Morley Senior High School

Computer Laboratory
Procedures and Guidelines

Version 2

Ratified by:	
School Executive Team	30 June 2023
Review Date	30 June 2024

Morley SHS Computer Laboratory Protocols

Students from Morley SHS are privileged to have access to Information Technology (IT), including computer laboratory classrooms and electronic device technology. As shared resources, it is crucial to establish procedures that uphold an orderly environment and minimise the likelihood of any damage to equipment.

The computers provided are intended for supporting authorised schoolwork and should be regarded as shared work tools. The utilisation of computer resources must be directly relevant to the planned teaching and learning programs.
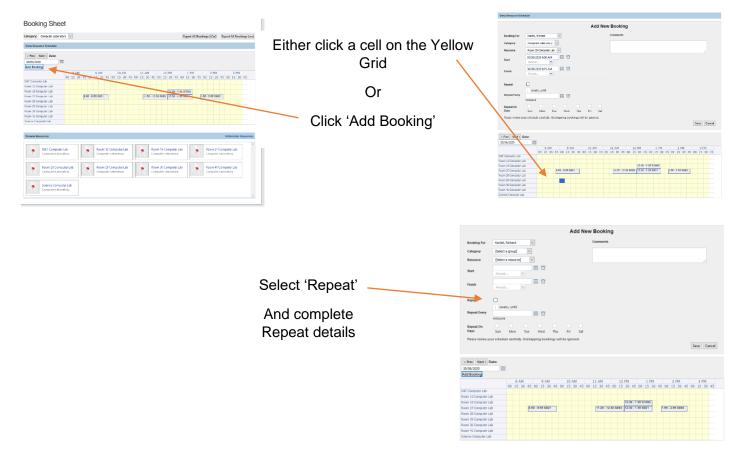
It is expected that all users conduct themselves in a respectful manner towards their fellow students, staff, the equipment, and the laboratories. These actions should align with the School's Agreed Behaviours.

Before any Computer Laboratory or Electronic Device lesson, the following protocols will be implemented:

- Computer laboratories **should not be reserved for relief lessons.**

- Subjects and courses that have a mandated computer component (e.g., Technologies and Business; other upper school certificates) have priority for scheduling in the computer rooms.

- Responsibility for the computer laboratories and department-allocated devices lies with the respective Learning Areas. In the event of faults or issues related to computer software, hardware, or overhead projectors, it is the duty of the classroom teacher to report to the IT Support team (support@morleyshs.freshdesk.com) with the HoLA included as a CC.

- In cases where classroom furniture, such as chairs or desks are damaged, the classroom teacher should promptly report this matter to the appropriate School Officer, again including the HoLA in the email.

- A seating plan for all students must be completed and provided to the Head of Learning Area (HoLA). The seating plan indicates which laptops/iPads the students will use, and the students should be allocated the same device where possible.

- Please note that **ALL COMPUTER LABS** are equipped with Veyon Master software for monitoring student computer usage.

- When laptops or iPads are utilised for classes outside of the designated Learning Area, such as Health Education, it is essential for staff members to follow specific procedures. Staff members are required to generate a printed class list that includes students' photos and allocate numerical device numbers in accordance with the alphabetical order of students' names. This means that the first student on the list will be assigned the lowest device number. To ensure proper record-keeping, the printed sheet should be clearly dated and left with the corresponding Head of Learning Area (HoLA) for future reference.

- The reservation of computer rooms outside of timetabled classes is done through Compass and must be strictly followed. No class will be allowed to use a computer laboratory if the booking has not been made using the Resource Bookings on Compass.

- Repeated bookings of laboratories are managed by the HoLAs and the ICT Department (ICTD). Teachers with a timetabled (SIS) class must ensure that their HoLA or the ICTD creates the booking for the entire school year. A help guide for adding repeated bookings is available upon request.

Creating Repeated Bookings of Computer Laboratories on Compass

- The ICT Team are the only staff who can make repeat bookings on Compass.

Either click a cell on the Yellow Grid

Or

Click 'Add Booking'

Select 'Repeat'

And complete Repeat details

For clarity and adherence to guidelines, we provide the following guidance to students:

1. **Safeguarding Passwords:** Students are responsible for maintaining the security of their passwords. Sharing passwords with other students or allowing others to use their accounts is strictly prohibited.
2. **Controlled Use of Computer Games:** Playing computer games during lessons is not permitted unless granted explicit consent by the teacher.
3. **No Eating or Drinking in Computer Laboratories:** Consumption of food and beverages is strictly prohibited within the computer laboratories for all individuals.
4. **Accountability for Computing Facilities:** Students will be held accountable for any damage, impairment, diminished performance, reduced usability, or limited accessibility of the computing facilities.
5. **Legal Consequences of Unauthorised Access and Data Interference:** Unauthorised access to data, programs, or interference with data belonging to other students or staff members are considered criminal offenses.
6. **Compliance with Computer Use Agreement:** It is mandatory for students to have signed the appropriate agreement (Appendix 1) regarding the use of computers within the school.

Please be aware that all activities on the school network are subject to monitoring through software. It is important to note that students will be held accountable for any violations of the school's expectations regarding internet access.

These guidelines are in place to ensure a secure and productive learning environment for all students. By following these instructions, we promote responsible and respectful use of our computer resources.

