



Policy

Seaford Secondary College Student Laptop Charging Policy

Summary

This policy describes how to manage the risks of student laptop charging at Seaford Secondary College.

Table 1: Document Details

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Consultation:	Seaford Secondary College Leadership Seaford Secondary College IT Committee Seaford Secondary College WHS Committee Department for Education Legal Services
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September 2019 1.0	September 2019	New
January 2020 1.1	February 2020	Testing and tagging timelines updated



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1. TITLE

Student Laptop Charging Policy

2. PURPOSE

This policy describes the process to safely permit student charging their laptop at Seaford Secondary College whilst meeting Department for Education Work Health and Safety requirements.

3. SCOPE

This policy applies to all staff, and to all students charging their laptops at Seaford Secondary College. This includes off site activities organised by Seaford Secondary College. Charging of other electronic devices is not included in this policy and is not permitted.

4. POLICY DETAIL

4.1 Digital Learning Program

Students are expected to have their laptop charged to full capacity when they leave for school in order to get through the whole day with the benefits of digital learning.

4.2 Laptop Charging Risks

Laptops are supplied with a charger cable that converts the 240v from the power point down to 20-25v. This very low voltage will not give a person an electric shock as long as the power point and laptop cord are in good condition.

To reduce laptop charging risks students and employees must not use their own laptop chargers unless:

- the charger has passed a test and tag inspection for the current year by the school's designated electrical tester
- the charger passes a visual inspection by a staff member before it is plugged in

Using laptop charger cords across walkways can also pose a trip or entanglement hazard.

4.3 Australian Approved Equipment

Electrical machinery and equipment must have a safety approval mark from a recognised Australian regulator or certifier which is an 'Australian tick of Approval' or a State approval number.

Faulty electrical appliances can cause fires, electric shocks and injuries.

Reduce the risk of this happening by:

- buying appliances that have been safety tested and approved for use in Australia
- buying genuine brand name appliances from Australian suppliers, as these will meet Australian Standards
- if buying an electrical appliance online, shop with a reputable Australian-based seller; some sellers claiming to be located in Australia may be based overseas, so check their details carefully before buying anything
- before buying, ask the seller for details of the electrical product's Australian safety approval; request a copy of the Australian certificate of approval, and check that the certificate details match the product's markings and specifications

Buying or using electrical appliances from overseas is not recommended, even if they are safety certified by an overseas organisation, as they may not be safe for use in Australian conditions.



4.4 Process

To allow students to charge laptops at school the following process must be followed:

- parents/caregivers and students will be informed of the process to allow students to charge laptops at school
- parents/caregivers and students must complete and sign a consent form each year before testing and tagging of laptop chargers can be undertaken
- the school will arrange for trained competent people to undertake testing and tagging of the laptop charger at identified times
- parents/caregivers and students will be informed of testing and tagging dates
- students must bring their charger to the school on the designated date for testing and tagging
- chargers that pass testing will be tagged with a current electrical tag with a student ID number; this tag must not be removed from the laptop charger
- chargers that fail testing will be tagged with an “Out of Service” tag and held by the school until a parent/caregiver can collect it
- students must seek permission from a staff member before plugging the charger in; staff have the right to refuse permission for students to charge their device
- staff will inspect the student’s charger to ensure it is safe to use
- if the charger is deemed damaged/unsafe to charge at school during this inspection then, for student safety, the school will retain the charger and contact a parent/caregiver to collect the charger
- permission must be sought, and the charger visually inspected, every time the student wishes to use the charger
- students who fail to follow the laptop charging process will be dealt with through the school’s student behavior management process

4.5 Staff Induction and Training

Department for Education requires that staff visually check all portable electrical items for visible damage before plugging items in and using them.

Staff will have the option to allow or refuse students to charge laptops in class. All staff will be given induction via a practical training session with a mixture of safe and faulty devices. Staff must be able to successfully identify faulty items prior to undertaking visual inspections of student chargers.

TRTs and new contract staff will undergo student laptop charging induction as part of their site induction process.

