



## Student and Parent Laptop Guidelines

### 1. Education Purposes

Students are to use their laptop computer (Laptops) for educational purposes.

The laptop comes pre-installed with all the necessary software for student use.

The College reserves the right to carry out software, hardware and data inspections of laptop computers at any time.

### 2. Student Responsibilities

Laptops and their accessories (laptop bag and recharging cord) are always to be cared for and kept free from risk of damage. When not in use, the laptop will need to be closed and placed in its protective case to avoid risk of damage.

- a. Laptops are to be kept clean and free from graffiti and stickers.
- b. It is the student's responsibility to take the laptop home and charge it each evening. LAPTOPS ARE NOT TO BE LEFT IN LOCKERS OVERNIGHT/WEEKENDS/HOLIDAYS.
- c. It is the student's responsibility to charge the laptop each evening. A limited number of spare chargers are available from the iCentre.
- d. Students are not to remove any identification labels from their laptop computer.
- e. While travelling to and from school or when not in use, laptop computers are to be carried in the supplied laptop bag and placed in school bags.
- f. The software loaded on the laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete software.
- g. Students are responsible for data backup and software upgrade. (Please refer to point 4 and 5 for more details.)
- h. Students are not to share the use of laptops with other students.

### 3. Parent Responsibilities

Parents are asked to:

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Supervise student use of the laptop computers when at home including their Internet use.
- c. Ensure the student has their laptop computers 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. Data should be backed up on to the student's O365 OneDrive provided by the College. The College may not be able to restore data from local hard drives
- b. Students are responsible to ensure that all software is kept up to date. Regular (weekly minimum) shut down and restart to allow updates is expected e.g. Operating System and installed Virus Software.

## 5. Technical Specifications

- a. Students will be given full local administrator rights to their laptop computer.
- b. Students will be trained on how to support and maintain their laptop computer.
- c. In the event of a software malfunction students may contact the College iCentre/IT Support for assistance and re-imaging of their laptop. Students should ensure that their laptop is always backed up to help facilitate re-imaging if necessary.
- d. The use of the College Wireless Network and all associated infrastructure are available for educational use only with student laptop computers.
- e. The internet is only to be accessed through the College Wireless Network while at school, i.e. connecting a laptop to a private wireless internet device or phone to gain access to internet whilst at school is not permitted.
- f. The downloading of large files is not permitted due to bandwidth restrictions. Streaming of media such as YouTube or music, e.g. Spotify is not permitted due to bandwidth restrictions except when directly instructed by your teacher or supervisor.
- g. Students are not to remove the virus software provided and replace it with another type of virus software.
- h. Specific network settings are not to be removed or altered as this could affect the laptop computer's ability to connect to the College Wireless Network.

## 6. Loss, Theft and Repairs

- a. All instances of loss, damage or theft must be reported to the College iCentre/IT Support personnel as soon as possible during term time. During non-term time, students are to contact the College Office.
- b. In the event of a hardware malfunction, a report must be made to the College as soon as possible for **warranty repair** to be organised.
- c. Laptops **incurring accidental damage** will be repaired as soon as possible. **Some of these repairs may incur an excess fee to be paid before a spare is issued to a student.**
  - LCD Screen: \$100
  - Motherboard and Internal Parts \$100
  - Keyboard \$40
  - Power Adaptor (replacement) \$30
  - Battery (replacement) \$60
  - Extensive damage (several parts) \$150

**One repair on a laptop is covered per calendar year for accidental damage.** Subsequent repairs will incur full costs. Cosmetic damage, such as plastic parts, casing, will not be repaired under warranty.
- d. Carrying a laptop without the College-issued protective case will void all insurance and any damage sustained will need to be paid for in full. This could be up to the full replacement cost of the laptop where substantial damage has occurred.
- e. If students present with a damaged laptop and have a previous record for non-compliance (Reflection Room Plan) families may be required to pay the full cost of repair.
- f. Loss of a laptop due to non-compliance of school rules as stipulated in the Student Handbook will incur the full replacement cost of the laptop.
- g. Damage to a laptop that occurs while it is lost will need to be paid for in full by the student.
- h. Theft of a laptop will incur an excess of \$100.00 to be met by the parents/carers. Theft will require a police report and/or crime investigation number. Theft of a laptop due to noncompliance of school rules as stipulated in the Student Handbook will incur the full replacement cost of the laptop.

## **7. Assessment and Homework**

- a. Students are expected to use their laptop computer for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.
- b. Students are to ensure that any assessment submitted via their laptop computer is their own work.

## **8. 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. The laptop should not be carried around whilst the screen is open.

## **9. Outside class usage**

- a. Laptops are only to be used outside in areas that are safe and free from risks that could cause damage. When not in use, laptops are to be stored in the laptop carry case in the student's locker.
- b. When at home, laptops should not be used or left on a bed or floor, as this is one of the major locations where damage is reported to have occurred.
- c. When in use the laptop should be placed on a table or desk. The laptop should not be carried around whilst the screen is open.
- d. No liquids or foods should be consumed while laptop is in use.

## **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 on the last day of the student's enrolment. Should the laptop be returned in suitable condition there will be no further costs to the Parent/Guardian.
- b. At the end of the agreed program period, the laptop and charging adaptor must be returned to the College. Arrangements will be made to have the devices re-imaged, removing unlicensed software.

## **11. Appeals**

Please refer to the College's Complaints Policy

## **12. Related Documents**

This Policy should be read in conjunction with Acceptable use of Computer and Internet Resources