



# Morley Senior High School

## Computer Room Procedures and Guidelines

Version 3

<b>Ratified by:</b>	SLT
Review Date	10 February 2026

## 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, Arts and Senior 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](mailto:support@morleyshs.freshdesk.com)) with their HoLA 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 their HoLA in the email and record a Compass chronicle outlining consequences they have applied.
- A seating plan for all students must be completed and provided to the Head of Learning Area (HoLA) and uploaded to Compass. The seating plan indicates which desktop/iPads the students will use, and the students should be allocated the same device where possible.
- Please note that **COMPUTER LABS** are equipped with Veyon software for monitoring student computer usage.
- When iPads are utilised for classes outside of the designated Learning Area, it is essential for staff members to follow specific procedures. Staff members are required to generate a printed class list that includes student 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 allocated the lowest device number. To ensure proper record-keeping, the printed sheet should be clearly dated and left with the corresponding 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 AND through change of location on Compass. No computer room should be reserved for relief lessons.
- Repeated bookings of laboratories are managed by the HoLAs and the ICT Support (ICTS). Teachers with a timetabled (SIS) class must ensure that their HoLA or the ICTS creates the booking for the entire school year. A help guide for adding repeated bookings is available upon request.



### **When using a computer laboratory, it is essential to follow the following 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 a ticket to the ICT Support team. 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 email to the teacher who previously had the room booked and their HoLA.
3. Students must occupy the designated workstations-as indicated in the seating plan provided by the supervising teacher. Teachers should monitor student activities and adhere to CMS protocols (e.g., maintaining appropriate proximity) when assigning seats.
4. Staff should remind students that computer games are not permitted and that eating and drinking in computer rooms is strictly prohibited.
5. Staff should also emphasise to students that they must refrain from damaging, impairing, or undermining the performance, usability, and accessibility of the computing facilities.
6. 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.

### **Student breach of protocols:**

- If a student breaches the ICT protocols, a Phase 2 chronicle entry should be made on Compass and the teacher is to apply a consequence which may include removal from device for the remainder of, or the next, lesson with that teacher.
- If the Phase 2 behaviour persists, and all previous Phase 2 interventions have been ineffective, the teacher should enter a Phase 3 chronicle on Compass.
- If the breach is of a high level (e.g. wilful damage, accessing pornography etc), the teacher should enter a Phase 3 chronicle on Compass.

**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 over the monitors, and any litter is picked up and properly disposed of in the bins.
- Remind students to report any damage before leaving the computer lab.
- Report any damage to the ICT Support Team by submitting a ticket.

#### **iPads:**

- The supervising teacher is responsible for checking the iPads for any damage and ensuring that they are returned and securely locked.
- Remind students to report any damage before leaving.
- Report any damage to the ICT Support Team by submitting a ticket.

By diligently 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	