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# Personal Learning Devices Guide for Students

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A CATHOLIC BOYS' COLLEGE IN THE EDMUND RICE TRADITION



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# ST PIUS X COLLEGE

## CHATSWOOD

### GUIDING PRINCIPLES FOR THE USE OF TECHNOLOGY

When dealing with technology it is important to keep the College values of **Faith, Excellence, Respect** and **Opportunity** at the core of all learning.

Therefore, when on-line or using technology St Pius X College students:

- Actively seek to use technology to make a positive difference;
- Show respect for ourselves, others and property;
- Respect the privacy of others in all uses especially by not taking photos, videos or sound recordings or publishing private information without permission;
- Use information and ICT morally, ethically and environmentally;
- Use technology as a tool to enhance learning;
- Involve ourselves in all set tasks to the best of our abilities;
- Communicate respectfully and contribute positively to the learning environment;
- Adopt a sense of personal responsibility when using technology;
- Respect the learning of others by using devices in an unobtrusive way (such as enabling silent modes on devices when necessary);
- Take personal responsibility for our online profile and security.

It is also important to:

- Take regular breaks from the screen and personal learning devices.
- STOP and THINK before acting or responding online.
- Maintain a sense of humour!



## **5 Daily Tasks for Students**

PLDs are provided to students for the primary purpose of learning.

Therefore:

- 1. Always carry the PLD in its case and in the College backpack to and from school.**
- 2. Secure the PLD in your locker when possible or if at sport in a secure location out of the weather.**
- 3. Charge the device every night.**
- 4. Refer any technical queries to the ICT Help Desk at the appropriate time.**
- 5. Back up important files.**

## Privacy

- a) Students are to respect the privacy of others in all uses especially by not taking photos, videos or sound recordings or publishing private information without permission of the class teacher and the person that is the subject of photo, video or sound recording. **A breach is considered to be a severe disregard for the College's expectations.**

## Classroom Use of PLDs

- a) Students are expected to keep PLDs secure and safe from damage.
- They must have PLDs switched off or in standby/sleep mode and stored in their sleeve as they enter and leave the classroom.
  - Students should only use a PLD when it is safely positioned on a desk or in a suitable manner outside under the direction of a teacher.
  - Students must not operate PLDs on unsafe surfaces such as chairs, window-sills or ledges.
- b) Students must ensure their safety and that of others in the classroom.
- Sleeves and cases should be stored under desks.
  - In some practical classrooms and PDHPE lessons, store PLDs in the place that is designated by the teacher.
  - With the permission of the teacher, when charging PLDs ensure that the cord does not pose a hazard to others who may trip over it.
  - Students must have read and understood the College policies and protocols about acceptable behaviour when using ICT and the Internet. These are outlined in the College Student Diary.
- c) Students must recognise that PLDs are provided for learning.
- In class, PLDs are to be used for learning as directed by the teacher.
  - Students should ensure that they have headphones readily available so that they do not disturb others' learning in some activities.
  - If a battery runs out, students should advise the teacher.
  - Students should not visit websites in class that are not relevant to learning or may distract.
  - Students will not use apps in class that are not necessary for learning.

## Places to Use PLDs

- a) Places where students can use PLDs:
- In classrooms – as directed by teachers.
  - Outside the classroom – as directed by teachers.
  - At a desk in the Library.
- b) Places where students cannot use PLDs:
- Sporting venues such as Beauchamp Park, the cricket nets, basketball courts or gymnasium (unless under the direction of a teacher as part of a learning activity).
  - Corridors or walkways.
  - Walking around.

## Transporting PLDs

- a) Whenever transporting PLDs, whether it is to and from school or around the College, it must be secured in its sleeve.
- b) When carrying a PLD in either the College backpack or College sports bag it must also be in its sleeve.

## Storage and Security of PLDs

- a) During the school day, students are expected to use their locker or other area as directed by the teacher, to store PLDs securely when they are not required (such as for a PDHPE practical lesson).
- b) Students are expected to secure their PLD at all times and never to lend it to another student.
- c) Students must never share login details or passwords.

