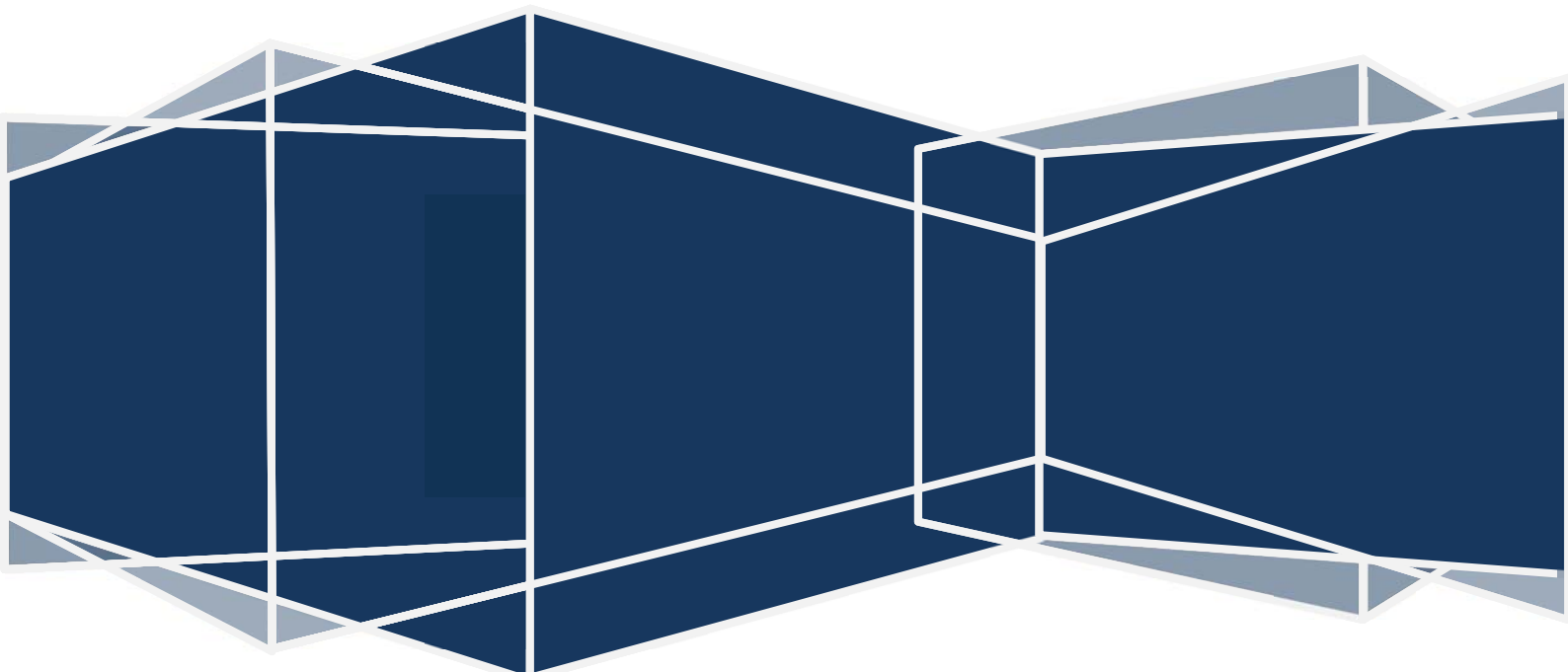


# STUDENT LAPTOPS

INFORMATION FOR PARENTS & STUDENTS

Rollout 2012





# TABLE OF CONTENTS

- 1.0 STUDENT AND PARENT NOTEBOOK COMPUTER GUIDELINES ..... 3
  - 1.1 EDUCATION PURPOSES..... 3
  - 1.2 STUDENT RESPONSIBILITIES ..... 3
  - 1.3 TECHNICAL SUPPORT ..... 3
  - 1.4 USE OF THE COLLEGE WIRELESS NETWORK & INTERNET ACCESS ..... 3
  - 1.5 LOSS, THEFT AND REPAIRS..... 3
    - Problems with laptops ..... 4
  - 1.6 ASSESMENT AND HOMEWORK ..... 4
  - 1.7 CLASSROOM USAGE..... 4
  - 1.8 OWNERSHIP ..... 4
  
- 2.0 STUDENT ACCEPTABLE USEAGREEMENT ..... 5
  - 2.1 POLICY STATEMENT ..... 5
  - 2.2 STUDENTS ISSUED WITH SCHOOL OWNED LAPTOP COMPUTERS..... 5
  - 2.3 CYBER-CITIZENSHIP ..... 5-6
  
- 3.0 CYBERSAFETY AT SALESIAN COLLEGE ..... 7
  - 3.1 RATIONALE ..... 7
  - 3.2 DEFINITIONS..... 7
  - 3.3 PRINCIPLES ..... 7
  - 3.4 SCHOOL CYBER SAFETY RULES..... 7-8
  
- 4.0 \*AGREEMENT - STUDENT AND PARENT LAPTOP ACCEPTABLE USE ..... 9
  - \*Form to be returned to Salesian College*



## 1.0 STUDENT AND PARENT NOTEBOOK COMPUTER GUIDELINES

### 1.1 EDUCATION PURPOSES

- Students are to use their notebook computer for educational purposes.
- The notebook computer comes pre-installed with all the necessary software for student use. Only College authorised and loaded software is to be stored on the notebook computer.
- The software loaded on the laptops is licensed to the College. Students are not permitted to copy, transfer or delete software.
- Non-educational software should be stored on a students' private home computer.
- The College reserves the right to carry out software, hardware and data inspections of laptops at any time.