4.6 Testing and Tagging

4.6.1 Testing Dates

Testing and tagging of student laptop chargers will be undertaken through Seaford Secondary College at no cost to students at designated times. Laptop chargers will need to be tested each year to meet Department for Education requirements. Parents/Caregivers and students will be required to give yearly consent to the testing and charging of student laptops.

Test dates will be arranged and communicated to Parents/Caregivers and students with the main testing undertaken early term 1. Additional testing will be undertaken early each term on an as needed basis.



4.6.2 Communication

Parents/caregivers will be informed of the process and requirements for students to be able to charge their laptops at school. They will be required to give written consent each year for students to charge at school and for testing and tagging of students' laptop chargers. Parents/Caregivers and students will be informed of testing dates when students will be required to bring chargers in for testing. Communication with Parent/Caregivers will include:

- parent letter
- policy and consent letter on school website
- consent letter in school student enrolment pack
- newsletter article
- parents and students to be informed of testing dates (eg email/electronic board/student note/website)

4.7 Charging of Student Laptops

Charging of student laptops is only permitted indoors with staff supervision.

Some areas pose additional hazards/risks to charging laptops and have been designated as non-charging areas where charging is not permitted.

Non charging areas include:

- unsupervised areas
- outdoor locations
- cafeteria
- gym courts
- kitchen areas
- workshops
- science labs
- library

4.8 Failed Devices

4.8.1 Faulty/Failed Chargers

Faulty/failed chargers pose a safety risk and will not be returned to students. The charger will be retained by the teacher and given to designated staff to be tagged with an 'Out of Service' tag. The designated staff will contact parents/caregivers to inform them that the charger is faulty or damaged and that it must not be used but should be replaced. The charger will need to be collected from the school by an adult. A new charger will need to be tested and tagged through the school before it can be used at school.

4.8.2 Out of Date Chargers

Students must not use a charger with an out of date test tag. If a student seeks permission to charge their laptop and the charger has an out of date test tag, the tag must be removed and the student informed that they need to have the charger tested and tagged through the school before it can be used at school.

4.9 Electrical Injury

Unintended exposure to electricity can result in serious injury or death. Exposure can occur from damaged, faulty or incorrectly used electrical equipment. Even low voltage shocks can have long term health implications, as a result all electric shocks must be treated as serious.



If a shock does occur:

- stop using the laptop, including the cable and power point, immediately
- call an ambulance 000 immediately for life threatening event
- seek first aid
- inform the site leader and site WHS person immediately
- seek medical assistance including electrocardiography (ECG)
- report the incident as injury on IRMS

The Site Leader and site WHS person will:

- isolate the laptop, cable and power point, immediately
- notify SafeWork SA
- notify the Office of the Technical Regulator
- arrange for the laptop, power point and cable to be tested

5. RESPONSIBILITIES

5.1 Parent/Caregiver Responsibilities

- ensure that laptop charger meets Australian Standards
- confirm that laptop will not hold enough charge to last the day under expected educational use
- sign consent form to allow student to charge
- collect the charger if it fails inspection

5.2 Student Responsibilities

- bring laptop fully charged each day and only use laptop for educational purposes to extend battery life
- sign consent form
- bring laptop charger in for testing and tagging at designated times
- do not remove tag from device
- request permission from staff each time you wish to charge
- do not create a trip or entanglement hazard when charging
- do not charge untested or untagged devices
- do not use in identified non-charging areas
- do not use near water or drinks
- do not lend charger to other students

5.3 Staff Responsibilities

- undertake training and pass a practical assessment
- sign agreement regarding the process to be followed if prepared to allow charging in class
- check power points for obvious damage; report any damaged power points and restrict use
- inspect charger and cord for current test tag and visual damage before allowing student to charge
- be alert for, and take steps to prevent, any potential trip or entanglement hazards when charger is plugged in
- ensure charging is only carried out with staff present
- retain charger if visual damage and alert on-site identified staff who will tag out the charger and contact parent/caregiver to collect it
- follow student behaviour management processes if students are not following charging processes



5.4 School Responsibilities


- inform parents/caregivers and students of process and testing dates
- ensure trained test and tag personnel undertake testing and tagging
- record test and tag results
- retain faulty/failed devices
- tag out faulty/failed devices with an 'Out of Service' tag
- contact Parent/Caregiver to discuss faulty/failed device and arrange collection of device by an adult
- consistent response for students not following instructions
- follow appropriate processes for staff who are not following the process, potentially causing risk

6. Monitoring, Evaluation and Review

- This policy will be reviewed in November of 2019, then every 3 years thereafter.
- HSR's, site leaders and staff will monitor use and effectiveness of policy.
- Site managers must ensure that workers and others are consulted and provided with any necessary information, instruction, training and supervision to ensure that student laptop charging is managed safely and the risk controls are effective.

