



Plympton
International
College

Acceptable Use of Learning Technologies Policy For College Owned Student Laptop Users

Please read this document carefully, sign the correct agreement form on the last page. Return the signed agreement only to ICT Office.

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Information correct at time of printing, subject to change without notice. The school will endeavour to inform parents as information changes. Parents are advised to check the school website for latest information

Laptop User Agreement

Contents

RATIONALE	3
TERMS AND CONDITIONS	3
THE LAPTOP	3
SOFTWARE, COPYRIGHT AND INTELLECTUAL PROPERTY	3
VIRUS PROTECTION	4
SECURITY PROCEDURES	4
POWER ISSUES/BATTERY/CHARGING	4
<i>Battery Life and Conditioning the battery</i>	<i>4</i>
CARING FOR YOUR LAPTOP	5
PACKING AWAY YOUR LAPTOP	5
OPERATING CONDITIONS	5
LCD SCREENS	5
AC ADAPTOR	6
LOSS AND DAMAGE	6
SERVICING AND WARRANTY OF THE LAPTOP COMPUTER	7
APPEARANCE AND PERSONALISATION	7
LAPTOP SPECIFICATIONS	7
ACCEPTABLE USE	8
CYBER BULLYING	8
ELECTRONIC CRIME (E-CRIME)	9
CONSEQUENCES	9
DATA STORAGE	9
TECHNICAL SUPPORT	9
INTERNET USAGE	9
PRINTING	10
STUDENT LAPTOP USER AGREEMENT	12

Rationale

At Plympton International College our goal is for all of our students to be connected and engaged with learning, we know that when students use technology (i.e. computers) they are more likely to be engaged and motivated to learn. We want to use technology to make a difference for our students and to improve their achievement. Our vision is for our students to be able to access learning anywhere, anytime.

Acceptable Use of Learning Technologies Policy TERMS AND CONDITIONS

The laptop

- The security and use of the laptop is the student's responsibility. The student must comply with all directions we give in relation to the use of the laptop and produce the laptop for inspection whenever requested.
- This laptop is issued to the student for their educational use but remains the property of Plympton International College and its supply to the student is conditional upon the student's continued enrolment at the School. If the student ceases enrolment at Plympton International College, the laptop must be returned to the School.
- On the date we specify by notice to you, or on the date the student ceases to be enrolled at Plympton International College, whichever is earlier, you must return the laptop to Plympton International College in good working order and in good repair complete with the AC power adaptor.
- Failure to return the laptop in its original condition will result in Plympton International College invoicing the student or parents/carers for the repair or replacement cost of the laptop.
- Plympton International College does not give any warranty, representation or assurance as to the quality, fitness for purpose or safety of the laptop as this is covered by the Manufacturer.
- The laptop is also available for personal use provided:
 - This use does not affect the performance of the laptop for learning,
 - All material on the laptop is subject to review by school staff,
 - Personal use complies with the conditions of the user agreement.
- The laptop may not be used for any commercial purposes.
- This agreement is only valid in Australia. The laptop cannot be taken on holiday overseas.

Software, Copyright and Intellectual Property

- Each laptop will be loaded with a Plympton International College approved software image configured for use on the school network.
- The image will include operating system software, anti-virus software, and standard Microsoft software.
- Software installed by the school is copyright and must not be distributed or deleted without written permission from the school.

OWNERSHIP

Plympton International College retains full ownership of and access to the laptop. The laptop is a tool for learning, and therefore this is not a personal computer. Consequently, the School has the right to access the laptop at any time.

- Parents can have access to the student's password and laptop.
- As the laptops are School property, they are not to be disfigured in any way (no stickers, pen marking, etching, graffiti etc).
- Students should ensure that laptops are brought to every lesson each day.
- Replacement laptops are not available if a laptop is left at home.
- Laptops may be upgraded by the school after they are four years old

Virus Protection

- Anti-virus software (Microsoft Forefront) and monitoring software will be loaded onto the laptop through the initial imaging process. Updates of this software may be scheduled at various times.
- As students have the right to personally use their laptops, and connect to the Internet from home, they need to take all steps to protect the laptop from virus attacks.
- Viruses can enter laptops through:
 - Removable media such as CDs, DVDs, floppy disks and USB memory sticks,
 - E-mails,
 - The Internet (including web browsing, FTP programs and chat programs/rooms).
 - Games, and other applications accessed from USB devices.
- **Helpful TIPS**
 - *Do not open any files attached to suspicious or unknown emails,*
 - *Exercise caution when downloading files from the Internet. Save the files to the laptop's hard disk and run the virus scanner on the files before opening them,*
 - *Delete chain and junk emails. Do not forward or reply to any of these,*
 - *Never reply to Spam,*
 - *Hundreds of viruses are discovered each month. Run your virus scan regularly,*
 - *Avoid indiscriminately loading non-standard software onto the laptop as it can result in infection by viruses and spyware are common causes of laptop failure.*

Security Procedures

- Do not leave your laptop logged-on when you are not using it. It is strongly recommended that you secure your desktop with a password protected screensaver. This locks your PC after a set period of inactivity, reducing the risk of someone else performing any actions using your username.
- During the school day when the laptops are not being used and the student is unable to keep the laptop on them (e.g. at lunchtime, during PE etc), the laptops can be securely stored in their lockers.