### 1.2 STUDENT RESPONSIBILITIES

- Each student is responsible for the security of the laptop.
- Laptops are to be kept clean and free from graffiti and stickers.
- It is the student's responsibility to charge their notebook computer at home each evening.
- Students are not to remove any identification labels from their notebook computer.
- While travelling to and from school laptops are to be carried in the protective carry bag and placed in school bags.
- The laptops must be taken to each class every day.
- Laptops are to be locked in lockers and are not to be used during recess and lunch.
- During Sport or PE lessons laptops are to be locked in lockers. Boys must return to school following sport to collect their laptops.

### 1.3 TECHNICAL SUPPORT

- Students will be trained on the use and maintenance of their laptop computer.
- In the event of a software malfunction students may contact the College ICT Staff for assistance.
- The IT Office will be open at specific times during each day for student issues. Students must not go to the IT office during any class time without the written permission of their teacher.

### 1.4 USE OF THE COLLEGE WIRELESS NETWORK & INTERNET ACCESS

- The use of the Salesian College Wireless Network and all associated infrastructure is solely available for the educational use of student laptops.
- The internet is only to be accessed through the Salesian College Wireless Network.
- The downloading of large files is not permitted due to bandwidth restrictions.
- Specific network settings are not to be removed or altered as this could affect the laptops ability to connect to the Salesian College Wireless Network.

### 1.5 LOSS, THEFT AND REPAIRS

- Student laptops are covered by a four (4) year warranty. This warranty does not cover accidental/malicious damage, loss or theft.
- All laptops are covered by an insurance policy taken out by the College.



## PROBLEMS WITH LAPTOPS

Upon noticing a problem with the laptop, the student is to take the laptop to the IT Office where the problem will be diagnosed. Should this occur during class time written teacher permission via the Study Planner must be provided for students to go to the IT Office. Any lost laptops must be reported to the student's Head of House/Year Level Coordinator immediately.

### *Software Image / Warranty Matters*

If the problem is related to the software image or falls under warranty, IT Support will:

- rectify the matter and endeavour to get the Laptop back to the student within 48 hours
- issue a replacement laptop dependent upon the individual circumstances involved.

### *Insurance Claims*

If the problem necessitates an insurance claim, IT Support will:

- provide the student with the claim form to be completed by Parent(s)/Guardian(s)
- alert the student's Level Co-ordinator/Head of House for possible disciplinary action
- alert the College Finance Department.

The following steps will then subsequently ensue:

1. The completed claim form together with the \$200.00 excess fee is to be lodged with the Finance Department
2. The Finance Department will alert IT Support and the student's Level Co-ordinator/Head of House of the receipt of the completed form and excess fee
3. The College's supplier will endeavour to repair the laptop within 48 hours depending upon the availability of parts
4. IT Support will liaise with the student's Level Co-ordinator/Head of House to determine if a replacement laptop should be issued to the student.

## 1.6 ASSESMENT AND HOMEWORK

- Students are encouraged to use their notebook computer for homework and assessment tasks. However, the loss of data cannot be grounds for the appeal of any assessment task or homework. Students are responsible for backing up of all data.

## 1.7 CLASSROOM USAGE

- Subject teachers will manage the use of the laptops in the classroom.
- No student is to take out or use a notebook computer without the permission of the classroom teacher.

## 1.8 OWNERSHIP

- Students have the use of the notebook computer whilst they are enrolled at the College. When leaving Salesian College, students are to return the notebook computer and accessories in good order. Failure to do so will incur the full cost of a replacement computer being charged.



## 2.0 STUDENT ACCEPTABLE USE AGREEMENT

### 2.1 POLICY STATEMENT

The use of electronic devices and access to e-mail and internet services (school devices and services) at Salesian College is provided to students in order to support their educational needs. These devices and services are necessary educational tools and must be used in a responsible manner. This Policy can never anticipate all possible advances and uses of technology, therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This Policy is intended to inform parents and students of the College's expectations when students are using the devices and services provided by the school and when using their personal equipment to communicate to or about members of the school community. If a student acts in a way that is contrary to the policy, he will be subject to consequences according to the College Code of Behaviour. If necessary offending material may be supplied to the police.

Salesian College reserves the right to capture, store and review all internet browsing and emails across our school network. Devices may be taken or accessed if it is believed that:

- there may have been a breach of the College rules
- there may be a threat of harm to a student or to system security.

