



Seaview High School

USE AND CARE OF YOUR SCHOOL DEVICE



Care, Storage and Appearance

Students are expected to take good care of their device in terms of carrying, cleaning, storage, and security both on and off-site. All devices purchased through the Seaview High School Managed Device Portal come with a protective case and keyboard.

The main principles of care include:

- Avoid eating or drinking near the device and be cautious of water bottles stored in the school bag in which the device is also stored.
- Insert and remove cords and cables carefully.
- Do not carry the device by the screen or keyboard or while the case is open.
- Avoid leaning on the top of the device when it is closed and check for items on the keyboard before closing the lid.
- Never leave the device unattended in an unsupervised area.
- Do not graffiti or put inappropriate imagery on devices, including stickers or drawings

Ready for School

Device Preparedness

Students are expected to bring their device to school with a fully charged battery. Students who leave their device at home or bring it with a flat battery are not working within our Expected Behaviours for Learning at Seaview High School.

Students will be supported to work within these expectations and our school's Behaviour Support Policy will be applied when necessary.

Chargers

For Work Health & Safety reasons the school does not loan chargers. Charging bay stations are located throughout the school. If a student has lost or damaged theirs, replacement chargers for devices are available to purchase through The Portal.

Internet Usage

On-Site Access

Students can access the internet through the school's network while on-site. This access will be monitored and subject to strict filtering.

Off-Site Access

Internet browsing by students at home or from other non-Department for Education sites will not be filtered or monitored by Seaview High School.

It is the responsibility of the student or parent/caregiver to set up the home internet connection on the device. The home Internet Service Provider (ISP) will provide the necessary login details.

Seaview High School will not cover any costs for home internet provision and will not offer support for setting up home internet.

Parental Guidance

Parents/caregivers are encouraged to actively monitor and discuss their child's use of the internet at home, as outlined in the ICT Acceptable Use Agreement.

Edpass & Microsoft Office 365

EdPass serves as the gateway for staff and students in Department for Education schools to access essential tools that support teaching and learning from anywhere. Each student is assigned a unique email address that remains consistent throughout their time in a Department for Education school. This email address grants access to Microsoft Office 365, including Word, Excel, PowerPoint, OneNote, OneDrive, Microsoft Teams, Outlook, and other classroom tools.

Data Storage - Microsoft OneDrive

OneDrive is a cloud storage service that provides a convenient and secure way for students to store, sync, update, and share their files across different devices. Each student receives 1 Terabyte (1000 Gigabytes) of storage space in the cloud.

By default, all data and files are private. However, students can choose to share files with other users, including staff and students from other schools. Sharing with anyone external to Department for Education schools/preschools is not possible.

Security Measures

Students must sign in to their Microsoft Office 365 account using their school email address or through the EdPass portal. It is vital students save all their work to OneDrive.

Passwords

Students are assigned a domain username and password, which they will use to log on to both their laptop and EdPass. Students will be provided with this information when they receive their device. Department for Education ICT Security and Internet Access and Use policies advise that passwords must adhere to the following guidelines:

Confidentiality

Passwords must be kept confidential and should not be displayed or written down in any form.

Complexity

Passwords should not be based on easily guessed information or personal details.

Non-Disclosure

Passwords must not be disclosed to any other person.

Accountability

Students are responsible for any inappropriate actions (e.g., bullying, accessing, or sending inappropriate material) carried out using their username.

Support

Students can request that ICT staff change their password if it has been forgotten or if they believe it has been compromised.

Personal Applications

School devices are designed to be used for school work only. Any non-school approved application will not be accessible during school hours.

Educational Software

If students require specific programs or apps for their learning, they are encouraged to check the Student Self Service App or contact the school ICT Helpdesk for assistance.

Usage Expectations

Students are expected to work within our Expected Behaviours for Learning at Seaview High School. Students will be supported to work within these expectations and our school's Behaviour Support Policy applied when necessary.

Printing

Access to Printers

Students can access multi-function printers located throughout the school.

Printing Credit

Each student is provided with printing credit at the beginning of each semester. Additional printing credit can be purchased from the Reception Desk if required.

Copyright

Responsibilities

Students must understand their responsibilities associated with intellectual property and copyright law and ethics, including acknowledging the author or source of information they use.

Compliance

To ensure compliance with copyright laws, students must only download or copy files such as music, videos, or programs with the permission of the owner of the original material. If students infringe the Copyright Act 1968, they may be personally liable under this law.

Technical Support

Students can receive technical support from the ICT Helpdesk, located adjacent to Student Services, available daily from 8:00am to 4:00pm. Support can also be requested via email at dl.0893.ictadmin@schools.sa.edu.au

