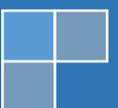




# ICT and Laptop Policy, Guidelines and Use Agreement

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## Introduction

The measures to ensure the Information Communication Technologies of Siena Catholic College outlined in this document are based on our ethos of Prayer, Care and Learning.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programs at Siena Catholic College, and to the effective operation of the College. This applies whether the ICT equipment is owned or leased either partially or wholly by the College, and used on or off the College site.

The laptops issued to students in the College are viewed as another tool used in the classroom. They allow students to approach their learning in a different fashion and to explore concepts and ideas more broadly than previously possible. They are not, and never will be, the primary focus of the classroom.

## Important terms used in this document

- The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- '**Information Technology**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- 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
- '**Objectionable**' in this document 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.
- The term '**parent**' used throughout this document also refers to legal guardians and caregivers.

## Ownership

- The laptop, its accessories and its software are owned by the College.
- Students have use of the laptop whilst they are enrolled at the College.
- When a student leaves the College, they are required to return their laptop and accessories in good order.
- If a student fails to return the laptop and accessories when they leave, the College will undertake action to retrieve these. Any legal or other costs associated with the retrieval are at parents' expense.
- Yr 9 students must return their laptop and accessories at the beginning of Yr 10 in order to receive replacements for the remainder of their schooling at Siena.
- Laptops will **not** be available for sale to students/families at the end of their three (3) year use cycle. The College will sell them to a business that deals in second hand computers as this is the most cost effective method of disposal.

## Cybersafety

All students in the College will undergo training in the various aspects of cybersafety throughout their time at the College. Topics covered will be relevant to the particular year level and issues currently of concern.





## Acceptable Use

- Students will use their laptop during class time as and when instructed by the classroom teacher.
- Screens must be partially or fully closed when the teacher is addressing the class.
- Installation of inappropriate programs or visits to inappropriate websites may result in the loss of laptop access for the student for a prescribed period of time.

## Internet Access

- Internet access during school hours is provided by the College.
- Filters put in place by the College will apply.
- Appropriate use of the internet is monitored by the College.
- Students can connect to the internet at home via wireless access if available and approved by parents.

## Technical Issues

- The College employs a computer IT technician to oversee technical issues.
- The IT technician is situated in the office in B block and will be present each day 8.00am-3.00pm.
- Students will report any technical issues to the IT Technician before school or at morning tea or lunch, not during lesson time.
- Repairs may happen immediately or will be arranged.

## Printing

- Students will be able to print to printers in the College from the laptops.
- Printing costs will be deducted from their printing account.
- Students are responsible for maintaining sufficient balance in this account to allow printing as required.

## Passwords

- Students need to be mindful of the importance of protecting their password.
- Students are not to reveal their password to anyone else.
- Passwords need to be changed regularly to avoid unauthorised access.
- Should the password for the portal be forgotten, students are to contact the Information Communication and Learning Technology (ICLT) Program Leader or IT Technician, the password will then be reset.

## Warranty

- The laptops are covered by a 3 year warranty.
- The batteries are covered by a 3 year warranty.

## Insurance

- The College insurance covers accidental damage, loss and theft.
- All claims for accidental damage will incur a \$150 excess, payable by parents at the time of claim.
- All claims for theft or loss will incur a \$300 excess, payable by parents at the time of claim.
- This cost will not be able to be recouped via Home and Contents or Travel Insurance as the College is the owner of the device.
- Incidents of careless or deliberate damage are not covered by the insurance and will incur full cost of replacement, payable by parents at the time of repair.





## Lost/Unattended Laptops

- Laptops are not to be left unattended at any time.
- If laptops are found around the grounds or sitting on lockers, they will be removed and taken to the office, B block or to the ICLT Program Leader in the Independent Learning Centre (ILC).
- Students will need to collect and sign for the lost/unattended laptop.
- Repeat offenders will incur appropriate consequences from the Pastoral Leaders.
- If a student loses their laptop it is to be immediately reported to the IT Technician or ICLT Program Leader.
- If, after a reasonable period of time, it has not been located, an insurance claim will be processed.

## Replacement Laptops

- There will be a limited pool of spare laptops that may be loaned to students whilst theirs is repaired.
- Spare laptops may not be loaned out in cases of deliberate damage or damage caused by user carelessness if we are short of spare laptops.

## Students taking their Laptops on Holidays

It is realised that the likelihood of damage/loss while on holidays in Sydney, or Melbourne or even overseas would not be much different from that which could occur going to Brisbane for the weekend.

Laptops can be taken on holidays but travel to particular places will bring different risks so every effort should be made to minimize these risks. There is no need to inform the College of such travel but the College will certainly need to be informed if there is loss or damage.

Be aware that families won't be able to recoup any costs through travel insurance. An insurer would ask for evidence of ownership which of course parents won't be able to produce, as the laptop belongs to the school.

## Care of Laptops

### Storage

- Laptops are to be stored in the bag supplied, with the zip closed, when not in use and when being transported to and from school.
- The plastic cover is not to be removed unless by the technical staff.
- When being transported between classes, laptops are to be stored in the supplied bag, with zip closed.
- During school hours, when the laptop is not required, it is to be stored in a locked locker.
- Under no circumstances are laptops to be left in lockers overnight. To do so will revoke insurance cover.

