

# Sacred Heart College



## Yarrawonga PC 13.1 Laptops for Learning Policy

Ratified by Leadership	12 <sup>th</sup> July 2016
Responsibility for currency	ICT Manager
Year for next major review	2019
Record of revisions	5/9/16 Added a line and link to a website to Induction Session section for ESmart School.

## **LAPTOPS FOR LEARNING – THE VISION**

Sacred Heart College is committed to providing a child safe learning environment that will engage our students and give them independence and flexibility in their learning. We believe that students should be able to learn in teams, collaboratively, as a class, a whole community or alone. We believe that students should be able to share learning experiences with their classmates and the wider community.

The Laptops for Learning program aims to expand the learning environment beyond the walls of the classroom to give students the capability to collaborate, share information and experiences and take control of their learning in ways not previously possible. Learning experiences across the College will focus on developing the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21<sup>st</sup> century citizen capable of shaping our future.

## **COMMITMENT TO CHILD SAFETY**

All students enrolled, and any child visiting, have the right to feel safe and to be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

## **OWNERSHIP**

### **Advantages of College ownership**

The College has chosen to use the Apple MacBook for the program. The MacBook is a fully featured, powerful and robust laptop computer with a proven track record in schools.

Although students will have 24/7 access to the laptop, ownership of the MacBook is retained by the College. Ownership provides the following advantages:

- Access to lower software-licensing costs;
- Educational volume pricing;
- The provision of applications and an operating environment designed to support learning;
- Each laptop will be set up and managed for one student only;
- Full insurance, support and maintenance;
- Safer Learning Environment.

## **RESPONSIBILITY OF CARE OF EQUIPMENT**

Students are responsible for ensuring that the laptop and supplied accessories are kept in good order and condition. At the end of the three-

year 'laptop life-cycle', the laptop and all accessories must be returned to the College in good condition and full working order.

If a student leaves the College they must return the laptop and all accessories to the College in good condition and full working order.

If the equipment is not in working order or returned in poor condition, Parents/Guardians/Students will be responsible for contributing towards the cost of repair. An allowance for fair wear and tear will be made.

### **Laptop life cycle**

The life cycle is for a period of three years. During this period, the College will maintain the hardware and upgrade software applications and operating systems as required.

Owing to issues associated with ongoing maintenance and support, insurance, software licensing, privately purchased systems cannot be used in the *Laptops for Learning* program.

## **PARTICIPATION IN LAPTOPS FOR LEARNING**

### **One laptop per student**

All students at the College will participate in a 1 to 1 laptop program: the program is called *Laptops for Learning*. Participation in this program requires that each student have access to a laptop provided under the College use agreement.

The laptop will be installed with the College's standard operating environment, including the range of software applications determined by the College.

The laptop includes a number of internal components with unique identification numbers. These unique identification numbers will be matched against a student's enrolment identification and register in the College's electronic system for management of the ICT resources. This information is private to the College and will be principally used for ongoing support and maintenance. Parents/Guardians/Students need to be aware that this information is used by the College to assist in keeping students whilst using the College's network, by monitoring appropriate use of the laptop and digital resources.

### **ACCEPTABLE USE**

The College has a range of policies in place to support the acceptable use of the laptop to support student learning. These policies are listed below, and are available on the College's Website (<http://www.shcy.vic.edu.au>):

- Cyber Bullying Policy
- Prevention of Student Bullying and Harassment
- Mobile Phone Policy

- Electronic Mail and Internet/Intranet Policy
- Social Media Policy

As the laptop is a College device, the policies apply to the use of the laptop at school and away from school. The policies cover a range of issues including the appropriate use of the Internet, email and social networking; cyber-safety and cyber-bullying; and use of the College network. Parents/Guardians/Students need to be aware that any data stored on the laptop or on the College network is not private and will be subject to monitoring by College staff from time to time. Class teachers will provide induction to students to ensure that they are familiar with their roles and responsibilities for acceptable use of the laptop.

A range of strategies will be in place to deal with inappropriate use of the technology. These strategies include loss of access to external resources and/or the tightening of user restrictions limiting the functionality of the laptop.