7. Definitions and Abbreviations

Table 1 - Definitions and Abbreviations

Term	Meaning
	Regulatory Compliance Mark (RCM) commonly known as an Australian tick of Approval
DfE	The Department for Education
DfE Workplace	All facilities and property, including land, buildings and structures, outside areas whether owned, rented, or leased by DfE, and all vehicles owned, leased, rented, contracted for, or controlled by DfE used for transporting others.
Hazard	A situation or thing that has the potential to harm people, property or the environment
HSR	Health and Safety Representative
Incident	An occurrence or event that has caused or could cause harm and includes all injury, illness, hazard and property damage.
Injury	Damage or harm done to or suffered by a person or thing.
Must/Will	Indicates that a process is a legislative, Australian Standard or DECD specification requirement.
Notifiable Incident	In accordance with s.35 of the Work Health and Safety Act 2012, a notifiable incident means: <ul style="list-style-type: none"> ■ the death of a person; or ■ a serious injury or illness of a person; or ■ a dangerous incident
Should/Shall	Indicates a recommended course of action. If this recommendation is not adopted then an equivalent or higher standard of health and safety shall be provided by another method.
SBM	Student Behaviour Management
Site Manager	Any person who has the responsibility, management or control of a DECD workplace or work unit
SSC	Seaford Secondary College
TRT	Temporary Relieving Teacher
WHS	Work Health and Safety
WHS Regulations	Work Health and Safety Regulations 2012



8. SUPPORTING DOCUMENTS

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Work Health Safety and Injury Management Policy
- SSC Student Behaviour Management Policy
- Managing electrical risks in the workplace – Code of Practice

9. References

- Department for Education: Machinery, Equipment and Electrical Safety Standard
- Department for Education: Electrical Safety
- Seaford Secondary College Digital Learning Program Policy



Appendix 1: Staff Agreement Form



STAFF AGREEMENT FORM: STUDENT LAPTOP CHARGING

DfE requires that all portable electrical items used on departmental sites must pass a visual inspection before being plugged in. As this includes student laptops, SSC has developed a policy for staff and students to follow that will allow student laptops to be safely charged on site if needed.

As part of the process, staff are required to:

- ensure they follow the DfE Electrical safety requirements at all times
- undertake induction
- complete a practical assessment
- complete a Staff Agreement Form
- undertake any update induction identified by the site

Note: *This process does not commit staff to allowing students to charge laptops in class.*

As a DfE employee:

- I will ensure that DfE Electrical safety requirements are followed at all times when using electrical items on site.
- I understand that I must inform the site leader, the HSR and a First aider immediately if some-one receives an electric shock whilst using an electrical item.

If I choose to allow students to charge their laptops at school:

- I will read and follow the Seaford Secondary College Student Charging Policy
- I understand that only laptops and tablets may be charged by students
- I understand that I can refuse students permission to charge laptops in class
- I understand and agree that I must check for a current electrical test tag and complete a visual inspection of the student charger every time before it is plugged in
- I will ensure that I supervise student charging of laptops
- I will ensure that students charging laptops do not create an additional hazard such as trips or entanglements
- I will not permit charging in designated/identified non-charging areas
- I agree that if the student charger is unsafe I will not return it to the student but will retain possession of it. I will forward it to the designated staff who will contact the parent/caregiver to arrange collection.
- I understand that failure to follow this process can leave me open to legal proceedings

Staff Name:

Signature:

Date:

Staff member has shown that they can correctly undertake a visual inspection of an electrical item and determine if it can be used on site.

.....