### Handling

- Laptops are to be used on a stable surface such as a desk, not on your lap.
- Laptops are not to be carried with their lids open.
- Do not lift the laptop by the screen as this will damage the hinges over time. Such damage is not deemed to be accidental.
- Be careful with the laptop bag – do not drop or throw it.
- Do not use your laptop whilst drinking – spilt liquid can be fatal to computers!



## Cleaning

### Screen

- Lightly dampen a soft cloth with methylated spirits (metho) or Windex and gently wipe screen or purchase a professional screen cleaning product.
- Avoid applying pressure to the screen.

### Case

- Clean with a soft, damp cloth.

### Keyboard

- Gently brush with clean soft-bristled brush or use the same method as for the screen.



## Charging

- It is the responsibility of the student to arrive at school each day with the laptop fully charged.
- Diary entries will be given if students have not charged their laptop. Repeat offenders will have further consequences imposed.
- Students log on to their laptop at the start of the day, then simply shut the lid between lessons. This will put the laptop into hibernation mode and simply requires unlocking via the password to “wake up”.
- Students should have their power cord in their school bag during the day unless needed for power in class. When charging is necessary and available, they will be moved to locations near to locations near power points in the classroom.

## Installation of Programs

- Laptops will initially be imaged with the minimal programs required at the College (a “thin” image).
- Additional programs can be installed via Self Service whilst at school.
- Students are not permitted to delete any programs installed by the College.
- Further programs/textbooks required for class will be installed by students as necessary.
- Students are able to download/install programs of their choice providing they have legal ownership of, or entitlement to, the program.

## Email

- The majority of communication from the College to students will be done via their Brisbane Catholic Education emails (username@mybce.catholic.edu.au).
- Students are expected to check this email daily.

## Saving of items

- Students have access to Google Drive and My Site accounts (attached to their email accounts).
- They are encouraged to store documents in one of these and to regularly back up documents to a separate storage device as security.
- Students are discouraged from using their laptop hard drives as a **sole** storage point for documents, as the data may be lost during reimaging or repair of the laptop.
- College IT technicians **will not** retrieve data stored on laptop hard drives.



# Information Technology Use Agreement

Our College has rigorous Information Technology practices in place, which include Information Technology Use Agreements for all college staff and students.

The overall goal of the College in this matter is to create and maintain an Information Technology culture that is in keeping with the values of the College, and legislative and professional obligations. This Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with Information Technology breaches that undermine the safety of the College environment.

Parents and students will be issued with an **Information Technology Use Agreement form**, and once signed by both parties, students will be able to use the school ICT equipment/devices.

## Rules to help keep College students ICT aware and Cypersafe

Students are required to adhere to the following:

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules.

1. I cannot use College ICT equipment until my parent and I have read this document and have signed the **Information Technology Use Agreement form** and returned it to the College.
2. I will log on only with my user name. To the best of my ability, I will not permit anyone else to use my user name and I will not use anyone else's user name.
3. I will not give anyone else my password.
4. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the College or the College itself, even if it is meant as a joke.
5. I understand that the rules in this Agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
6. While at school, I 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 by downloading a proxy or by any other means.
7. If I accidentally access inappropriate material, I will:
  - Not show others
  - Turn off the screen or minimise the window and
  - Report the incident to a teacher immediately.
8. 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. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1968. I also understand that anyone who infringes copyright may be personally liable under this law.
9. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school for a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
10. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
11. I will get permission from any other person involved before publishing photos of College related events involving students or staff on the Internet.





12. I will respect all ICT systems in use at the College and treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems
  - Following all school Information Technology rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage/knowledge of breaches of security to a staff member.
13. While using the resources of the College, I will not:
  - Buy or sell items or services over the internet
  - Access or enter chat rooms
  - Amend documents created by another student without the student's consent
  - Gain unauthorised access to any system by any means
  - Use technology resources to attach or compromise another system or network
  - Access or intercept emails sent to other persons
14. I am aware that material that I post on Internet sites (including Facebook and other social media sites) is public. The content of public posts may have personal implications for me (eg. potential employers accessing that material) and also reflects on the College community.
15. I will not display personal information about myself or others (eg. address, email address, telephone number, etc) in a way that is public. I will not distribute anyone else's personal information without their permission.
16. Where disclosure of personal information is made through authorised avenues (eg. via email or on an official website) I am aware that invasions of privacy may sometimes occur and it is outside the College's control to prevent such circumstances occurring.
17. I am aware that persons on the Internet are not always who they say they are. I will not arrange to meet persons I meet on the Internet.
18. 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. Siena Catholic 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.
19. I understand I must perform a virus check on all attachments received by email and on all disks before opening. Students must ask for assistance if they are unsure as to how to perform such a check or whether the results of the check indicate a problem with the file.
20. I understand that the College may monitor traffic and material sent and received using the College's ICT network and may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
21. I understand that the College may audit its computer network, Internet access facilities, computers and other College ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
22. I understand that the laptop provided to me by the College is the property of the College and I will abide by the conditions found in this **ICT and Laptop Policy, Guidelines and Use Agreement** document.
23. I understand that if I break these rules, the College may inform my parent(s). In serious cases the College may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the College to inform the police.