Power Issues/Battery/Charging

Battery Life and Conditioning the battery

- The battery can be conditioned to ensure a long life.

- The laptop battery should be completely powered down before recharging,
- It should then be fully charged over night,
- Repeat this 3 times before you run the laptop from the power outlet.

Run down fully → Recharge → Run down fully → Recharge → Run down fully → Recharge

- Then it can be used connected to the power outlet if needed. This is not usually required as the laptops run effectively when fully charged.
- It is a requirement that students bring the laptop to school **each day fully charged**. Repetitive failures to bring the laptop fully charged may lead to removed rights from using the device.

Caring for your Laptop

- In the event of failure, your school IT technician may be able to restore your laptop to its original state. However, there is no guarantee that data stored on your laptop can be recovered.

Packing away your laptop

- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.
- Try to avoid moving your laptop around when it is on. Before switching it on, gently place your laptop on a stable surface and then switch it on.
- You still need to be careful with the laptop while it is in your bag. Do not drop the bag from your shoulder. Always place the bag gently down.
- Be careful when putting the laptop in the car or bus that no other items are on top of it and nothing will roll on to it.
- Laptops should be switched off before being placed into the protective cover. If you are charging the laptop in your locker, ensure that it is **not** inside the protective cover as it will overheat.

Operating conditions

- Avoid exposing your laptop to:
 - Direct sunlight or sources of heat such as desk lamps,
 - Dust, dirt, rain, liquids or moisture,
 - Heavy shock or vibration.

LCD Screens

- LCD screens are delicate and will be damaged if poked, prodded, pushed or slammed.
- Never pick up your laptop by its screen. Do not slam the screen closed and always be gentle when putting your laptop down.
- To clean your LCD screen:
 - Switch off your laptop,
 - Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion.
- Do not directly apply water or cleaner to the screen.
- Avoid applying pressure to the screen.

AC Adaptor

- Connect your adaptor only to your laptop.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord too tightly around the adaptor box.
- Be aware of the power savings that come from running your laptop effectively from battery after being fully charged. This can amount to a significant amount per year.

Loss and Damage

- The warranty covers normal defects and usage issues. It does not cover negligence, abuse, malicious damage or loss.
- It is the student's responsibility to take appropriate precautions to prevent wilful damage or theft.
- Each student issued with a laptop is expected to care for and safeguard the laptop in a responsible manner. The laptop is an expensive item of school property and the school issues this property to the student on the understanding that it will be well cared for.
- Any instances of vandalism, damage, loss or theft must be reported immediately to the School. In the case of a suspected theft a police report must be made by the family and an event number provided to the school.
- In the case of loss or damage as a result of negligence, abuse or malicious act the student or the parents/carers may be responsible for meeting the cost for repairs or full replacement of the laptop.
- Parents/carers will have to replace lost or damaged chargers.
- Students are not to deface the laptop.
- The student or their family must not try or purport to sell the laptop, offer the laptop as security nor give possession of the laptop to anyone else.;
- Parents may choose to evaluate their personal home contents and car insurance to cover equipment on loan to their child, in the event of loss or damage to such loaned equipment while in the care and custody of the child.
- In instances where damage or loss has occurred involving students other than the student it has been assigned to, the incident will be further investigated.
- In the case of accidental loss or damage a witnessed statutory declaration signed by the parent/carer should be provided.
- If a laptop is damaged or lost the principal will determine whether replacement is appropriate and/or whether or not a student retains access for home use.

Servicing and Warranty of the Laptop Computer

The School's IT Help Desk staff are the first point of contact for all laptop problems. Depending on the problem, our support staff may resolve it or advise further action.

Non-warranty damage

The warranty does not cover the device for any wilful damage, careless damage or theft. Examples of items not covered are:

Type of Damage	Examples of damage
Non-warranty damage	Any keys being removed from the notebook's keyboard due to excessive force applied.
Non-warranty damage	Damage Leaving objects (such as pens) on the keyboard when closing the notebook lid, and as a result the LCD display is damaged.
Non-warranty damage	Leaving the notebook unattended and as a result it was damaged by someone or something else other than the user or assigned owner.
Non-warranty damage	Repeating cases for the same Notebook which may have previously been termed as accidents.

Non-warranty related costs

Non warranty claims may lead to a school reconsidering participation in take home programs.

Intentional damage where the school determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement may be charged.