Date:

(Supervising Staff Member)



Appendix 2: Parent Consent Letter



Lynton Terrace Seaford
South Australia 5169
T (08) 8327 5200
F (08) 8327 5244
E dl.0641_info@schools.sa.edu.au
www.seafordhs.sa.edu.au

Dear Parents/Caregivers,

To support student learning, Seaford Secondary College recommends that BYOD devices arrive at school fully charged and it is able to last a full school day. However in some circumstances this is not possible and there may be a need to top-up laptop batteries during the school day.

The Department for Education (DfE) requires that all portable devices are tested, tagged and inspected before being plugged in.

To meet these requirements, and to ensure the safety of everyone, Seaford Secondary College has developed a policy that allows students to charge their laptops under teacher supervision. The full policy is available for parents/caregivers to read on the school website. Key requirements and responsibilities are identified below.

Parents/Caregivers:

- complete a consent form each year to allow testing and tagging, at no cost, through the school
- consent to student charging of their laptop
- understand that all charging at school is at the risk of student, including accidental damage caused whilst charging in the classroom
- collect the charger, or arrange collection by another adult, if it is found to be faulty

Students:

- give their charger to the school on the designated date for testing and tagging
- understand that teachers have the right to refuse permission for students to charge their device
- obtain teacher permission and have the charger visually checked before each use
- only use the charger under teacher supervision in permitted charging areas
- not remove the current year electrical test tag provided through the school
- only place their device on charge when they have direct supervision of it to prevent damage occurring

Staff:

- only allow charging in permitted charging areas under teacher supervision
- visually inspect the student's charger to ensure it is safe to use
- retain possession of the student's charger if it is deemed unsafe and inform the designated staff who will contact a parent/caregiver to arrange collection

If you understand and agree to the SSC student laptop charging policy then please complete the consent form on the reverse side and return it with the laptop charger on the designated testing day.

If you have any questions or concerns contact Ben Hardy at the school on the details above.

Kind regards,

Harry Stassinopoulos
PRINCIPAL

Ben Hardy
STEM & TECHNOLOGIES LEADER



Government of South Australia
Department for Education



2020 Student Laptop Charging Consent Form

- We confirm that the student laptop battery is taken to school fully charged but does not last a full day with normal educational use.
- We understand and agree to the conditions for student laptop charging at Seaford Secondary College.
- We give consent for the device to be electrically tested and tagged at Seaford Secondary College at no cost to ourselves.
- We understand that testing and tagging can only be carried out through Seaford Secondary College.
- We understand that the testing is only valid for this current year.
- We understand that other student owned mobile devices are not allowed to be charged at school.
- We understand that teachers can refuse permission for students to charge their laptops.
- We understand that charging is only permitted with teacher supervision and is not permitted in restricted areas.
- We understand that faulty chargers cannot be returned to the student and must be collected by the parent/caregiver or designated adult.

Student Name:

Care Group:

Student Signature:

Date:

Parent/Caregiver name:


Contact number:

Parent/Caregiver Signature:

Date:

To allow student laptop chargers to be electrically tested and tagged for use in 2020:

- complete the form above
- take the completed form and the laptop charger to L05 (Biology Lab) during the designated testing week before 9.00am
- tagged chargers should be available to be collected from L05 (Biology Lab) at the start of lunch or at the end of the day

