

Student Laptop Program



Student Name: _____

Policy and Guidelines Booklet 2020

*Acceptable Use of Computer and Internet Resources and Notebook
Computer Guidelines*

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Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity. These modes of learning are supported by access to portable digital devices (e.g. laptops)

Contemporary learning and teaching is

- *Student centered – learning is personalized;*
- *Anywhere, anytime – learning is not limited by time and space;*
- *Multi-modal – learning through a variety of multi-media and interactive technologies*
- *Shared – learning through collaboration and shared group experiences*
- *Non-Linear – students can determine their own learning paths*

The world of students within and beyond the school is connected by the use of contemporary information processing, communication and collaboration tools.

In our networked College Community:

- Teachers engage in continuous learning to enhance their professional practice and the practices of their students.
- School and organisation leaders create the conditions that enable the vision to be realised.
- Parents are empowered to become actively involved in their child’s education by accessing online communication, learning, reporting and monitoring systems.
- Planning and resourcing is future focused and flexibly delivered within the learning context of the school.
- Accountability and improvement are reviewed through the School Cyclical Review process.

ICT capability involves students learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.

BCE - Embedding ICTs across the curriculum (2018)

- Students and parents will be responsible for the overall care of the laptop.
- Students in years 9 to 12 will have full local administrator rights to the laptop and will be responsible for its ongoing maintenance including re-imaging. Year 7 & 8 students will not have admin rights.
- Students will be supported to be competent users and maintainers of their assigned laptop.

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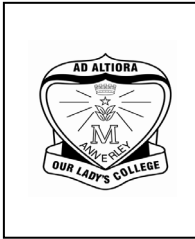
Learning will not take place only inside schools and colleges, but in communities, workplaces and families. The shift to thinking about learning beyond the classroom requires a shift in our thinking about the fundamental organizational unit of education...from the school, an institution where learning is organized, defined and contained...

...to the learner, an intelligent agent with the potential to learn from any and all of her encounters with the world around her.

Tom Bentley, DEMOS

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- A protective sleeve will be supplied and students will be required to carry the laptop computer within this sleeve at **all times**. (In the interest of student safety, laptop computers are not to be used in a public place).
- The College will implement regular hardware, software and data inspections.
- The College will use location tracking and monitoring systems for laptops.
- Students will be subject to the terms of the *ICT Acceptable Use Policy* if there is any evidence of misuse or inappropriate usage.
- All students will be responsible for the regular backup of their data via their OneDrive – Brisbane Catholic. The college takes no responsibility for personal files kept on the laptop.
- All laptops will include all necessary software to assist in learning. Students may NOT delete any of these applications or existing folders.
- Students will be able to install additional home-based printers, scanners and other peripheral devices. The college takes no responsibility for any additional programs installed by the student.
- The laptop is a tool to assist learning and should not be used for any other purpose.
- Students must be aware of and abide by the *ICT Acceptable Use Policy* (see section 3). Failure to abide by the user agreement could result in disciplinary action including restricted access to laptop, or in the event of damage, a financial cost to the parent (refer to *Section 4 - Student and Parent Laptop Computer Guidelines*).
- Laptop computers **must** be recharged at home each night ready for the next school day. The laptop can be connected to the student's home internet at the parent's discretion. Parents should supervise proper usage of laptops at home, especially whilst students are using the internet. It is not intended for the laptop to be used by other members of the family.



Acceptable Use of Information & Communications Technology Resources including Internet Resources

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

Our Lady's College have established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school owned notebooks/computers that may be taken off the school grounds with permission from the school. **Our Lady's College** has specific guidelines relating to the use of notebooks/computers (**See Part 5: Student and Parent Laptop Computer Guidelines**)

This document has been developed to inform users of their rights, responsibilities and obligations when using Computer and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all **Our Lady's College** technology resources that are accessed through computers owned by the school.

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this policy.

Conditions of Use - Responsibilities of Users

Our Lady's College requires all users of its resources to do so in an ethical, legal and responsible manner. Students must comply with the rules for accessing technology resources in this document.

Permitted use of technology resources

1. Students must only access **Our Lady's College's** technology resources for schoolwork. **Students must not:**
 - a. buy or sell items or services over the internet;
 - b. access or enter chat rooms;
 - c. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
 - d. amend documents created by another student without that student's consent;
 - e. download, install or use unauthorised computer programs;
 - f. deliberately install computer viruses or other malicious programs;
 - g. gain unauthorised access to any system by any means;
 - h. use technology resources to attack or compromise another system or network;
 - i. access or intercept emails sent to other persons.