Device fault data listed is provisional only. Faults are reconciled by the hardware vendor monthly, and are subject to change. The final determination of warranty coverage is made by the hardware vendor.

Appearance and Personalisation

- As the laptops are the property of the school, they are not to be altered or personalised in any way.
- The protective carry case may be personalized to promote easy identification.
- The laptop will be permanently marked with identifying information as required by the Administrative Instructions & Guidelines (AIG's). Additionally a label containing the Asset Tag Number will be attached. This label must not be removed.

Laptop Specifications

- It is expected that all laptops will be of the same specification to assist in management and curriculum development.
- Students are not permitted to change the laptop specifications, make modifications or add upgrades.
- Note: The laptop warranty is **void** if attempts are made to change the hardware.

Acceptable School Usage

- The Network Managers maintain computers and networks so that they operate effectively, ensuring that the resources needed are available, and that the interface operates in a consistent way.
- The following guidelines are outlined to ensure all users are able to access the latest research available with the latest technology in an acceptable and safe learning environment.
 - Students are to use their laptops according to the rules laid down in the ICT Student Acceptable Use Policy.
 - Laptops are to be stored in student's locker during recess and lunch. Lockers must be locked at all times with a suitable lock.
 - Desktop images must be appropriate and meet the school standards.
 - As the laptop is the property of the School, NO personal files of any kind are to be stored on your laptop (this includes but is not limited to: music, video, images, screen savers, games, executable files).
 - Users will avoid sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way.
 - When at school, engaging in chat lines or downloading files is not permitted unless forming part of a legitimate class activity guided by the teacher of that class.
 - The Federal Communications Act determines guidelines for appropriate use. Inappropriate use of the internet and email is a serious matter and can have significant consequences, eg sending a message over the internet using someone else's name.
 - Passwords should remain confidential. No user should log-on another student using their password.
 - It is the responsibility of students to maintain sufficient credit in their Internet and printing accounts to allow subject related tasks to be carried out.
 - Do not remove files or folders that have been installed to the hard disk or network.
 - Do not use inappropriate or offensive names for files or folders.
 - Do not bring to school, or use, games or any other materials which may be offensive to others.
 - Do not engage in cyber bullying or e-crime.
 - No laptop (or mobile phones) with camera capabilities are to be used in change rooms or toilets.
 - Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in the public forum.

Cyber bullying

- E-technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways.
- Cyber bullying is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies—such as email, chat room discussion groups, instant messaging, WebPages or SMS (text messaging)—with the intention of harming another person.

- Examples can include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.
- Activities can include flaming (repeated negative messages), sexual and racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking.
- The targeted person often feels powerless and may need help.

Electronic crime (e-crime)

- Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life.
- Cyber bullying can therefore be an e-crime, a fact often not clearly understood by those involved.
- E-crime occurs when a computer or other electronic communication devices (eg mobile phones) are used to commit an offence, are targeted in an offence, or act as a storage device in an offence.

Consequences

- Any form of cyber bullying or e-crime will be dealt with through the school's "Harassment Policy" and "Acceptable Use of Technology Policy".
- Serious breaches are a police matter and will be dealt with through State & Federal laws and SA police.

Data Storage

- Always backup your data files on a frequent and regular basis. You should have at least two copies of your files. E.g. One copy on your laptop hard drive and another copy on an external disk, such as a flash drive, external hard drive CD-ROM disk or DVD. You can also copy smaller files to your H: Drive for backup. All data stored in your H: Drive, is automatically backed up twice.
- Upon return of the laptop to Plympton International College, please remove from the laptop any data you wish to preserve. We are not to be responsible for any loss of any data nor for any disclosure of information that may be stored on the laptop.

Technical Support

- Students who require support (passwords, functioning of laptop) are able to obtain this from the ICT Office.
- Students experiencing technical and software faults should proceed according to the following steps:
 - If the computer has an obvious hardware fault (screen or keyboard not working) then it should be taken to the ICT Office. If necessary, a replacement laptop will be loaned to the student until the hardware fault is rectified.
 - If the laptop has any other issues a re-image may need to be performed. IMPORTANT FILES MUST BE BACKED UP BEFORE RE-IMAGING.

Internet Usage

- Students can access the Internet through the school's network while on site. Access to the Internet through the school's network at school will be monitored and subject to strict filtering.

- Students may also use the Internet for their personal use at home after setting up the laptop to access it through their home Internet Service Provider. (Consult your ISP for processes to do this.)

Printing

- At school you will be able to select a nearby printer to use.
- At home you may need to save your work to a USB storage device and print from a computer connected to a printer. You may also want to install your home printer to the laptop.

OTHER

The laptop is the property of the School and it is the responsibility of the student to ensure the correct use of the laptop. Failure to follow this policy and the ICT Acceptable Use Policy may result in some of the following sanctions:

- Confiscation of the laptop for a period of time
- Removal from the School network
- Restriction of internet and mail use
- School Behaviour Management Policy