Sarah Redfern High School believes that learning empowers each individual to achieve their greatest potential. SRHS is committed to inspiring students to achieve the highest standards of intellectual and personal development through a stimulating and engaging learning environment.

Within a caring, respectful, diverse environment, the school is committed to providing students with a desire to learn, to make calculated and informed decisions, and to accept challenges. We are committed to ensuring students are self motivated, confident individuals, who will be valued members of our community and society.

**Statement of Purpose**
*(Individual and Shared responsibilities)*

**Students**
Will act in an appropriate and respectful manner towards all members of the school community and all equipment on school and library premises.

**Teachers**
Will respond and provide support to the requirements of students.

- There are 3 computer labs – two labs in Block 4 and one lab in the Library.
- Computer room bookings need to be made **the day before the room is required**.
- Preference will be given to those years that do not have laptops – that is Year 7, 8 and 12.
- When making the booking the name of the **teacher and class** is required e.g. J.Smith – 9.2 English.
- Bookings can be made **before school, at lunchtime, at recess or after school** – NOT during lesson time.
- All computer labs are checked every morning for missing/damaged equipment and to make sure that they are functioning properly.

- It is the responsibility of each teacher that has a booking to **check the room** at the beginning and end of each lesson and **report any problems** to the Computer Co-ordinator (Duncan Holt) immediately.

- Any **equipment damaged or stolen from the computer lab will be billed to the faculty of the teacher booked into the room**.

- When a booking is made a room will be allocated, however, this **may be changed at the discretion of the Computer Co-ordinator**, to better accommodate classes appropriately.

- In order to give all classes equitable access, a **maximum of 4 weeks of consecutive lessons** can be booked at a time.

- Please check that students know their school and Internet logons before making a booking.

If students have forgotten their passwords, then send a list of student’s names to the Computer Co-ordinator the day **before** the booking is required to have them reset.

All passwords will be reset to “**password**” and then students need to reset them to something that has a minimum of 5 characters – it can be letters, numbers or a combination of both.
All teachers can reset students Internet passwords, but NOT school intranet passwords.

When bringing classes to the computer labs they must be accompanied by a teacher, so as not to disturb other classes. Please do not tell students to meet you at the computer room, because if you get delayed or are absent they can cause problems when they are unsupervised.

When arriving for a booking in Block 4, ask students to line up outside the block and wait for the teacher to instruct them to enter the block.

When arriving for a booking in Library, ask students to line up outside the Library and wait for the teacher to instruct them to enter the Library.

Please do not make computer lab bookings when you know you will not be present – e.g. when you will be away on an excursion or leave of some type. Casual /replacement teachers will not be permitted to take your room booking for you.

Do not allow students to play games – other than those specifically purchased by the school e.g. Targeting Maths 5. Many of the games that students want to play result in damage to our keyboards through repetitious pressing of certain keys. Many of the games are not appropriate with excessive violence.

Please do NOT allow students to change computer settings – this often happens when students play games.

Report any inappropriate student behaviour e.g. access to inappropriate sites or material.

Please leave the computer labs in the condition that you find them.

When you make a computer room booking for a class you are agreeing to follow all of the above conditions.

Do NOT allow students to save work to the student drive as it is NOT secure – it is there for staff to place resources in for classes. Students should save their work to their own directory.

Please ensure that students only logon under their username. Do NOT allow them under any circumstances to use another student’s logon or yours – this is in accordance with the DETs security policy.

Please be vigilant with what sites students are accessing. Make sure they are on appropriate sites.