



## Yea High School Policy & Procedures

<b>TITLE</b>	MISDEMEANOURS & RECOMMENDED CONSEQUENCES REGARDING USE OF NETBOOKS & RELATED ICT FACILITIES
<b>MANAGEMENT AREA:</b>	
<b>PERSON RESPONSIBLE:</b>	
<b>LOCATION OF POLICY:</b>	
<b>DATE OF PREPARATION:</b>	Modified November 2015
<b>ENDORSED BY SCHOOL COUNCIL:</b>	
<b>REVIEW DATE:</b>	2018 – Every 3 years

**NOTE:** Where notebooks require re-imaging, student data **will not be backed up by Yea High School** and a fee may apply for the time required for this action – parents/guardians will be invoiced.

### Misdemeanours Recommended Consequence

#### 24/7 Users - Failure to bring notebook to class

- 1<sup>st</sup> Offence Classroom teacher's choice
- 2<sup>nd</sup> Offence -As per 1<sup>st</sup> offence
  - Referral to Year Level Manager
  - Parent/guardian contacted
- 3<sup>rd</sup> Offence
  - As per 2<sup>nd</sup> offence
  - School detention
- ❖ *Persistent offenders may be suspended*
- ❖ *Consequences may vary to fit with the Teacher's Classroom Management Plan*

#### Notebook/ICT facility used in class for purposes other than those directed by a teacher

##### Eg games, music

- 1<sup>st</sup> Offence Warning
- 2<sup>nd</sup> Offence Classroom teacher's minor detention
- 3<sup>rd</sup> Offence Netbook confiscated for lesson/student not permitted to use the ICT facility
- 4<sup>th</sup> Offence Netbook confiscated and given to the ICT Technician, notebook re-imaged and student referred to the Teacher Advisor or Year Level Manager and parent/guardian contacted.



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### **Inappropriate content on netbook or storage device and/or accessing inappropriate sites**

- 1<sup>st</sup> Offence (depending on the nature of the material or site accessed)
  - Removal of material,
  - Removal of internet access for a period of time,
  - Netbook re-imaged
  - Parent/guardian contacted
- 2<sup>nd</sup> and Subsequent Offences
  - Netbook re-imaged
  - Possible suspension with parent/guardian involvement
  - Possible removal from the Netbook Program / student not permitted to use ICT facilities in the school
  - Involvement of authorities where appropriate

### **Changing/altering the configuration of, or installing unauthorised software on, the notebook, the netbook designated for use by another student or other ICT facility in the school**

- 1<sup>st</sup> and Subsequent Offences
  - Netbook re-imaged and parent/guardian involvement
  - Referral to Teacher Advisor or Year Level Manager.
  - Possible suspension and/or involvement of the authorities where appropriate.

### **Inappropriate behaviour, for example, interfering with another student's netbook or work, bullying**

- 1<sup>st</sup> Offence Classroom teacher's detention
  - 2<sup>nd</sup> Offence
    - School detention and counselling regarding behaviour/as per Yea High School's bullying procedures outlined in the Procedures and Implementation Guidelines of the Student Engagement Policy
    - Referral to relevant Teacher Advisor or Year Level Manager
  - 3<sup>rd</sup> and Subsequent Offences
    - Possible suspension and parent/guardian involvement
- ❖ *Netbook may be confiscated where the netbook is used for bullying – this may occur on the first offence*
- ❖ *Students may have access to ICT facilities in the school denied for a designated period of time*
- ❖ *In extreme cases, involvement of the authorities may be warranted*

### **Inappropriate behaviour, interfering with another student's logon or password**

- 1<sup>st</sup> Offence access to the school network and ICT facilities suspended for a minimum of 1 week
  - A letter sent home to parent/guardian
  - Referral to relevant Teacher Advisor or Year Level Manager
- 2<sup>nd</sup> Offence access to the school network and ICT facilities suspended for a minimum of 2 weeks
  - A letter sent home to parent/guardian
  - Referral to relevant Teacher Advisor or Year Level Manager
- 3<sup>rd</sup> and Subsequent Offences
  - Possible suspension and parent/guardian involvement

### **Deliberate damage of a notebook or other ICT facilities**

- 1<sup>st</sup> Offence
  - Confiscation of netbook
  - Repair of damage – parent/guardian invoiced for repairs



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- 2<sup>nd</sup> Offence
  - As per first offence
  - Parent/guardian involvement
  - Referral to relevant Teacher Advisor or Year Level Manager
  - Possible removal from the Netbook Program/ student access to ICT facilities denied for a designated period of time
  - Involvement of the authorities where appropriate

These recommended consequences are consistent with the Yea High School's whole school approach to student engagement matters.

### Policy History

Version Approval Date	Summary of Changes
	Date of Preparation
2015	Modified