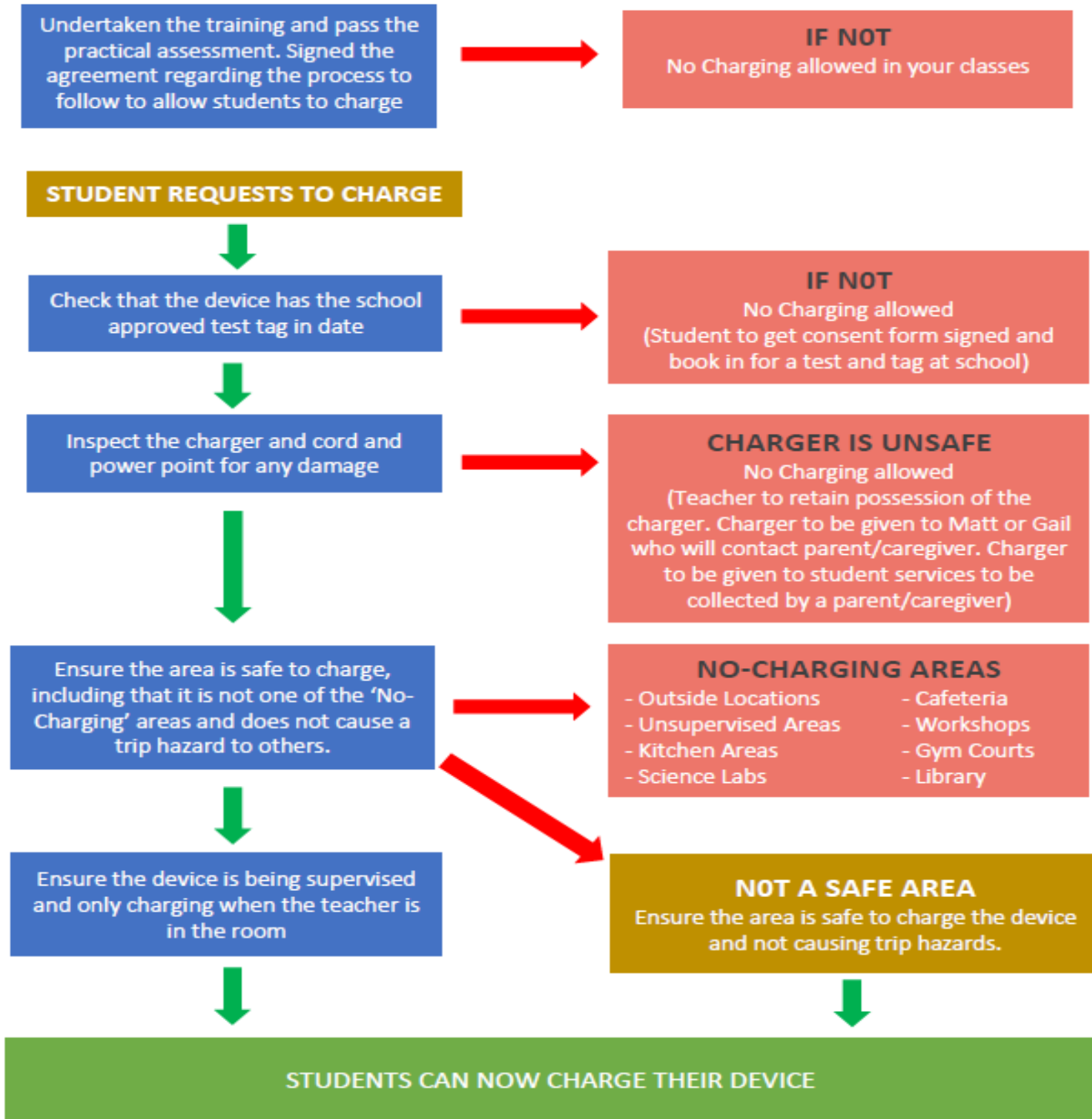
Note:
 To reduce the possibility of failure during testing, please ensure that the charger has an Australian 'tick of approval'  or an AUS/NZ standards number and that it has no visible damage.

Appendix 3: Laptop Charging Flow Chart Staff



Flowchart for Staff Allowing Students to Charge in Class

It is the right of every teacher not to allow permission for students to charge devices under their care. If teachers wish to allow students to charge in their classes then they must follow EVERY step of this process to ensure duty of care is met.



REMINDER: *It is the responsibility of the student to ensure the safety of the device and that SSC takes no responsibility or liability for any damage or loss to a device whilst it is being charged. Students who attempt to charge their device without following this process will be sent to Time Out and potentially lose their charging rights.*

A parent/caregiver has the right to withdraw charging consent at any time by contacting the school.