Confidentiality and cybersafety

2. Students should be aware that material they post on Internet sites (including Facebook and other social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community. Once information is on the internet, it may not be possible to remove it.
3. Students should not display personal information about themselves or others in a way that is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students should not distribute someone else's personal information without their permission.
4. Where disclosure of personal information is made through authorised avenues (e.g. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside **Our Lady's College's** control to prevent such instances from occurring.
5. Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.
6. The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. **Our Lady's College** may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.

Cyber bullying and defamation

7. Students must not use email or the Internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

Security

8. Students must perform a virus check on all attachments received by email and on all storage devices (e.g. USB, Discs, music devices, etc.) before opening. Students must ask for assistance if they are unsure as to how to perform a virus check or the virus check identifies a problem with the attachment/disk.
9. Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students must log off at the end of their computer session.
10. Students must not use another person's name and password to access resources.
11. Students must report a suspected breach of security to a teacher.

Copyright

12. Just because something is on the Internet it is not freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use **Our Lady's College** technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

Consequences following a breach of this policy

13. A breach of this policy will be taken seriously and may result in disciplinary action.
14. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of the Behaviour Management policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.
15. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

4. ACCEPTABLE USE AGREEMENT – FORM



Our Lady's College ICT Resources Access Consent Form – Students

This Consent Form must be signed and returned prior to students being granted access to the internet and other information and communication technology resources.

Parents/guardians are encouraged to review and discuss the contents of the *Acceptable Use of Information & Communications Technology Resources including Internet Resources* statement with the student and answer any questions that they may have.

By signing this Consent Form, both Parents/Legal Guardians and students:

- i. agree to the terms of usage as set out in the *Acceptable Use of Computer and Internet Resources* and *Notebook Computer Guidelines* shall apply to all use of the Notebook Computer at all times, including use outside school and at home; and
- ii. acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary action may result; and
- iii. acknowledge that they are accountable to College staff when using their laptop at the College and to the Parent/Guardian when using the laptop away from the College

Any queries in relation to this material should be directed to **the Principal**.

User Acceptance

I, the student named below hereby agree to comply with all requirements as set out in the *Acceptable Use of Computer and Internet Resources* and *Notebook Computer Guidelines* statement and all other relevant laws and restrictions in my usage of the Notebook Computer and in my access to online resources at all times including use outside school and at home.

NAME: _____

HOME GROUP/PC CLASS: _____

SIGNATURE: _____

DATE: _____

Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for the student named above to use the Notebook Computer and to access online resources for educational purposes (including email and the internet). I understand that access is granted to students subject to the restrictions contained in the *Acceptable Use of Computer and Internet Resources* and *Notebook Computer Guidelines* and that if breached, appropriate consequences may follow.

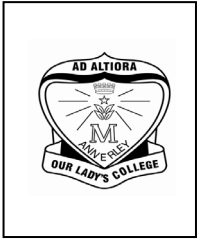
I acknowledge that:

- i. the College may require students to have access to the internet outside of class time in order to participate in school learning activities; (Ad Altiora Place is open before and after school)
- ii. where the student does use the Notebook Computer to access the internet through internet access other than at the College, the College does not control or monitor such access, and it is my responsibility to supervise any internet access other than at the College using the Notebook Computer;
- iii. some material available on the internet may be objectionable and in addition to the *Acceptable Use of Information and Communications Technology Resources* statement, I have discussed appropriate restrictions with the student when accessing or sharing information or material over the internet; and
- iv. Parents are encouraged to seek information about cybersafety and to contact their internet service provider for home internet filtering options.
- v. All instances of loss, damage or theft are the responsibility of the student. Damage will incur an insurance excess (\$50 for the first incident; \$75 for the second incident; \$100 for the third and subsequent incidents) which is payable to the College.
- vi. In the event of theft a detailed report, accompanied by a Queensland Police Reference Number must be provided to the College by the parent(s) of the student. Students are responsible for paying replacement costs if the laptop is accidentally lost/stolen off-site.
- vii. It is the responsibility of parents/carers/guardians to replace lost or broken Power Adapters.

NAME: _____

DATE: _____

SIGNATURE: _____



Our Lady's College

Student and Parent Laptop Computer Guidelines

1. Education Purposes

- a. Students are to use their laptop computer for **educational or College** purposes.
- b. The laptop computer comes pre-installed with all the necessary software for student use. College authorised software takes priority when stored on the laptop computer.
- c. Non-educational software or data should be stored on a student's private home computer.
- d. The College reserves the right to carry out software, hardware and data inspections of laptop computers at any time.
- e. The College will use location tracking/ monitoring systems on laptops.