## **INDUCTION SESSION**

Parents and students will be required to attend a mandatory induction session and agree, in writing, to the terms and conditions of the program prior to the allocation of a laptop. The induction session will provide information on:

- Basic operational skills;
- Care of the laptop;
- Safe and acceptable use of the laptop;
- Procedures for technical support.
- ESmart School – Creating a Wholistic Approach to Cyber Safety  
<https://www.esmart.org.au/>

## **USE OF LAPTOP**

Students must take the laptop to all classes unless the teacher has requested otherwise. Students must stay on-task as directed by their teacher while using the laptop. The laptop agreement is on the basis that students will follow their teacher's instructions and access files and applications in a safe and ethical manner.

Students must not disrupt the running of any ICT system, attempt to hack or gain unauthorised access to any system. Students must not attempt to disable or remove the College's abilities to monitor the student's usage of the College's laptop or ICT network systems. The College's policies extend outside of school hours and off site.

The College reserves the right to monitor the content of the laptops and regularly conducts live monitoring of activity on the laptop. Any images or material on privately owned equipment/devices, such as USB/portable drive must be appropriate to the school environment. Students must

permit school staff and parents/guardians to perform checks of their laptop and any device when requested.

Students need to:

- Never engage in cyber bullying of students and/or teachers.
- Never access sites that contain, or may contain, violent, racist, sexist, pornographic or where offensive language is used or where there is culturally offensive material. A teacher or the ICT Department must be notified if a student finds themselves on such a site.
- Understand that the storing of and/or transferring sexually explicit images also breaches federal and state laws. The Police will be contacted if this occurs.
- Never use inappropriate or offensive language in files, folders or class work.
- Manage printing and Internet credit responsibly. Students are advised to check the size of the file before they download it to ensure they do not exceed their usage limit.
- Never modify, delete files or folders that have been installed by the College on the machine's hard disk or on the network.
- Never bring to school games or other materials that could be viewed by others as offensive.
- Understand that taking photographs of individuals and placing these images on the Internet or in the public forum without their express permission can be considered a form of harassment. If the student is under age then images are also subject to Child Protection Legislation. Sexting (taking and/or sharing inappropriate images of students under the age of 18) is against the law and this will be reported to the Police.
- Never use the laptop (or mobile phone with a camera), in any change rooms or toilets or places where privacy should be adhered to.
- Understand that you are not to touch the keys, controls, power button, trackpad or any other device that is in use by another student.

### **Looking after your laptop**

The following guidelines are provided for the carriage, storage and security of the laptop at and away from the College. Adherence to these guidelines will ensure the protection and longevity of the device and ensure that it is ready for use throughout the school day.

### **Care when in use**

- Avoid moving around with the laptop when it is in use; ensure that the laptop is on a secure, stable surface when in use;

- Avoid exposing the laptop to food, drink, dirt or other liquids. Do not turn the laptop on if it has been exposed to liquid spills.
- Do not squeeze, poke, put pressure on or pick up the laptop by the screen;
- Keep the laptop within the supplied protective case at all times;
- Avoid bumping, dropping or shaking the laptop;
- Close lid slowly in case of unseen objects (eg. pens, earphones).

### **Handling and carriage**

- Ensure that the laptop is in sleep mode or turned off when in transit;
- Ensure that the laptop is enclosed in the external, protective shell/sleeve;
- Use a backpack with a dedicated laptop compartment or separate compartment away from food and drinks when carrying the laptop to and from the College;
- Avoid placing heavy objects on or against the laptop. Pressure on the laptop can cause damage to the device.

### **Storage**

- Do not leave the laptop in a student locker overnight;
- Do not leave the laptop in unsupervised areas during the school day. Ensure that the laptop is in a locked classroom or secured in a locked locker. Each student is responsible for providing a lock for their locker;
- Never leave the laptop unattended or on open display in an exposed area where it can be targeted for theft;
- Organise to have your laptop stored securely at school overnight if events prevent you from being able to secure the device after school hours.

### **Charging**

- Ensure that your laptop is fully charged for each day. Charge your laptop overnight;
- Only use the power adapter that came with your laptop or the power adapted supplied at the College to charge your device
- **Do not bring your power adapter to school.**

## **ONLINE RESOURCES AND NETWORKS**

### **Usage limits**

Students will have unlimited access to online resources stored on the College's Intranet and Learning Management System. Students will also have access to the external resources via the College's Internet connection. Students are provided with a download quota that will enable

them to complete school-based learning activities. Students will be required to purchase additional download data allowance if the usage limit is exceeded.

### **Access control**

All laptops will be protected through the use of a username and password system. The username and password will provide access to the laptop and connection to online resource via the College's network and the internet connection. Students must not provide their username and password to others.

