



## THE PITTWATER HOUSE SCHOOLS

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### 2009 SCHOOL INFORMATION HANDBOOK

#### SECTION 3: FACILITIES AND EXTRA CURRICULAR ACTIVITIES

##### 1. SCHOOL IT INFRASTRUCTURE & NETWORK ACCESS

- a. **Software** Computers used at Pittwater House should contain only applications or files approved by the Headmaster or the person appointed to oversee pupil computer use. Computer operating systems in laptops brought to school will be subject to the following rules:
  - i. There must be no hidden files
  - ii. Games are not allowed on a computer brought to School
  - iii. Pupils' computers may be selected on a random basis for inspection by the person overseeing the programme.
  - iv. Backup of data files are entirely the responsibility of the user. Computer malfunction will not be accepted as an excuse for not submitting work. It is still expected that work will be handed in on time but in a different format.
- b. **Laptop Computers** Pupils desiring to do so are encouraged to bring their laptops to all of their classes. Laptops must be brought to school in a fully charged condition. Pupils must accept the responsibility of charging their laptops in the evening ready for use the next day. Pupils using laptop computers must leave them with the appropriate Deputy (G&C) or Form Teacher (P&J) when they are involved in an activity where the laptop is not needed (ie PE). Pupils must make sure their laptop computer is in a secure place if they are attending an after school activity. Laptop computers must not be left in the playground or change rooms or classrooms unattended. An appropriate bag with ample padding should be purchased with the laptop. This bag should be sized so that it can fit inside the ordinary TPHS school bag so that it is out of sight. Laptop notes must be available for marking in printed form or emailed if required for marking.
- c. **Printing** A number of printing stations are located throughout the School. Pupils have access before school, at morning recess, at lunchtime and after school when supervised. Print charges are debited to each pupils "smart card" student identification card.
- d. **School Wireless Network Access** Pupils are encouraged to use the schools wireless network for access to printing facilities, the internet and the school email system. To gain access to this service pupils must present their personal laptop to staff from Campus IT Help. The staff at I.T Help will configure the pupil's laptop to access the wireless network. Pupils using the school wireless network will be required to complete a permission form outlining their responsibilities regarding such things as copyright, hacking and the accessing of appropriate websites.
- e. **Word Processing Conventions** The School models its conventions on the generally accepted style and presentation guidelines of tertiary institutions for the presentation of written work in typed form. The following conventions will be used by all pupils for all word processing documents:
  - i. Single spacing for the text body
  - ii. 12 point type for the text body

- iii. Times New Roman font in the senior school, and when available in NSW Foundation Font in the Junior Schools
  - iv. Headings in 14 or 18 point
  - v. Subheadings in bold and 12 or 14 point
  - vi. One space after punctuation
  - vii. Body of text to be left aligned
  - viii. Blank line space between paragraphs
  - ix. Header on every page containing author's name, date and page numbers
  - x. Footnotes to be at the bottom of each page
- f. **Insurance and Security** Parents must provide their own insurance for their child's laptop computer. The School cannot be held responsible for loss or damage. All machines should be appropriately identified and clearly marked. Computer serial numbers, makes and model numbers must be registered with the Headmaster. Pupils will be required to complete a permission form outlining their responsibilities regarding such things as copyright, hacking and the accessing of appropriate websites.