



Brigidine College, Indooroopilly

Responsible Use of Computer Policy

TAKING CARE OF YOUR COMPUTER

It is your responsibility to look after your Computer. After all, it will be one of the most important tools throughout your secondary education. To ensure your Computer is available for your learning you must observe the following:

Moving around

- Treat the Computer like you would your wallet. Do not leave it lying around. Avoid leaving it in the car, or if you must, lock it in the boot.
- Carry the Computer in the padded Computer bag, inside your school bag when travelling to and from school. To help prevent theft or damage, do not use it in public.
- When moving around the school the Computer must be in the padded Computer bag.
- Be sure nothing is stacked or thrown on top of the Computer.
- Tell the school immediately if the Computer needs repairs, or is stolen, lost or damaged.

Using your Computer

- Do not drop the Computer, get it wet, or leave it outdoors. Avoid using near food or drink.
- Always put the Computer on a solid surface if you are using it for a long time. Resting it on a pillow or other soft material might block the airflow vents and cause it to overheat.
- Use a soft cotton cloth, like a handkerchief, to clean the screen regularly.
- Take care not to leave anything, like a pen, between the screen and the keyboard when closing the Computer.

Remember: recharge!

- Recharge the battery each night regardless of how much use the Computer had during the day. While charging, place it on a hard surface like the dining table or kitchen bench. Do not charge it near water.
- Both battery locks need to be closed otherwise the battery will not connect to the Computer and will not be charged.
- Check that the light is on to indicate the battery is charging- Do not assume it is OK just because it is plugged in.
- When using or charging the Computer, it is normal for the bottom of the case to get warm.
- Take care with the charger. Do not step on or pull the cord with any unnecessary force.
- Unplug the Computer if there is an electrical storm.

Logging on at home

- The user name and password to log on at home are .\student abc-123
- You can connect to your home internet using the wireless button at the bottom right corner of the screen.
- If you are using a usb style internet you need to bring the usb and password to the IT department so they can connect your internet.

File management

- Do not change or delete file endings or the document will not save properly.
- Always save files as *surname initial name of document*. The document will then have the correct file name if you need to submit it through Moodle.
- Your classwork/homework will be completed in a OneNote document containing all subjects for that term. This document will be saved on your D drive and will be backed up at school using a shortcut on your Computer desktop.
- All other documents that you prepare must be saved on your drive at school and backed up on a usb.
- All photos and pictures must be compressed once they are inserted in any document.

HEALTHY HABITS FOR USING TABLETS/LAPTOPS

1. **Sit on a chair at a desk.** This is especially important if using a Tablet/Laptop for longer than 30 minutes.
2. **Keep a good posture.** Adjust the chair and Computer for a "neutral" posture. This means ankles, knees, hips and elbows are at about 90-degree angles and hands are in line with wrists.
3. **Relax arms, neck and shoulders.** Most muscle strain centres on arms, neck and shoulders so try to keep these relaxed. Typing and using the mouse should be light, and hands and arms rested when not typing.
4. **Don't sit too close to the screen.** Sit about arm's length from the screen, depending on individual eye conditions.
5. **Take regular breaks.** Take five minutes out of every 30 minutes to rest both eyes and muscles. Stand and walk or change position to do other things like reading. Look at an object about 10 metres away for 20 seconds.
6. **Make sure there's enough light.** Work where lighting is sufficient and make sure your screen is free from glare.

APPROPRIATE COMMUNICATION

1. **Ensure that all communication is appropriate.**
 - i) Your teachers will be able to read all forms of communication on your Computer.
 - ii) Offensive or discriminating language will result in a breach of the charter.
 - iii) Accessing websites or downloading content inappropriate for a school item will result in breach of the charter.
 - iv) Communication that is of an unsavoury nature will result in breach of the charter.
2. Your Computer is an educational tool and therefore all aspects of usage remain a representation of Brigidine College.
3. Only subject Blogs / Wikis may be accessed at school. All Blogs / Wikis must use Moodle course management system. At all times students are to remember technology is a privilege and not a right. All forms of interaction must demonstrate and uphold the values of Brigidine College.

CONSEQUENCES

1. Any type of interaction or communication with staff or students that is:
 - inappropriate
 - offensive
 - defamatory
 - threatening
 - derogatory or the like, may result in the class teacher removing the Computer for a period of time. Any continued misdemeanours will be referred to the IT Coordinator or Deputy Principal Pastoral and may result in loss of all privileges.

2. It is not acceptable to bring to school either on USB or Computer any inappropriate content, i.e. music videos or games or any content not directly related to the curriculum.

This breach may result in:

- Re-imaging of your Computer.
 - Loss of Computer use for a time determined by the ICT Coordinator and the Deputy Principal Pastoral.
 - Loss of internet use privileges during school hours.
3. Use of the Computer is strictly under teacher supervision in a classroom. Use of the Computer outside of lesson time is restricted to individual use in the Tullow Resource Centre.

ADVICE FOR PARENTS

Brigidine College believes the teaching of cyber safe and ethical online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and with others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images. Any images or recordings taken of Brigidine College students at school events or activities are the property of the school. Written permission from the Principal must be obtained prior to any recordings or images being published.

Bridging the gap between home and school:

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

If you have the internet at home, encourage your child to show you what they are doing online.

At home we recommend you:

1. find out how your daughter uses the internet and who else is involved in any online activities
2. have the computer with internet access in a shared place in the house – not your daughter’s bedroom
3. ask questions when your daughter shows you what they are doing, such as:
 - i) How does it work and how do you set it up?
 - ii) Who else is sharing this space or game? (do you know them or did you “meet” them online?)
 - iii) Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
 - iv) What are you doing to protect yourself or your friends from these potential dangers?
 - v) When would you inform an adult about an incident that has happened online that concerns you? (Discuss why your daughter might keep it to herself).
4. Check the number of ‘friends’ your daughter has online (Facebook). Have they met them in person? Students should only have ‘friends’ they know ‘face to face’.
5. Check how many accounts your daughter has for email, social networking, etc. Often they may have multiple accounts but only one is shown to the parent.

Statistics show that students will not approach an adult for help because:

1. they might get the blame for any incident
2. they don’t think adults “get” their online stuff
3. they might put at risk their own access to technology by either admitting to a mistake or highlighting a situation that might lead a parent to ban their access.