



Policy

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Electronic Equipment

Purpose

All students at Good Counsel College are provided with a laptop for educational use at school and at home.

This document outlines conditions of use for student laptops and any other electronic devices, including headphones.

Expectations

- **In the interest of promoting healthy lifestyles, students are not to use electronic devices outside of supervised classrooms during break times (or before school from 8 am).**
- Laptops are issued for exclusive use at school and outside of school hours, for educational purposes only. Devices are not to be loaned to friends or family for their personal use.
- Laptops must be taken to school every day (excluding special occasions such as sports carnivals) and taken home every afternoon to be charged for the next day.
- The college-issued laptop is the device that must be used in the classroom. No other laptops are permitted.
- **Electronic devices (including laptops and headphones) may only be used in class with the teacher's permission. Only equipment that is explicitly permitted may be taken into exams.**
- Students must not intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- Security of laptops is the student's responsibility at all times.
- Laptops should always be carried in the college-issued laptop bag, and unattended laptops must always be stored in a locked locker.
- Students are to protect the integrity of all usernames and passwords for their laptops and accounts.
- Sharing of laptops and/or login details with another student is not permitted. Students may be held responsible for another student's actions if they allow them to use their laptop or login details.
- Students are to regularly back up their work via OneDrive. **Loss of data is not an acceptable excuse for failing to complete an assessment task.**

- Staff have the right to inspect all content on any college-issued laptop.
- Students are not to take or publish images, videos, information, or opinions about other students, staff, or the college without explicit prior consent.
- Illegal or inappropriate material must not be brought to or accessed at school or on school laptops, both at school and at home.
- Under no circumstances should the college-issued laptop be used to access social media applications or messaging platforms to chat with others.
- Electronic equipment must not be used to send threatening or harassing content to other students. The wellbeing and dignity of others must always be considered when using laptops. Students must not engage in cyberbullying at any time, both at school and at home.
- Students must return the college-owned laptop (and any inclusions such as chargers and carry case) in good order if leaving the college.

Device Management

Laptops:

- The college IT department is responsible for the repair and replacement of the laptop.
- If laptops are damaged or lost, the student must report to IT immediately with the device.
- The college-issued laptop entitles students to one damage repair per year, which will incur a \$50 service fee charged to the parent/carer account.
- Any subsequent damage requiring repairs will be charged at the full repair cost to the parent/carer account.
- Parents/carers will be responsible for the full replacement cost of any computing device lost, stolen, or damaged beyond the point where the College deems the damage accidental.

Chargers:

- One charger is provided to students for the life of the college-issued laptop (three years).
- If the charger is lost, students will be provided with one replacement charger over the three-year period.
- Subsequent requests for chargers will be charged to parents/carer accounts.

Laptop Bags:

- The College will replace the first damaged laptop bag at no cost, subject to stock availability.
- Any subsequent damage requiring a replacement laptop bag will be charged at the full replacement cost to the parent/carer account.

Communication with Parents:

- Email notification of damage claims and charger replacement requests will be sent to parents/carers, to ensure transparency.

Consequences for Device Misuse

In instances of inappropriate use / misuse, teachers may confiscate laptops from students and pass these onto the relevant Wellbeing Leader or Assistant Principal - Wellbeing. The College Leadership Team reserves the right to use their discretion in deeming what material/usage may be considered inappropriate.

First offence:

- Laptop confiscated and held at Administration office
- Student can collect laptop at end of school day
- Email to parents/carers with notification of confiscation; will refer to college electronic equipment policy, to assist with conversations that may occur

Repeated offences may result in any/all of the following, depending on the severity of the offence:

- Laptop confiscation
- Wednesday afternoon detention
- Parent/carer/student conversation with Wellbeing Leader and/or Assistant Principal -Wellbeing
- Limitations placed on student access to laptops

Non-compliance from students will not be tolerated – refusal to hand laptops over to staff will result in referral to a Wellbeing Leader and an automatic Wednesday afternoon detention.

Recommendations for Parents/Carers

- Parents/carers are responsible for monitoring student use of technology at home and should ensure that it is used appropriately and does not impact sleep.
- It is recommended that students put away screen technology at least one hour before bed and limit recreational use of technology to one or two hours per day (including weekends and holidays).
- While the college ensures that cyber safety is embedded into the curriculum, parents/carers are encouraged to speak with their students about the appropriate use of technology. The college recommends accessing the [eSafety](#) website for resources.

Enquiries

Enquiries about this policy must be made with the *Assistant Principal – Wellbeing*.

See Also

This policy should be read in conjunction with the following documents:

CEDC Acceptable Use of Computer and Internet Resources (Secondary)
CEDC Privacy Policy
GCC Mobile & Wearable Devices Policy
GCC Student IT Agreement
GCC Safe School Policy