsible for protecting their passwords and login information. While students may be encouraged to share their XO device, sharing of login information is prohibited.
* Students must behave as responsible digital citizens. Respecting individual differences, viewpoints and diversity. Students must communicate to all staff and fellow students in a respectful courteous manner at all times.

**STAFF RESPONSIBILITIES**

St Clair Public School staff are responsible for using the XO laptops in accordance with the rules and regulations below, and in conjunction with the following DEC policies, Anti-Bullying Policy, Copyright –podcasting in schools, Digital Education Revolution NSW Policy, Social Media Policy and he Communication Devices & Associated Service Policy.

Staff will:

* Set an example when using the XO device acting in a manner complimentary to the school, the occupation and DEC at all times.
* Not use the XO devices for the purpose of exclusion, harassment, bullying, cyber stalking or slander of any kind, towards any student, staff member or the greater community.
* Not use the XO devices for inappropriate comments, remarks, texts or artworks.

Teachers will:

* Store XO laptops during out of school hours in a safe, secure and locked location, eg storeroom, cupboard or desk.
* Charge and store XOs during school hours in battery charging units on a trolley or flat table.
* Un-plug battery charging units during out of school hours, including overnights, weekends and holidays.
* Not place battery charging unit power cords across walkways or doorways.
* Return XOs belonging to students who leave the school to the XO coordinator clearly labeled with class and students’ name.
* Provide alternative work options when XO device cannot be used.
* Report XO issues and problems to the XO coordinator.
* Provide, distribute and store class logins and passwords securely.
* Collaborate with, and train new staff in the use of XO applications, care and maintenance.
* Participate in XO Teacher Professional Learning opportunities at St Clair and other schools. Endeavour to update knowledge as applications are improved and updated in order to provide their students with the best up to date tools and strategies.
* Monitor students’ usage, communication and progress when using the XO laptops and applications.
* Promote and arrange for anti0bullying initiatives and talks from local police and organisations.
* Inform and reinforce student understanding of the rules and responsibilities, and the consequences of breaching these.
* Provide curriculum and pedagogy that supports students to develop an understanding of digital bullying and it’s impact on individuals and the broader community.
* Ensure all students understand the terms ‘publish’, ‘harassment’, ‘bullying’, ‘slander’ and ‘cyber stalking’.

**BREACH OF POLICY**

Breaching the previously mentioned guidelines will result in serious consequences based on the extent of the breach and the amount of times an individual student has neglected to adhere to the policy.

**POLICY LINKS**

Bullying: Preventing and Responding to student Bullying in Schools Policy

Cyberbullying Information for Staff in Schools

Copyright: Podcasting in Schools

Communication Devices & Associated Services Policy

Social Media Policy

NSW DEC Socil Media Policy Explained (video)

Social Media Guidelines

Online Communication Services: Acceptable Usage for School Students