SYDNEY CHILDRENS HOSPITAL SCHOOL

E-Technology: Procedures

This document outlines the procedures for e-technology use at SCHS for both students and staff. Staff and students are bound by the policies written by both DEC and SCHS for the appropriate and acceptable use of e-technology. This policy encompasses e-technology either provided by SCHS or brought to SCHS under the DEC Bring Your Own Device (BYOD) policy both a school, during school service on the ward, and borrowed from SCHS by staff.

1. Audience and applicability
This policy applies to all staff and students attending the SCHS who access e-technology either provide by SCHS, or brought to SCHS under the DEC BYOD policy.

2. Staff
Staff at SCHS have a responsibility under the e-technology: acceptable usage for SCHS staff policy to use e-technology in an appropriate and responsible manner, and to ensure a safe and supportive learning environment for students at SCHS both on the ward and in the classrooms. These procedures are designed to facilitate this.

Staff acceptable use of E-technology contract

- At the beginning of each year, and when a new teacher begins at SCHS, each teacher will be asked to read the Staff acceptable use of E-technology policy and sign the corresponding contract stating that they agree to use E-technology in an acceptable manner.
- This contract will be given to the principal and a copy kept in the ICT folder

Allocation of laptops
Each permanent and temporary teacher will be allocated a laptop to enable efficient record keeping of daily attendance and academic progress.

- Laptops will be allocated with a two-part charger, and a soft-case laptop bag with all parts numbered
- A laptop allocation record will be kept with teacher name and corresponding number
- This record will be checked at the end of each term to ensure all parts are accounted for
- Teachers will lock laptops in charging station during weekends and holiday periods
- If a teacher would like to borrow laptops, they must sign the technology in and out on the borrowing register and tell the ICT coordinator or principal who must sight the item/s as they are brought back to the school
- Teachers have the responsibility to ensure all care is taken when borrowing e-technology from SCHS to avoid loss or damage
- Laptops, chargers, and laptop cases are to be returned to SCHS at the termination of employment or when teachers are on extended leave

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• Teachers have a responsibility to notify the principal and ICT co-ordinator immediately if loss or damage occurs to SCHS provided laptops.

**iPads**

iPads are provided by SCHS to enhance the learning experiences of C21 learners at SCHS.

- SCHS has a class set of 4 iPads for use in the classroom
- 1 iPad for use in the C3SW ED support class
- 4 iPads for use by the ward teachers for each session.
- Each iPad is labelled accordingly and is used for those purposes only, unless negotiated with ICT coordinator or principal
- SCHS staff will ensure iPads are placed in charging station after use to provide charged working equipment for other staff members
- SCHS staff will lock iPads in charging station during weekends and holiday periods
- SCHS can borrow iPads to take home, the iPad must be signed out and in, on the borrowing register and iPads must be returned the following working day to ensure all staff have access
- SCHS have the responsibility to ensure all care is taken when borrowing e-technology from SCHS to avoid loss or damage
- SCHS staff have a responsibility to notify principal and ICT co-ordinator immediately if loss or damage occurs to SCHS provided iPads.
- iPad apps will be managed by the ICT coordinator with 1 account for all class iPads (including MHU iPad) and 1 account for the ward iPads
- Account information for iTunes will be kept in the ICT folder
- All iPads will be loaded with the same apps
- If a teacher would like to borrow iPads, they must sign the technology in and out on the borrowing register, and tell the ICT coordinator or principal who must sight the item/s as they are brought back to the school
- Teachers have the responsibility to ensure all care is taken when borrowing e-technology from SCHS to avoid loss or damage

**Interactive White Board (IWB)**

SCHS has an Interactive White Board located in the craft room to enhance learning experiences for all students.

- Staff will collect the key to the IWB cupboard from the office and return the key immediately after the conclusion of the lesson
- At the conclusion of the lesson staff will turn off the IWB at the control panel and turn off the computer.
- At the conclusion of the lesson staff will secure all IWB equipment including remotes, keyboards etc, and lock the IWB cupboard

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Connected Classroom Equipment
SCHS has connected classroom equipment located in the craft room to ensure that students attending SCHS can have video conferencing (VC) contact with people from their census schools including friends and teachers.

- staff will collect the key to the IWB cupboard from the office and return the key immediately after the conclusion of the lesson
- At the conclusion of the lesson staff will turn off the VC equipment at the control panel.
- At the conclusion of the lesson staff will secure all VC and IWB equipment including remotes, keyboards etc, and lock the IWB cupboard

Ebeams
SCHS have Ebeams for use in the classrooms on level 1 and the C3SW ED support class to enhance learning experiences for all students.

- The Ebeams for level 1 will be kept with the data projectors in the storerooms of the primary and high school classrooms
- The Ebeam for level 3 ED support class will be kept with the data projector in a locked cupboard in the C3SW classroom
- At the conclusion of the lesson staff will turn off the Ebeam and projector
- At the conclusion of the lesson staff will secure all Ebeam and projector equipment in the storeroom or cupboard

3. Students
Students at SCHS have a responsibility under the E-technology: Acceptable Usage for SCHS Student Policy to use e-technology in an appropriate and responsible manner and to ensure a safe and supportive learning environment. These procedures are designed to facilitate this.

Student acceptable use of E-technology contract
- As students come to the classroom (primary, high, and C3SW), they will be asked to read Student Acceptable Use of E-technology Policy and sign the corresponding contract stating that they agree to use E-technology in an acceptable manner.
- This contract will be kept in the classroom folder until the student has been discharged
- Once student has been discharged the contract will be scanned and saved in the student records file in T:\Teacher\Student Records\2014 Student Records
- The paper copy will also be held in the ICT contract folder and if the student re-enrolls the contract will be shown to student and placed again in the classroom folder until discharge.
- Students on the ward will be required to sign the Student Acceptable Use of E-technology Contract the first time e-technology is taken to the ward or if they have a BYOD

These procedures will be monitored and evaluated on a regular basis to ensure that it continues to fulfil the needs of the SCHS.