

# RDAS Digital Learning Policy

## Information for Secondary School Students 2024

The key aim for the integration of technology into the teaching and learning at Roxby Downs Area School is to ensure that all students have the opportunity to become competent, discriminating and creative users of a range of technologies. Integration of technologies has the potential to engage students in ways not previously possible, to enhance their achievement, to create new learning possibilities and to extend students' interaction with their local and global communities.

### 1:1 Computers for Students Program

RDAS students in year 7-12 will be provided with access to a school owned device for an annual fee payable by families and endorsed by the Governing Council.

The annual fee for 2024 is \$80. Parents will no longer be required to purchase privately owned devices for their students.

This program replaces the BYOD policy and means that students will *not be permitted to use personal laptops* outside of this agreement from 2024 without the express written permission of the Assistant Principal.

### Why are we changing?

- Equity – the change provides an easy and cost-effective way for students to access suitable learning devices without financial stress or the need for parents to navigate the technical requirements required for a device suitable for students and their chosen subjects.
- Cyber Safety – the change provides increased tools for ensuring that devices are used as instruments for learning. It enhances the school's ability to provide a safe and productive digital learning environment for our students through effective filtering and monitoring such as the inclusion of Cortex XDR, which is centrally monitored and actioned by the Department for Education Cyber Security Team.
- Technical Support – a uniformed device allows our ICT support services to more easily troubleshoot issues, regulate access to programs to ensure a focus on learning, as well as ensure your student has free access to any software required for their learning.

## How will it work?

1. A Digital Learning Agreement and 2024 invoices will be sent home with students in Term 4. They will also be provided via email to parents.
2. Parents can pay the fee via direct deposit, in person or credit card over the phone AND return the signed Digital Learning Agreement to the front office.
3. Students who have returned the signed agreement and made payments will be issued with their device in the first weeks of the 2024 school year.
4. Students are required to return their device, case and charger at their allocated time in term 4. This will allow devices to be updated, cleaned and checked for damage. Students will be reissued with the same device in the first 3 weeks of term 1, 2025 pending payment of the hire fee.
5. Reporting of damage, faults or issues with the device will be managed with your student by the school. Your student will be taken through the process for notifying the school about such problems and their Home Group teacher can assist them to follow the process as required.

## What will students get?

Product: Microsoft Surface Pro 7+ and keyboard

Part Number: 1N9-00007

Screen: 12.3" (2736 x 1824)

Processor: 11th Gen Intel Core i5-1135G7 @ 2.40GHz

RAM: 8GB Disk: 128GB

Graphics: Intel Iris XE

Operating System: School Image - Windows 11 Edu

Software: All required educational software will be school supplied and licensed

Camera: 1080p HD

Stylus: Classroom Pen 2 (Supplied via library when required)

Case: Dux Shell Case

Weight: From 770g without Type Cover attached

File Storage: Students will be required to utilise OneDrive for cloud storage of their files. This is a Department for Education private tenancy.



# Student Obligations for Responsible Use

## *Care and Ownership*

1. Students are expected to take good care of all laptops in relation to carrying, cleaning, storage and security at all times. This includes ensuring the device remains in the protective case at all times.
2. Devices are to be returned in the same condition they were loaned, and any damage needs to be reported immediately
3. All material on the laptop is subject to review by school staff

## *Cyber Safety*

RDAS is committed to being a cyber-safe learning environment.

1. 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.
2. Students must not use their school e-mail address in non-school online communications as this e-mail address contains their personal name and school details.
3. 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 intended to be a joke.
4. Students must not forward inappropriate material to others.
5. Students should never respond to message or bulletin board items that are suggestive, obscene, belligerent, threatening or make them feel uncomfortable - these messages should be reported to a teacher.
6. Students must inform their teacher immediately if they see anything on a website that is inappropriate, unpleasant or makes them uncomfortable.
7. Where a student behaves on-line in a way that threatens the wellbeing of a child, student, parent or member of the school community, even if this occurs off-site and out of school hours, the Principal or their delegate has the authority to address this behaviour in the interest of maintaining a safe learning environment.
8. If the Principal suspects an electronic crime has been committed, this must be reported to the South Australian Police Department (SAPOL). Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device, eg laptop, the device will be confiscated and handed to the investigating Police Officer. SAPOL will determine any further action.

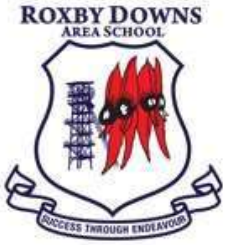
9. Consequences of inappropriate use of the device will be in accordance with the RDAS Behaviour Policy and may include confiscation of the device for a period of time or privileges removed
10. Parents/caregivers and teachers should actively monitor online behaviour and encourage their child/student to follow Cyber-safe strategies.

### *Damage or Loss*

1. All new laptops and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and accidental damage through the normal use of the laptop. It does not cover negligence, abuse or malicious damage. The classification of damage as accidental or negligent is the responsibility of the manufacturer and not the school.
2. Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.
3. In the case of a suspected theft, a Police report must be made by the family and a report number provided to the school.
4. All malicious damage repair costs are the responsibility of the parents.
5. The same rule applies to lost or damaged battery chargers. [Access and Security](#)

### RDAS students will:

1. Ensure that communication through the internet and online communication is related to learning
2. Keep passwords confidential and change them promptly when known by another person.
3. Use passwords that are secure
4. Never allow others to use their account
5. Log off at the end of each session to ensure nobody else can use their account
6. Tell their supervising teacher if they suspect they have received a virus, spam or if they receive a message that is inappropriate or makes them feel uncomfortable
7. Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts or wants to meet the student
8. Never knowingly initiate or forward a message sent in confidence, a virus or hoax email
9. Never send or publish unacceptable or unlawful material, including offensive, abusive, or discriminatory remarks
10. Never threaten, bully or harass another person
11. Be aware that all use of the internet and school networks can be audited and traced to the accounts of specific users
12. Immediately report any problems, vandalism, damage, loss or theft of the laptop to the school.



# 1:1 Computers for Students Program

## Digital Learning Agreement

Name of Student .....

Date .....

My responsibilities as a Parent/Carer include:

- reading this Digital Learning Policy carefully and discussing it with my child so we both have a clear understanding of our roles in using computing devices in learning
- ensuring this Digital Learning Agreement is signed by my child and by me and returned to the school
- encouraging my child to follow the cyber-safe strategies
- support my child to care for the device and all accessories appropriately and accept the cost for any damage not covered under existing warranty agreements.
- paying the annual fee for participation in the Computers for Students program
- contacting the school if there is any aspect of this agreement I would like to discuss

This agreement will remain in force as long as your child is enrolled at this school.

I understand that payment of the hire fee is required before a device will be issued to my student.

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I/We have read and understood this Digital Learning Policy, including the Student Obligations for Responsible Use, and we are aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. We understand that failure to comply with the Digital Learning Policy will be managed through existing behaviour management processes and could result in loss of access to network resources, recall of the laptop and/or loss of access for home use.

Signature of Student .....

Date .....

Signature of Parent/Carer.....

Date .....