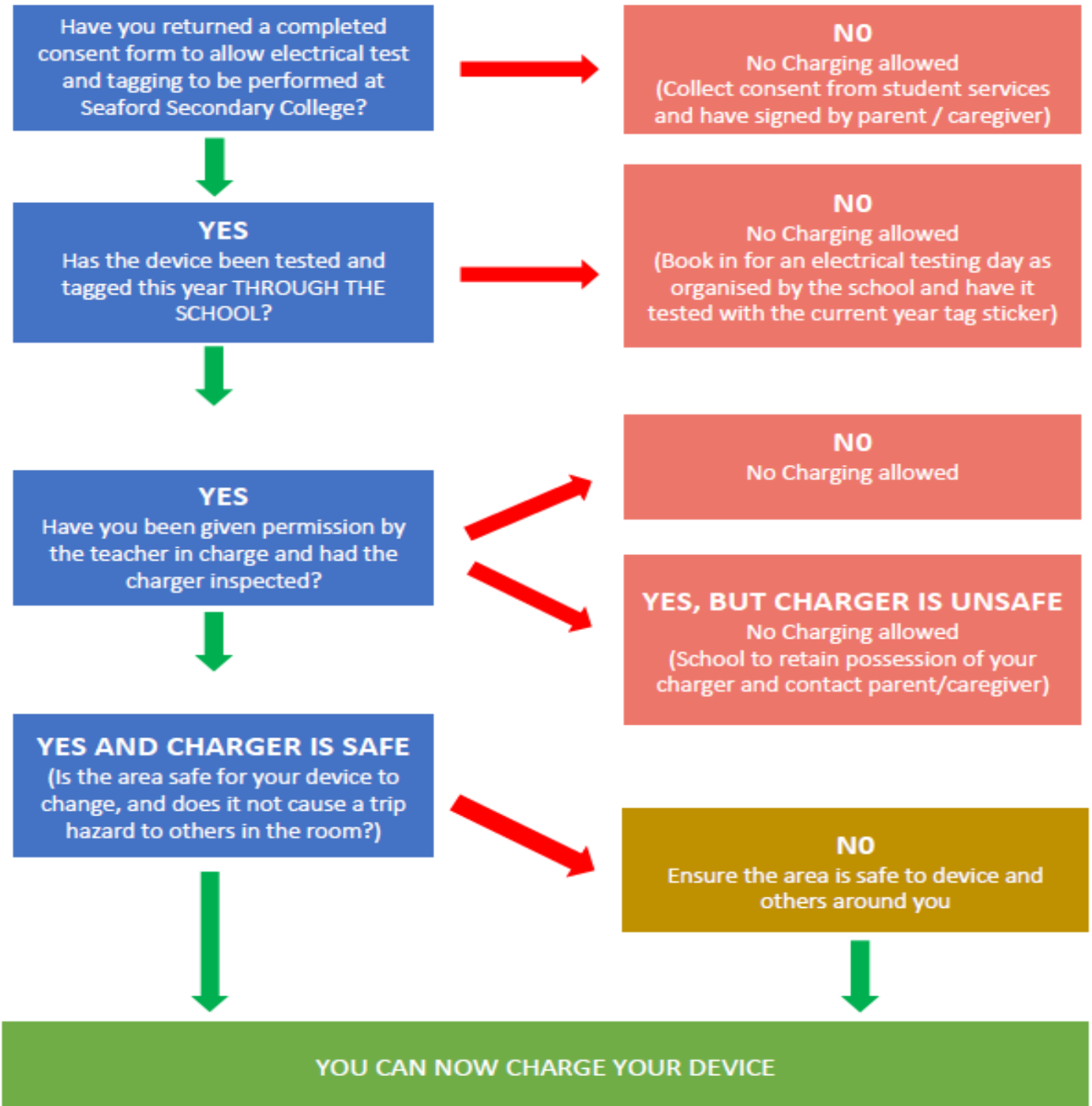


Appendix 4: Laptop Charging Flow Chart Student



Flowchart for Students Charging their Digital Device

Students must be aware that every teacher has the right to not allow permission for students to charge devices under their care. Students must respect this right whenever seeking permission to charge their device in class.



REMINDER: It is the responsibility of the student to ensure the safety of the device and that SSC takes no responsibility or liability for any damage or loss to a device whilst it is being charged. Students who attempt to charge their device without following this process will be sent to Time Out and potentially lose their charging rights.

A parent/caregiver has the right to withdraw charging consent at any time by contacting the school.