# ICT and Laptop Policy, Guidelines and Use Agreement

Brisbane Catholic Education
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Siena
CATHOLIC COLLEGE

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# Introduction

The college's computer network, Internet access facilities, computers and other college 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.

# Rationale

This document outlines the responsibility of the parties involved for the provision and use of the 1:1 Laptop Program at the College. It clarifies the ownership of the devices, the provision of the devices and related services and the responsibility of the parents and students for the use and care of the devices.

# 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.
- **'College 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, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio 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.

# Principles

## Ownership

Ownership and control of the laptop, its accessories and software always remain with the College. The parties acknowledge the student will have day to day possession of the laptop whilst they are enrolled at the College.

The College always reserves the right to:
- Decide who uses the laptop and the use to which laptop is put; and
- Recall the laptop for any reason (including upgrading firmware, inspecting it to check its operational performance and ensuring that the laptop is used only as provided under this policy.

Laptops are issued in 3 year cycles. Year 9 students must return their laptop and accessories at the end of Year 9 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.

## 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.
- Students must prioritise educational use of their device over personal use.  This includes but is not limited to: applications; documents; movies; music and photos.

## Internet Access

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

## Technical Issues

- The College employs IT Technicians to provide assistance with technical issues, repairs, loss and damage of the laptops during term time. No repair, service or other work is to be carried out by an external party at any time.
- Students will report any technical issues to the IT Technician as soon as possible after they become aware of the issue.

## Printing

- Students will be issued with an account to be able to print to printers in the College. It is the student's responsibility to maintain a sufficient balance in the account as the cost is deducted on a per page charge.

## Passwords

- Students must select a secure password and keep their username and password information private.  The password should be changed regularly.
- Should the password for the portal be forgotten, students are to contact a College IT Technician, the password will then be reset.

## Lost/Unattended Laptops and Accessories

- 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, Student Services, B block or to the Pastoral Leader.
- Students will need to collect and sign for the lost/unattended laptop.
- Repeat offenders will incur appropriate consequences from the relevant Wellbeing and Engagement Pastoral Leader.
- If a student loses their laptop it is to be immediately reported to the College IT Technician or Wellbeing and Engagement Pastoral Leader.
- Loss or theft is not covered by insurance.  The full price of a replacement laptop will be charged.
- Students will be billed for the loss or damage of any charger. The College only use genuine Apple parts as non-genuine parts may not meet Australian safety standards. For this reason, replacement chargers can only be supplied by the College.

## 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 the College is 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, therefore every effort should be made to minimise 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 parents won't be able to produce, as the laptop belongs to the school.

## Care of Laptops

### Storage

Both formative and summative assessment may occur during scheduled subject class time as specified in the assessment calendar.  For the junior school there may also be designated times at the end of each term for longer examinations or where there are multiple classes for the same subject.

- Laptops are to be stored in the laptop bag supplied, with the zip closed, when not in use and when being transported to and from school.
- The identity sticker and protective cover supplied by the College must remain on the laptop and not be removed unless by the IT Technical staff. Failure to follow this rule may result in insurance becoming void if the laptop is damaged from being knocked or dropped accidentally without the protection of the case.
- Stickers, graphics, drawings and other markings must not be placed on the cover or the device.
- 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. If it is necessary to leave a laptop at school for any reason please ask staff at Student Services to keep the laptop overnight.

### Handling
- Laptops are to be used on a stable surface such as a desk, not on laps.
- Laptops are not to be carried with their lids open.
- **It is important to check there is no pencil, earphones, etc on the laptop keyboard before closing the lid.**
- Laptops are not be lifted by the screen as this will damage the hinges over time. Such damage is not deemed to be accidental.
- Laptop bags are always to be treated with care, ie. not to be dropped or thrown.
- Laptops are not to be used whilst drinking – spilt liquid can be fatal to computers!
- Laptop keys are to be kept intact and not picked at – charge will be incurred to repair keys if damaged.

## Cleaning

### Screen
- Lightly dampen a soft cloth with methylated spirits 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 their laptop fully charged.

- When charging is necessary and available, a student will be moved to locations near power points in the classroom.  It is preferrable that chargers remain at home for charging of devices overnight so they are not lost/misplaced.

- Students logon 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 using their password to "wake up".

## 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 can 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.

- Students are not permitted to use their school email account for personal usage such as: signing up to newsletters, streaming services, buy/sell sites, chatroom for messaging friends or other students.

## Saving of Items

- Students have access to OneDrive and Office365 accounts (attached to their email accounts).

- Students 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.

## Warranty and Non-Warranty

All warranty claims will be assessed by an authorised repairer. In cases where the repairer determines that the repair does not meet the warranty conditions, an insurance claim may be made through the College.

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

## Insurance

The College has Apple Care+ Cover for all new laptops.