The use of the laptop to access online resources using the College network, external networks or home internet connection is governed by the College's *Electronic Mail and Internet/Intranet Policy* and the *Social Media Policy*. Parents/Guardians/Students are required to make themselves familiar with these policies to ensure that the device is used appropriately outside of the school environment. Inappropriate use of the laptop is unacceptable and will be subject to disciplinary action which may result in exclusion from the connection to resources external to the College and/or a tightening of user restrictions on the laptop.

### **Online communication and collaboration tools**

Students will use the laptop and various tools to communicate and collaborate with others as part of their learning. A focus on cyber-safety and appropriate use will form an integral part of the teaching and learning program.

As the laptop is a school resource, students must abide by the College's policies when using the laptop for communication and/or collaboration with others – regardless of the location of use. To ensure safe and appropriate use, students:

- Must use the technology for purposes directly related to their learning;
- Must never provide personal details or images of themselves or friends to others;
- Must never use the technology to bully others;
- Must use appropriate language when they are chatting, messaging or working with others;
- Must not use the technology to interfere with the work of another student;
- Must not share images, audio, animations, video or other media that contains offensive or inappropriate material with others;
- Must not access social networking sites or access or download media from file sharing sites during school hours.

## **DATA**

### **Data Storage**

Students will be required to store data directly on their laptop. Access to the data will be protected by username and password. Students will have access to storage space on a file server on the College network to back-up or store critical data. Whilst laptops can be used to store data for school and recreational purposes, students are reminded that data stored on laptops or on any College network infrastructure is not private.

### **Backing up**

Students will be responsible for backing-up their own data at all times. Automated back-up software is available on each laptop for the student to use if they choose. The College takes no responsibility for the backing up of student data.

There are a number of options, but as a baseline, all students are required to have as a minimum a 16GB USB memory stick. Students are encouraged to back up their data to this device at least once per day. Other alternatives for backing up critical data include external hard disk drives, storage space on the College network or storage space on the Internet.

### **Non-school data**

The College allows reasonable private use of the laptop by students. However, the following applies:

- Students are allowed to install audio, images, animations and video media for private use provided all copyright obligations are met;
- Downloading or the sharing of such media during the school day is prohibited unless directed by a teacher;
- Students are only able to use the media at school if express permission is provided by the class teacher;
- Students are responsible for ensuring that the storage of media for private purposes allows for enough remaining hard drive space and memory to participate fully in learning activities;
- Students are not to make changes to any settings that will have a negative effect on remote management, access and reporting software.

## **SOFTWARE**

The laptop is supplied with a software image. All software on the image is covered through licensing agreements approved by the College. Students must not distribute or delete this software without permission from the College. The College will update the operating system and software applications as required.

## **Additional software restrictions**

Students will have the ability to install additional software on the laptop. Software, including music and games, can be installed providing all copyright obligations are met.

Parents/Guardians/Students are reminded of the dangers of installing software downloaded from unknown providers over the Internet.

If installing additional software, Parents/Guardians/Students must:

- Ensure that all copyright and licensing requirements have been met;
- Keep installation disks and records of serial numbers, activation keys, etc.;
- Ensure that the software is not used for illegal activity, eg. sharing of music, movies, etc.;
- Ensure that any computer games or simulations must be classified as G, PG or M. Software classified MA 15+, R18+ or X18+ are not to be installed;
- Ensure that adequate storage is left on hard drive for storage of data for schoolwork;
- Additional software cannot be used throughout the school day without permission from the class teacher.

The College is not able to support software installations for software that is not owned by the College. The College tracking system automatically registers additional software installations. Parents/Guardians/Students may be required to provide proof of purchase.

## **Basic software image installed by the College**

Details of major software provided on the image:

<b>Application</b>	<b>Use</b>
OS X	Operating System
Microsoft Office	Word Processing, Spreadsheet, Presentation.
iWorks: Keynote, Pages, Numbers	Alternate Presentation, Spreadsheet, Word Processing and page layout software;
iLife: iMovie, Photos, GarageBand	Organising photos, making movies, recording music and audio;

iTunes	Organisation and playback of digital music, podcasts, movies
Chrome	Web Browser
Time Machine	Back-up software
Mail, Contacts, Calendar and Messages	Email and calendar clients, contact management and messaging
ComicLife	Visual Communication of ideas—digital graphic writing
Filemaker Pro	Database management system

## **PERSONALISING THE LAPTOP**

As the device is the property of the College, no changes can be made to the laptop's external enclosure. When the laptop is returned the device is to be in working order, good condition, and clean and free from any irreversible markings to the enclosure and screen.