2. Student Responsibilities

- a. The laptop computers are covered by insurance; however, each student is responsible to keep their laptop computer secure.
- b. Laptops are to be kept clean and free from graffiti and stickers other than those authorised by the College. Students should not use their laptop while eating or drinking.
- c. It is the student's responsibility to charge their laptop computer at home each evening. A limited number of charging facilities are available in the college library.
- d. Students are not to remove any identification labels from their laptop computer.
- e. While at school and not in use, laptop computers are to be carried in the protective sleeve between classes and placed in the student's locker during break times if not in use.
- f. While travelling to and from school, laptop computers are to be carried in the protective sleeve and placed in the student's school bag.
- g. The software loaded on the laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete software.
- h. The laptop may only be used by the student, either at school or at home. Any other student or family member except for the parent or guardian when assisting should not use the laptop.
- i. It is the students' responsibility to report issues with software and hardware as soon as they become aware of problems.
- j. It is the students' responsibility to store all their school documents on their BCE OneDrive, accessible through the Student link on the School Portal.
- k. It is the students' responsibility to ensure that they have adequate print credit to access printing services at school. Students can increase their printing credit by making payments via the online Monitor portal.

3. Parent Responsibilities

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Supervise student use of the computer when at home including their Internet use.
- c. Ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.
- d. Comply with the policy of the school in relation to the return/transfer of the device in the event of the student leaving the school prior to the end of Year 12.

4. Data Backup and Software Upgrading

- a. Students are responsible for the backup of all data via their OneNote – Brisbane Catholic Education, accessible through the Student Dashboard on the School Portal.
- b. Students are responsible to ensure that all software is kept up to date. (e.g. Operating System and installed Virus Software).

5. Technical Support

- a. Students will be given full local administrator rights of their laptop computer.
- b. Students will be supported to maintain their laptop.
- c. In the event of a software malfunction students may contact the staff in Ad Altiora Place for assistance during school time.

6. Use of the College Wireless Network and Internet Access

- a. The use of the College Wireless Network and all associated infrastructure are available for educational use only with student laptop computers.
- b. During school hours the internet is only to be accessed through the College Wireless Network.
- c. The downloading of large files is not permitted due to bandwidth restrictions.
- d. Students are not to remove the virus software provided and replace it with another type of virus software.
- e. Specific network settings are not to be removed or altered as this could affect the laptop computers ability to connect to the College Wireless Network.

7. Loss, Theft and Repairs

- a. All instances of loss, damage or theft must be reported to the College as soon as possible.
- b. Student laptop computers are covered by a three-year warranty. This warranty covers the normal wear and tear issues related to the normal use of their laptop computer. This warranty does not cover malicious damage, loss or theft.
- c. All instances of loss, damage or theft are the responsibility of the student. Damage will incur an insurance excess (*\$50 for the first incident; \$75 for the second incident; \$100 for the third and subsequent incidents*) which is payable to the College.
- d. In the event of theft a detailed report, accompanied by a Queensland Police Reference Number must be provided to the College by the parent(s) of the student. Students are responsible for paying replacement costs if the laptop is accidentally lost/stolen off-site.
- e. In the event of hardware malfunction, a report must be made to the College as soon as possible for the warranty repair to be organised.

- f. In the event of a major malfunction the student will be issued with a 'swap' machine to enable their studies to continue and for their laptop computer to be repaired; on the return of their laptop computer the student will return the 'swap' machine and they will be reissued their original laptop computer.
- g. It is the responsibility of parents/carers/guardians to replace lost or broken Power Adapters.

8. Assessments and Homework

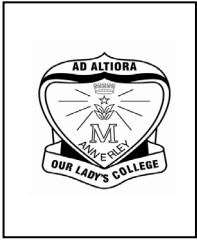
- a. Students are encouraged to use their laptop computer for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for an extension of time for assessment tasks of the appeal of any assessment task or homework.

9. Classroom Usage

- a. Student laptop computers are to be brought to school each day, however the classroom teacher will manage the use of the laptop computers in the classroom.
- b. No student is to take out or use a laptop computer without the permission of the classroom teacher.
- c. When in use, the laptop should be placed on a table or desk, not on laps.
- d. The laptop should not be carried around whilst the screen is open.

10. Ownership

- a. Students have use of the laptop computer whilst they are enrolled at the College. When leaving the College, students are to return the laptop computer and accessories in good order.



Our Lady's College

Student and Parent

Laptop Computer Registration Form

1. I confirm that I have read, understood and agree to abide by the *Student and Parent ICT Acceptable Use Policy* in the College Diary and the attached *Student and Parent Laptop Computer Guidelines*.
2. I understand that the assigned Student Laptop Computer *username* and *password* are confidential and I **will not allow my password to be disclosed to others**.
3. I understand that the laptop was tested before I took possession of it and was in full operational order with respect to both hardware and software.
4. I will **not** leave my laptop computer logged-on when it is not under my direct supervision.
5. I confirm that I have received the following:

Laptop Computer

Power Supply and Cord

Laptop Sleeve

Surname:		Laptop Serial No.:	
First Name:		College Asset ID:	
Student ID:			

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

7. APPENDIX 1 – ADDITIONAL CONDITIONS RELATING TO EMAIL

As part of access to the ICT resources provided by BCE, users will be provided with access to an email account.