Apple Care +

- Up to two incidents of accidental damage protection every 12 months, each subject to a service fee of $149 for screen damage or external enclosure damage, or $429 for other accidental damage

- Loss and Theft is not covered

- Excessive physical damage (e.g., products that have been crushed, bent or submerged in liquid), caused by reckless, abusive, willful or intentional conduct will not be covered

The insurer will exclude a claim in particular circumstances. These may include:

- Willful damage of laptop.
- Theft or damage while left unattended and out of view of the student. This includes leaving the laptop in unlocked locker, outside a shop, on a school sport field, school bus shelter, unattended on top of a locker, or unattended in a classroom outside of normal school hours.
- Theft from an unlocked locker.
- Scratching of the casing and/or bruising/cracking of the screen because of misuse.
- Damage to laptop because of protective cover removal.
- Damage to protective cover through misuse.
- Theft or loss of the ac adaptor or power cords.
- If damage is caused to another student's device due to another student's misuse, the insurer will exclude the claim. The other student's parent will be required to meet the College's cost of the repair work or replacement and the College will then arrange for the laptop to be repaired or replaced, where appropriate. The repair costs (parts and labour) or replacement cost will be charged to the parent.

## Theft, Loss or Damage of Accessories (Charges, Case, Laptop Bag)

A fee will apply to replace the Laptop Charger, Case and Carry Bag for any loss, theft or damage to these items. You are not able to purchase these items externally as they remain part of our laptop package and must meet warranty and Workplace Health & Safety requirements.

## Termination of Agreement

This agreement terminates when the student leaves the College at the end of his/her enrolment or when the College otherwise requests the return of the laptop. The student must return to the College:

- upon receiving a request from the College to return the Laptop; or
- at the end of the student's enrolment and prior to the student leaving the College.

It must be ensured that the laptop and charger are in good working condition when returned to the College or cost of damage will be charged.

If a student fails to return the laptop and accessories when they leave, the College will undertake action to retrieve them. Any legal or other costs associated with the retrieval are at parents' expense.

# Acceptable Use of Computer and Internet Resources Agreement

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.**

**Siena Catholic College** has established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school owned notebooks/computer that may be taken off the school grounds with permission from the school. **Siena Catholic College** has specific guidelines relating to the use of **MacBook Laptops provided in the 1:1 Program**.

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 **Siena Catholic College** technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal notebook or mobile device).

Please read this document carefully. Parent/Legal Guardian must sign the acknowledgment to confirm they have discussed with their student and both parties understand the requirements of acceptable use and the potential consequences of a breach of this policy.

# Responsibilities of Users

Students must comply with the rules for accessing technology resources in this document.

## Permitted use of Technology Resources

1. Students must only access **Siena Catholic College** technology resources for schoolwork. **Students must not:**

   - buy or sell items or services over the internet;
   - access or enter chatrooms;
   - access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
   - amend documents created by another student without that student's consent;
   - download, install or use unauthorised computer programs;
   - deliberately install computer viruses or other malicious programs;
   - gain unauthorised access to any system by any means;
   - use technology resources to attack or compromise another system or network;
   - access or intercept emails sent to other persons.

## Confidentiality and Cybersafety

1. 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.

2. Students should not display personal information about themselves or others in a way which 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.

3. Students are to obtain permission from any other person involved before publishing photos of College related events involving students or staff on the Internet.

4. Where disclosure of personal information is made through authorised avenues (eg. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside Siena Catholic 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 rules in this Agreement also apply to mobile phones and other mobile devices. Students can use a mobile phone at the times permitted during the school day.

7. Whilst at school, students are not permitted to:

   - 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.

8. If students accidentally access inappropriate material, they must:

   - Not show others,
   - Turn off the screen or minimise the window, and
   - Report the incident to a teacher immediately.

9. 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.

10. 'Cloud' based tools and services may be used for data storage and learning opportunities. The college is aware that these services may store data on servers located outside Australia.

## Cyberbullying and Defamation

1. 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

1. 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.

2. Students must not use another person's name and password to access resources.

3. Students must report a suspected breach of security to a teacher.

## Copyright

1. Just because something is on the Internet, it does not mean 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 Siena Catholic 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.

2. Any images or material on any privately-owned ICT equipment/device (such as a laptop, mobile phone, USB drive) brought to school for school-related activities must be appropriate to the school environment.

## Consequences following a breach of this policy

1. A breach of this policy will be taken seriously and may result in disciplinary action.

2. Any known breaches of these Acceptable Use conditions must be reported by Siena Catholic College to Brisbane Catholic Education's Legal Counsel and/or Chief Information Officer.

3. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.

4. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

# Disclosure

The **ICT and Laptop Policy, Guidelines and Use Agreement** is current at the time of publishing. With the introduction of new technology and changes to technology the terms and conditions may need to be revised. Any changes to the terms and conditions will be communicated to parents and students.