## **INSURANCE**

The College will cover insurance for the laptops. Laptops will be covered for theft and accidental damage. Please note that theft is excluded if the laptop is not secured when it is not in use. However, the College will exclude malicious or wilful damage to the laptop by the student or damage that occurs as a result of the student not taking proper care of the laptop. In the case of malicious or wilful damage caused by the student or as a result of the student not taking proper care of the laptop, a loan computer may not be provided during the period of repair and the Parents/Guardians/Students will be responsible for the full cost of the repairs.

If a device is damaged or stolen during the term of the agreement, parents/guardians will be required to contact the College to make a report. Parents/Guardians/Students will also be required to make a police report in the event of theft or malicious damage away from the College. The College will provide advice on the action required and initiate the appropriate insurance documentation. The student will be provided with a loan computer for the duration of this process.

## **Claims and Excess**

An excess of \$220 is payable by Parents/Guardians/Students for the

first claim. Subsequent claims will incur a cost of \$440, \$660 increasing to the full replacement cost of the laptop for further claims.

The College will monitor the pattern of claims to minimise the repetition of theft, loss or damage. In the event of such a pattern being identified, the Parents/Guardians/Students will be responsible for the full replacement cost. The issue may be referred to the Police if a satisfactory resolution cannot be reached.

### **Theft or damage by a third party**

In the case of theft of the laptop or damage to the laptop by a third party away from the College, parents/guardians will be required to obtain a police report. This report will be required to be lodged with insurance documentation. The College will use existing protocols to deal with theft or malicious damage that occur during the school day.

### **REVIEW**

This policy is to be reviewed at least every three years.

Initially Ratified:	12 <sup>th</sup> July 2016
Next Review to be Completed by:	2019

## **LAPTOPS FOR LEARNING**

### **Student, Parent and College Agreement**

#### **1. Parties to the Agreement**

The *Laptops for Learning Program Agreement* ("the Agreement") is between the Student and Parents/Guardians as identified in Section 15 (see page two of the Agreement), and Sacred Heart College Yarrawonga ("the College").

#### **2. Purpose of the Agreement**

The Agreement sets out the rights and obligations of the Students and Parents/Guardians in relation to the *Laptops for Learning Program*. The *Agreement* must be read in conjunction with the *Laptops for Learning Policy*. It is important to note that the College has entered into commercial arrangements with suppliers, financiers and parents/guardians in order to facilitate the *Laptops for Learning Program*.

#### **3. Participation**

- a. All students will be provided with a College Laptop. The Laptop will be used by the student until the completion of Year 12. The laptop and charger is to be returned in good order and condition at the end of this period.
- b. Students leaving the College during this period will be required to return their laptop and charger in good order and condition.

#### **4. Period of the Agreement**

The *Agreement* commences at the date of enrollment and will conclude with the termination of the student's enrolment at the College.

#### **5. Exclusive use**

The College grants exclusive use of the laptop to the student in accordance with the *Agreement* and the associated College policies and the *Laptops for Learning Policy* as amended from time to time.

#### **6. Responsibilities with respect to Laptops for Learning Program**

- a. The responsibilities of the College:
  - Respond to any breaches of the College's *Laptops for Learning Program* in an appropriate manner;
  - Maintain a copy of the relevant policies and this signed *Agreement* on file.
- b. The responsibilities of Parents/Guardians:

- Accept responsibility for and be aware of and familiar with the provisions of the College's *Laptops for Learning Program* documents;
- Support the College's Laptops for Learning Program by ensuring that your child takes proper care of the laptop at all times and abides by all conditions/responsibilities;

c. The responsibilities of the Student:

- Being aware of and familiar with the provisions of the College's Laptops for Learning Program documents;
- Support the College's Laptops for Learning Program by abiding by all conditions, responsibilities and compliance with the Laptops for Learning Policy;
- Ensure the safety and security of the laptop at all times;
- Regularly back up your data.

## **7. Compliance with Policies and Manual**

Students and Parents/ Guardians agree to comply with the provisions of the *Agreement*, the *Laptops for Learning Policy* and all other relevant policies as modified from time to time.

