Internet and Portal Services Agreements

All students, as part of the DEC’s student enrolment process must have parental consent before being allowed to use any web services provided by the DEC (on or off campus). Further to this, all students are required to agree to the “Acceptable use of the department’s portal services” agreement each time they access the internet at school or the DEC’s portal online.

This agreement outlines the responsibilities of the user in terms of using the network and accessing the internet. Students who do not have parental consent or do not agree with the DEC’s policy will not have access to the internet and the DEC’s portal services.

Technology Maintenance Issues

Any technology maintenance issues in the school’s learning spaces of staffrooms need to be reported promptly to the school’s Network Administrator using the Issues module in Sentral. When outlining maintenance issues, be sure to describe the nature of the problem as best as possible and note the device’s location and/or serial number.

Computer Spaces Maintenance

Teachers are encouraged to develop a seating plan whenever their classes are using one of the school computer spaces. By recording and enforcing the seating plan, teachers should be aware of which student was using which computers during any of the classes.

It is expected that each teacher will make a complete check of the room at the beginning and end of the lesson. If there is an issue found at the start of the lesson, the teacher should note this and refer the issue to the Network Administrator (see above). Any damage or vandalism found at the end of the lesson should also be referred to the faculty Head Teacher and the school’s discipline policy should be followed in an attempt to identify the student(s) responsible and have the damage repaired. The Network Administrator should also be notified.

Staff who persistently fail to maintain the school’s computer spaces in an inappropriate manner (or allow their classes to do so) will be referred to the Principal.

Availability of Computer Spaces

The computer spaces are available for use by all staff and can be booked up to 2 weeks in advance through the Resource Booking module in Sentral. Because the computer spaces are for all staff (and in some cases the regular classroom for fellow teachers), everyone is expected to maintain these spaces in a neat and orderly fashion.
The computer spaces in the TAS and Creative Arts faculties (G9, H5 and H9) are for use by the associated faculty only. Prior arrangements will need to be made with the respective Head Teacher for use by classes from a different faculty.

**Permanent Bookings**

Permanent bookings will be made for Information & Software Technology classes as well as some Technology Mandatory and Digital Literacy classes. Permanent bookings are imported from the school’s timetable and will be locked in for the year.

Any room changes that will either cancel or create the need for a permanent booking in a computer space should be made in consultation with the staff member responsible for the school’s timetable to ensure that the Resource Booking module on Sentral is accurate.

**Teacher Absence**

**Computer spaces (including the Library) are NOT available to casual teacher.**

When the regular class teacher is absent, cover classes must be set in the timetabled learning spaces. Any computer space bookings for this period will be void for this period. For casual teachers completing a “block” it is at the discretion of the Head Teacher as to whether or not the class can be taken into the computer room.

Teachers must NOT book a computer space (including the library) for their class on a day that they know they will be absent from school.

**Professional Courtesy**

As a professional courtesy, all staff are asked to abide by the following:

- Do not take cover classes for another teacher into the computer room unless the regular class teacher has previously booked the room for a specific activity or you have the approval of the relevant Head Teacher.
- Do not ask to join in with another class that has already booked into the computer room, especially when the lesson has already started. This interrupts the learning of both classes.
- Ensure that the computers are booked for appropriate use only. The computer room is to be used to meet the ICT and curriculum outcomes of all courses across the school.
- Leave the space in a neat and orderly fashion, as per the signage in the room, and ensure that lights, projectors and air conditioners are turned off at the end of each lesson.
In the Computer Spaces

When using a computer space with your class:

- Be sure to check the equipment before and after your lesson.
- Ensure that all students work under their own username/account. Do not allow them to work under another student’s credentials. If a student cannot access their own account, the teacher should attempt to reset the student’s password(s). If the problem persists, instruct the student to see the Network Administrator during recess or lunch. Not during class time.
- If there are any issues in the computer room, (e.g. damage/vandalism to a computer) you must follow these up as you normally would through your Head Teacher.
- Issues need only be referred to the Network Administrator if a repair or replacement is needed or if the issue relates to the misuse of the computer system and the students’ password needs to be disabled for a period of time.
- If there are any inappropriate websites that students are visiting, please note these sites and inform the Network Administrator. The issue should then be followed up in line with the school’s discipline policy by the class teacher.

Rules of the Computer Spaces

Please insist on the following rules for your students:

- No eating or drinking.
- Furniture and equipment are not to be adjusted or modified.
- Equipment is not to be disconnected or moved.
- Work under your own username/account at all times.
- Material that is accessed must be appropriate.
- Follow the school’s SMART expectations at all times.