



Roma Mitchell
Secondary College

LEARNING TECHNOLOGY POLICY

SCHOOL CONTEXT

Roma Mitchell Secondary College is a multi-campus school comprising of a special education, girls only, middle years and senior years campuses. The College has approximately 1800 students from 74 culturally diverse backgrounds. The College is committed to providing relevant and individualised learning programs aligned with both the expectations of the IB MYP/Diploma and the Australian Curriculum to allow all students the opportunity for academic success. Our Values and Mission reflect a commitment to global understandings, international mindedness and intercultural understandings to create a culturally rich learning environment.

SCHOOL VISION

Our vision is for our students to have the capacity to engage productively with our changing world, enabling them to shape a better future locally and globally.

MISSION STATEMENT

Our school will provide enriching, diverse educational and extracurricular programs which will support our students to reach their full potential enabling them to contribute to their communities in meaningful and positive ways.

BRING YOUR OWN (BYO) DEVICE

Mainstream students must have a Windows 10 or Mac OS Device

All material on the device is subject to review by school staff and parents.

Students who forget to bring their BYO device to school can borrow a Day-Loan Device for a maximum of one day

SHORT-TERM LOAN DEVICE

A Short-Term Loan device may be available from the ICT Service Desk in approved circumstances only. If a student must await the repair or replacement of their device they may receive a device for the duration of the repair or replacement period of up to 4 weeks.

- All applications for Short-Term-Loan devices must be made to the Business Manager who will provide students with an agreement requiring parent authorisation and Principal approval.
- A hire fee will apply after 4 weeks. At the end of the agreed loan period, the Short-Term-Loan device must be returned to ICT Service Desk
- An additional fee for repairs/replacement will be charged if the device is not returned in good working condition.



Government of South Australia
Department for Education



Special Campus | Middle Campus | Senior Campus | Girls' Campus

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DAY LOAN DEVICE (EXCEPTIONAL CIRCUMSTANCES)

Day-Loan devices will be collected in the morning from the library and must be returned to the library at the end of the day in good working condition.

- Day-Loan device always remains the property of the school.
- An additional fee for repairs/replacement will be charged if the device is not returned in good working condition.
- All material on the device is subject to review by school staff.
- Taking a Day-Loan device off-site is not permitted.

LONG-TERM LOAN DEVICE (FINANCIAL HARDSHIP)

Long Term Loan devices may be available from the school in approved circumstances.

- All applications for Long-Term-Loan devices must be made to the Business Manager who will provide students with an agreement requiring parent authorisation and Principal approval.
- Yearly upfront payment will be required once an application is approved.
- An additional fee for repairs/replacement will be charged if the device is not returned in good working condition.

DAMAGE, LOST DEVICES

Any problems, vandalism, damage, loss, or theft of the school-loaned device must be reported immediately to the school. An official school Invoice will be sent home to the student's family who has lost or damaged a school-loaned device. In the case of a suspected theft of a BYO device, a police report must be made by the student's family and an incident report number must be provided to the school. Where possible the school will assist the students and their families to recover the missing BYO device. The school will not be responsible for the loss/repair of a BYO device or accessories which are damaged at school or home.

STUDENTS' RESPONSIBILITIES FOR USE/CARE

Treat the device with care by following the care/maintenance guidelines provided by the manufacturer of the device

- The student must bring the device to school fully charged every day.
- Only chargers that have been electrically tested can be used at school. All other chargers must be left at home.
- The device should not be left unattended at any time.
- Do not let anyone else use your BYO or Loan device.
- Students are responsible to back-up their data regularly. The school highly recommends some form of regular backup like a USB flash drive or One-Drive provided by the Department for Education as a part of Office365.
- Don't share your device login password with anyone and change it regularly.
- Log off/Lock/Shut-down the device when unused to ensure nobody else can use it
- Use the Internet safely and ethically.



- Be aware that the use of the Internet at school and the use of the school networks can be audited and traced at any time.
- Don't install software and files without the appropriate license.
- Don't disable the settings for virus protection, spam, and filtering.
- Perform regular software updates on the Device but backup your necessary files prior to installing any updates.
- Never access, send, or publish unacceptable, unlawful material, viruses, or offensive, abusive, or discriminatory remarks
- Ensure privacy and confidentiality are maintained by not sharing or using any personal information in a way that is detrimental to any individual's interests, including staff and students.

• Status	• Responsible	• Reviewed By	• Approval Date	• Review Date
• Approval	• Approval	• Approval	• 00/00/0000	• 00/00/0000