## Charging PLDs

- a) Students are expected to charge their PLD at home each evening so as to arrive at the College the next day with a fully charged battery.
- b) Students are expected to take measures during the school day to try and get the most use out of their battery as possible. This may include lowering the screen brightness and closing apps that are running in the background.
- c) If a student's PLD has low battery during class time, they are able to seek permission from a teacher to use a power source. When doing this, they must ensure that the power cord is not hazardous to those walking around the classroom.

## Care of PLDs

- a) Students are to look after and care for all equipment that has been issued to them. This includes the sleeve, the keyboard, the device itself and the cords that come with it.
- b) Students are not to put stickers anywhere on the PLD.
- c) Students should report all damage to the ICT Help Desk immediately – no matter how small the damage is.
- d) All support for PLDs must be given by the College ICT Help Desk. A student is never to take the PLD to any third party to work on it.
- e) Students are to install apps that are appropriate for educational benefit only.

## Students Seeking Technical Support from the ICT Help Desk

### a) Visiting the ICT Help Desk when not in class:

- Students can visit the ICT Help Desk while it is open. This may include before school, recess, lunch and after school.
- Students should only visit the ICT Help Desk at times where they will not miss other commitments that they should be attending.
- Students and staff should understand that the ICT Help Desk may not always have staff available to assist and/or resolve issues immediately.

### b) Visiting the ICT Help Desk during class time:

- Students can only visit the ICT Help Desk when their teacher considers that the problem is stopping a student from learning in that lesson. This will be a rare occasion.

### c) Requesting assistance from the ICT Help Desk:

- Students should recognise that staff working at the ICT Help Desk are helping many people so they need to make sure that they are patient, courteous and grateful for their help. This is important whether communicating with the ICT Help Desk in person or writing in emails.
- Students should recognise that not all problems can be solved immediately and they may need to leave the PLD at the ICT Help Desk until it is repaired.
- Students will be issued with a replacement machine while repairs are undertaken. They should only load apps and documents that are needed for the time they have the replacement.

## Expectations when students visit the ICT Help Desk:

- Students must back up important files on the network or to another location.
- When visiting the ICT Help Desk during class time they must have **written permission from a class teacher in the College Student Diary**. This should include the time, date and teacher's signature.
- When students return to class, the ICT Help Desk staff will stamp and sign the College Student Diary so that the teacher knows the time that the student left the ICT Help Desk area. Example stamps to be placed in the student's diary are reproduced here:

<b>TEMPORARY LOAN</b>	
Date issued by the ICT Help Desk:	_____
Date to return to the ICT Help Desk:	_____
Time to return to the ICT Help Desk:	_____
ICT Staff Signature:	_____
Have you backed up your files recently? Yes	<input type="checkbox"/> No <input type="checkbox"/>

<b>PERMANENT SWAP</b>	
Date issued by the ICT Help Desk:	_____
Reason for replacement:	_____
ICT Staff Signature:	_____

## ICT Help Desk Procedure

At Home:

1. Issue occurs;
2. Student and/or parents take note of issue including any errors;
3. Visit the ICT Help Desk immediately the following day with details;
4. If the issue is a warranty, accidental damage or theft, appropriate forms should be filled out and lodged with the ICT Help Desk.

At School:

1. Issue occurs;
2. Student brings the issue to the attention of the teacher; teacher troubleshoots;
3. Student attends the ICT Help Desk at next available break, if the issue is resolvable on the spot, the device is returned to the student;
4. If not, a student may be allocated a temporary loan device from the College Hot Swap stock until the issue is resolved. If the issue cannot be resolved within a reasonable timeframe a permanent swap of the device will be made.

Note 1: Where a device is lost, stolen or accidentally damaged a parent will need to complete an incident form and return it to the ICT Help Desk. The form is available on the College website. A Hot Swap Device will only be issued on receipt of signed forms.

Note 2: A record of all Temporary Loans and Permanent Swaps is maintained by the College. If there is a pattern of regular problems the College may seek to discuss the issues with the student and/or parents to examine ways of managing the PLD.

# ICT Help Desk Procedure Flow Chart