Users should use email for learning or administrative activities only.

Users will, upon an email account being established, be allocated a data quota which will represent the maximum space a user is permitted to use to store emails of the BCE ICT network. Users should not exceed this quota.

Users must **not** use email to:

- create or send email under another's name without express authorisation;
- create, send or forward electronic chain letters or commercial emails (spam);
- create, send or forward obscene, abusive, fraudulent, threatening or repetitive messages or those containing foul language (swearing);
- harass, threaten, defame, vilify or discriminate against any person or group;
- intentionally or irresponsibly damage or disable BCE or school ICT resources;
- use email for the purposes of transferring excessively large files;
- intentionally introduce computer viruses or other malicious programs to hardware or software or physically damaging systems;
- cause interference with or disruption to any computer, computer network, information service, equipment or any user;
- engage in any activity for personal monetary gain or commercial purposes;
- send copies of electronic works in contravention of copyright or other intellectual property laws;
- disseminate personal contact or other confidential information without appropriate authorisation or consent; or
- engage in any other activity that is prohibited by the Conditions of Use or local, state or Commonwealth law.

8. APPENDIX 2 – ADDITIONAL CONDITIONS RELATING TO THE WORLD WIDE WEB

As part of access to the ICT resources provided by BCE, users will be provided with access to the World Wide Web.

Users should use the World Wide Web for learning or administrative activities only.

Users' access to the World Wide Web is subject to reasonable download restrictions. Users should not use BCE ICT resources to download large numbers of unnecessary files or files that are excessive in size.

Users must **not** use the World Wide Web to:

- (a) access illegal, inappropriate or immoral content;
- (b) download excessive amounts of data;
- (c) download or install unauthorised programs or other material;
- (d) create, display, or transmit threatening, racist, sexist, or harassing language and/or materials;
- (e) access or author unauthorised "blogs" or other personal web pages;
- (f) access or administer unauthorised discussion forums;
- (g) disseminate personal contact or other confidential information without appropriate authorisation or consent;
- (h) attempt to guess, capture, "hack", or decrypt any security details of any other person or user;
- (i) access any internal or external server with the use of any stolen, guessed or hacked security details or other private data obtained without consent;
- (j) engage in any activity for personal monetary gain or commercial purposes;
- (k) engage in any activity that is prohibited by the Conditions of Use for ICT Resources or local, state or Commonwealth law.

If a user accidentally comes across material in breach of the Conditions of Use, the window should be closed and the staff in Ad Altiora Place should be notified immediately.

9. APPENDIX 3 – ADDITIONAL CONDITIONS RELATING TO THE WEB PUBLISHING TOOLS

Through the access of ICT resources, users may be granted access to products and technologies that enable users to publish and share material over the intra/internet ("web publishing tools").

Users should ensure that web publishing tools are used for learning or administrative activities only. Personal or commercial use of the web publishing tools through the BCE ICT network is not permitted.

Users' access to the web publishing tools is subject to reasonable download restrictions. Users should not use BCE ICT resources to upload or download large numbers of unnecessary files or files that are excessive in size.

Users must not use web publishing tools to:

- (a) post or distribute illegal, inappropriate or immoral content;
- (b) upload excessive amounts of data;
- (c) post or distribute obscene, abusive, fraudulent or threatening material;
- (d) harass, threaten, defame, vilify or discriminate against any person or group;
- (e) engage in personal attacks upon any user or person;
- (f) post material or content involving foul language (swearing); or
- (g) engage in any activity that is prohibited by the Conditions of Use for ICT Resources or local, state or Commonwealth law.

Users must also ensure that they do not use web publishing tools in a manner that would breach, or would cause BCE to breach the terms and conditions of any applicable software licenses.

If a user comes across material in breach of the Conditions of Use, the window should be closed and the staff in Ad Altiora Place should be notified immediately.

Supervision and Moderation

Given the unique nature of the resources web publishing tools provide, as well as the responsibilities of users to ensure compliance with the Conditions of Use, teachers and other supervisors have a responsibility to ensure the resources are being used in a safe and appropriate manner by both themselves and all students.

Prior to access being provided to students and other users, teachers and supervisors should be aware of the technological capabilities of web publishing tools and provided with appropriate moderation authority.

Teachers and supervisors should actively browse and scrutinise material being posted and submitted by users through web publishing tools to ensure compliance with these Conditions of Use. Any material a teacher suspects to be in breach of this Policy or the Code should be either removed or if appropriate, quarantined and other appropriate individuals notified.