### 2.2 STUDENTS ISSUED WITH SCHOOL OWNED LAPTOP COMPUTERS

The Australian Federal Government and Salesian College have provided student laptop computers for the personal educational use of secondary students while enrolled at the school. Students and their families who receive a laptop computer have the following additional responsibilities:

- To care for the laptop to the best of their ability;
- To keep the laptop secure and protect it from any malicious damage;
- To bring the laptop to school each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed;
- To return the laptop computer (and any inclusions such as power cords and carry case) in good order when leaving the school.

### 2.3 CYBER-CITZENSHIP

1. When using the school devices and services students will:

- ensure that communication through internet and email services is related to learning;
- keep passwords confidential, and change them when prompted, or when known by another user;
- use passwords that are not obvious or easily guessed;
- log off at the end of each session to ensure that nobody else can use their account;
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable;
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student;
- ensure that copyright permission is gained before electronically publishing the works or drawings of others;
- always acknowledge the creator or author of any material published;



- keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private;
  - ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
2. When using the school services or personal mobile phones (or similar personal equipment), students will not
- disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through use of proxy sites;
  - allow others to use their personal accounts;
  - deliberately use the electronic identity of another person to send messages to others or for any other purposes;
  - enter 'chat' or 'social networking' internet sites without the permission of a teacher;
  - use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member;
  - damage or disable computers, computer systems or networks;
  - disclose personal information about another person (including name, address, photos, phone numbers);
  - distribute or use information which is copyrighted without proper permission;
  - take photos or video of members of the school community without their consent.
3. When using school services students will never knowingly initiate or forward emails or other messages containing:
- a message that was sent to them in confidence;
  - a computer virus or attachment that is capable of damaging recipients' computers;
  - chain letters and hoax emails;
  - spam, e.g. unsolicited advertising material.
4. When using school services or non-school services students will never send or publish either through internet sites, e-mail or mobile phone messages:
- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
  - threatening, bullying or harassing material or make unreasonable demands;
  - sexually explicit or sexually suggestive material or correspondence;
  - false or defamatory information about a person or organisation;
  - the school name or crest without the written permission of the Principal.

***Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users.***

***The misuse of school services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.***



### 3.0 CYBERSAFETY AT SALESIAN COLLEGE

#### 3.1 RATIONALE

Salesian College is committed to promoting and providing a supportive learning and teaching environment for all members, in accordance with Gospel values and the National Safe Schools Framework. This document has been designed with a special focus on student well-being and safety.

#### 3.2 DEFINITIONS

Important terms used in this document:

- a. The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- b. '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- c. 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- d. The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- e. '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. Pornography is an example of 'objectionable material' and so is any other material that is likely to offend accepted standards of decency, morality and propriety.

**Use of any ICT equipment must be in compliance with the Salesian College school rules.**

#### 3.3 PRINCIPLES

Salesian College:

- Affirms the right of all school community members to feel safe at school;
- Will implement policies, programmes and processes to nurture a safe and supportive school environment;
- Will enact policies that are proactive and oriented towards prevention and intervention;
- Will take action to protect members of the community from all forms of harm.

The College will endeavour to address cyber safety issues with students through ongoing educational programmes.

#### 3.4 SCHOOL CYBER SAFETY RULES:

While at school or engaged in any school-related activity students:

1. Will not have any involvement with any ICT material or activity which might put myself or anyone else at risk.
2. Will not at any time use ICT (on or off campus) to bully, upset, offend, harass, threaten, tell lies about, impersonate or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
3. Will not



- access, or attempt to access, inappropriate, age restricted, or objectionable material
  - download, save or distribute such material by copying, storing, printing or showing it to other people
  - make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
4. Will not give out any personal information (including photos) online about myself or any other person. Personal information includes name, address, email address, phone numbers, passwords and photos.
  5. Will not record unauthorised sounds, videos or images or upload, publish or otherwise electronically transmit any such unauthorized materials to the Internet or elsewhere.





**AGREEMENT – STUDENT AND PARENT LAPTOP ACCEPTABLE USE**

**This page is to be returned to Salesian College**

I/we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of electronic devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school’s rules and procedures.

We understand that we will be responsible for paying the insurance excess of \$200 incurred in replacing or repairing a school issued laptop computer that may be damaged, lost or stolen.

1. I understand and accept that these rules apply also to any privately owned ICT equipment or device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity.
2. I understand and accept that if I break these rules, the school may inform my parent(s). In serious cases the school may take appropriate disciplinary action. If illegal material or activities are involved, it may be necessary for the school to inform the police.
3. I understand and accept that personal ICT devices may be confiscated and accessed by teachers if it is believed that there has been a breach of school rules, threat to school security systems or risk of harm to anyone in the school community.
4. I understand and accept that the school will monitor and record my use of the Internet, e -mail and computer equipment, including privately owned equipment, while at school.

**I have read and discussed this information with my parent/guardian and I agree to be a cyber-safe student and always uphold these rules both within and outside of school.**

Student Name \_\_\_\_\_/

Student Home Room \_\_\_\_\_/

Student Signature \_\_\_\_\_/ Date / /2012

Parent(s)/Guardian(s) Signature \_\_\_\_\_/ Date / /2012

/ /2012 Date	Processed