When using a computer laboratory, it is essential for staff to follow these protocols:

1. Upon entry, the teacher should instruct students to check their assigned computer and desk for any damage. If any damage is found, it should be immediately reported to the teacher, who will then submit an ICT Breach report via Compass Chronicle (see Appendix 2). For any IT support required for staff accounts or technology, please submit a ticket using the icon located on Teachers Desktop.
2. If there is any litter, such as food scraps, present in the laboratory upon arrival, it should be documented as an ICT Breach.
3. Students must occupy the designated workstations as indicated in the seating plan provided by the supervising teacher. Teachers should adhere to CMS protocols (e.g., maintaining appropriate proximity) when assigning seats.
4. Students are only permitted to use the laptops that have been assigned to them. The laptop number should be recorded on the seating plan for reference.
5. Staff members should maintain constant vigilance by actively monitoring student activities throughout the lab, ensuring compliance with established guidelines.
6. Staff should remind students that computer games are not permitted during the lesson and that eating and drinking in computer rooms is strictly prohibited.
7. Staff should also emphasise to students that they must refrain from damaging, impairing, or undermining the performance, usability, and accessibility of the computing facilities.
8. Students' backpacks should be stored in a manner that minimises trip hazards in walkways and allows for easy visibility, particularly to detect any consumption or handling of food/drinks near the computers.

By adhering to these protocols, we can ensure a safe and productive environment in the computer laboratory for both students and staff.

At the conclusion of each lesson, supervising teachers should ensure the following protocols are followed:

Computer Labs:

- The supervising teacher is responsible for ensuring that all chairs are pushed in, keyboards and mice are placed on the CPU cases, and any litter is picked up and properly disposed of in the bins.
- Remind students to report any damage before leaving the computer lab.

Laptops/iPads:

- The supervising teacher is responsible for checking the laptops/iPads for any damage and ensuring that they are returned to the designated trolley and securely locked.
- Remind students to report any damage before leaving.

By adhering to these protocols, we can maintain a clean and organised learning environment while safeguarding the equipment.

Appendix 1- Computer Access Agreement

STUDENT COMPUTER NETWORK ACCESS AND ACCEPTABLE USE AGREEMENT

As a student at Morley Senior High School, the student accepts personal responsibility for the following:

1. I agree to use both the computers and the internet appropriately and only under the supervision of a teacher.
2. I agree to only use the internet for curriculum related purposes (i.e. no games, no 'cheat sheets', no 'chat lines', no recreational browsing).
3. I agree to adhere strictly to copyright regulations for sites visited.
4. I agree to accept personal responsibility for reporting any misuse of the network to the class teacher. i.e. any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language or alteration of computer settings.
5. I will obey Section 440A of the Commonwealth Crimes Act and the Cyber Crimes act 2001 which states that a person shall not knowingly or recklessly use a telecommunication service supplied by a carrier to harass or menace another person, or use in a manner which would be regarded by another person as offensive.
6. I agree to use appropriate language when communicating on the internet (e.g. no swearing, use of vulgar or other inappropriate language at any time).
7. I agree not to reveal my personal address or phone number or the addresses and phone numbers of others.
8. I understand that if I exceed my allocation for printing and internet downloads, I may have my account suspended. I may purchase additional allowances at the rate set by the school.
9. I will not use another student's account.
10. I will not share my password with another student or person.

I am aware that I have a responsibility to adhere to the above and understand that any violation of this agreement will result in disciplinary action, withdrawal of internet access and possible LEGAL ACTION.

Student signature	
Date	

STUDENT COMPUTER NETWORK ACCESS AND USE – PARENT AGREEMENT

I give permission for my child to have an online services account. For full terms and conditions, please refer to our website under the "Students and Parents" tab.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students. I also understand If my child breaks any of the rules in the agreement the Principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home. This includes the use of mobile phones.

Parent/Guardian signature	
Date	

Appendix 2- ICT Breach Template

Create Chronicle Entry For Student   ? ✕

Details	Communications	Notification Chain

Template: *   [ICT Policy Breach] ▼   **Rating:** * [Amber] ▼

This template is used when a student has breached the ICT Policy

Staff Visibility: [Level 1: Admin/Power/Users] ▼

Parent/Student Visibility: [Parents] ▼

Date Occurred: [29/06/2023] 📅   [8:30 PM] ▼

Points (+/-):   [0] ▲▼

ICT Breach *   How has the student violated the ICT Policy?
- ☐ Banned sites accessed
- ☐ Wilful damage to ICT equipment
- ☐ Consuming food/drink near ICT devices
- ☐ Interfering or misusing someone else's device and/or files and data
- ☐ Using a different application to teacher direction
- ☐ Using electronic device without permission
- ☐ Accessing, storing, transmitting offensive material or using offensive language
- ☐ Participating in online bullying and harassment

Details: *   [Enter additional details...]

HoLA added to the notification chain for approval and completion *

Add HoLA to the notification chain
- ☐ YES
- ☐ NO

Please add the Year Coordinator to the notification chain.

Year Level	Year Coordinator
Year 7 and 8	Rebecca Hindley
Year 9 and 10	Lauren Bilaloski
Year 11 and 12	Stewart Horton

Students

➕ Add Students   ✖ Remove Selected

[Add other students...] ▼

There are no students associated with this chronicle entry

➕ Add Attachments

Filename		

This chronicle entry has no attachments. Drag files here to upload.

Notification Chain ⓘ

- ✖ Vidhya Prakash (Vid) Rajendran - S1847   ✉
- ✖ Andrew Neho - S1923   ✉
- ✖ Yeishvan Ramsamy - S2981   ✉
- ✖ Kinjalben Patel - S3128   ✉
- ✖ Alka Kafley - S3127   ✉
- ✖ Michael (Mike) Weggelaar - S1736   ✉

[💾 Save]   [💾 Save and Close]   [Cancel]