## **8. Breaches of the Agreement**

Adherence to the guidelines will ensure a positive, supportive and productive learning environment for all students. Where the *Agreement* or policies are breached, an appropriate response will be made by the College and may include, but not be limited to, any of the following:

- loss or suspension of student access to school ICT network, resources or facilities;
- implement of user restrictions on the laptop;
- removal of a laptop and any other equipment from student's possession;
- cancellation of the *Agreement*

## **9. Equipment**

a. The following equipment is provided as part of the Agreement:

- one Apple laptop;
- one Apple laptop charger;
- one protective case;
- software as outlined in the *Laptops for Learning Policy*.

b. The following items are not provided as part of the Agreement:

- peripherals such as headphones, a mouse, printer, USB, Media (CDs/DVDs);

- internet access at home;
- software required for personal use;
- excess internet and printing costs on-site.

## **10. Financial Arrangements**

a. Ownership and Responsibility: The College will own the laptop and the student will be responsible for the care, maintenance and correct usage of the laptop.

b. Insurance: The College will insure the laptops.

- Exclusions: willful damage.
- Excess: The excess payable is outlined in the College's Laptops for Learning Policy. Parents/Guardians will be liable for the cost of repair or replacement if the laptop is left unsecured at school and is damaged, lost or stolen. The excess is payable by parent/guardian/student prior to repairs being carried out.

## **11. Servicing**

All servicing is to be carried out by the College staff or its agents. If available, and not as a consequence of willful damage or unsecured use of storage, a replacement laptop will be provided to the student while their laptop is being serviced. The student is responsible for restoring their data to the replacement laptop.

## **12. Notification**

If the laptop is stolen or willfully damaged, a police report will be required as soon as possible after the incident is discovered. If it is lost or damaged at school, the student must report it to the College's ICT Office immediately.

## **13. Costs**

The following items will incur a cost to parent/guardian/students:

- a re-image cost of \$55 incurred in the event of a re-image required as a result of a user's non-compliance with the Laptops for Learning Policy;
- insurance excess;
- willful damage repairs.

## **14. Return of the Laptop**

The laptop must be returned in good condition and working order prior to the student leaving the College or when the College otherwise requests. The College will require the laptop to be provided to the ICT Department on an annual basis for monitoring and service. The laptop may be requested at other times for inspection and for routine or unforeseen

maintenance needs.

### **15. Definition of fair wear & tear**

- a. Must be in suitable condition for resale without diminishing the value below the normal fair market value for an asset of similar age and make.
- b. Examples of normal wear include and are not limited to:
  - i. Light scratches on notebook casing
  - ii. Light wear on notebook palm rests
  - iii. Faded lettering on keys
  - iv. Removable stickers/Labels
  - v. Slight plastic colour fading
- c. Example of normal wear would NOT include and are not limited to:
  - i. Missing Keys
  - ii. Cracked casing, frame or lid
  - iii. Broken hinges or latches that do not close
  - iv. Non-removable stickers/labels
  - v. Etching, excessive scratching and abnormal markings
  - vi. Pressure patches, burns, and scratches on screens
  - vii. Major equipment discolouration, paint including liquid paper, blood or radioactive substances requiring more than light cleaning for safe handling and process for resale
  - viii. System does not boot up or systems passwords that prohibit diagnostic level program execution or testing
  - ix. Removal of serial number identification/product tags
- d. Any defects or damages covered under the manufacturers warranty should be dealt with and corrected prior to equipment return
- e. Damage that disfigures the notebook from its normal appearance and function would be deemed to diminish the value compared to a model of equal age and make without disfigurement.

## 16. Acknowledge and Acceptance

### Parent/Guardian's Acknowledgement and Acceptance

I acknowledge and agree:

- to the provisions of the *Agreement* and the *College's Laptops for Learning Policy*;
- that I have read the responsibilities outlined in the *Agreement* and the *Laptops for Learning Policy*;
- to accept my responsibilities in using the College's network, resources and facilities;
- that, in the event of loss or damage, I will be liable to pay the insurance excess amount;
- that, in the event of willful damage, I will be liable for the full cost of the repairs of the laptop and any other equipment;
- that, should I breach the *Agreement*, consequences may apply.

Parent/Guardian's signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Student's Acknowledgement and Acceptance

I acknowledge that:

- I have read and agree to the provisions of the *Agreement*, the *College's Laptops for Learning Policy* and *College Policies* relating to acceptable use;
- I agree to accept my responsibilities in using the College's network, resources and facilities;
- should I breach the *Agreement*, consequences may apply.

Student's signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Sacred Heart College's Acknowledgement and Acceptance

Signed on behalf of Sacred Heart College:

Staff member's signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_