STUDENT NOTEBOOK USAGE
1 INTRODUCTION

Caroline Chisholm Catholic College recognises it has a responsibility through all members of the College community to provide and maintain an effective and efficient contemporary learning environment. This shared responsibility extends to all staff, students and parents accessing the College Information and Communication Technology (ICT) resources and systems.

The College endeavours to continue to provide ICT which:

- personalises and extends student learning
- through College planning for professional learning, improves teacher quality
- supports connected learning beyond the school
- supports systems for the safe and appropriate access and management of digital learning and teaching resources

2 ACCEPTABLE USES

Students should use ICT equipment and resources for educational purposes only.

2.1 Respect others

2.2 Keep safe online

3 UNACCEPTABLE USES include

The following uses of ICT are considered unacceptable:

3.1 Lack of care for your own or others personal safety and data including details, passwords and images.

3.2 Illegal activities

3.3 Breaches of or attempted breaches of network security

3.4 Disrespect for privacy

3.5 Disrespect for others

3.6 Plagiarism and copyright
3.7 Access to inappropriate material including games; videos, images etc.

4 MOVEMENT & STORAGE

Movement within The College
A slip bag is provided with each notebook computer and should within the college. The College recommends that notebooks and any other accessories such as the power adaptor be placed within the slip bag when moving to and from lockers and from class to class.

Lockers
Locker organisation is each student’s responsibility. A tidy and well organised locker will allow for the notebook computer, school bag, blazer and books etc to be safely and comfortably stored. Food and drink should only be stored in lockers in sealed containers.

Movement To And From The College
Care should be taken when travelling to and from the college with a notebook computer. The notebook’s slip bag has been designed to be placed within the college school bag. Notebooks should be transported to and from school inside the slip bag, placed within the school bag. Students should be in direct possession of their school bag if it contains their notebook, particularly when in a public place such as a bus stop or train station.

5 POWER MANAGEMENT

Managing the power settings of the notebook computer is a student’s responsibility. Students need to ensure that the notebook computer is charged overnight and brought to school each day with a fully charged battery. Some provision for charging will be available throughout the school day however, this will be limited. Advice will be given to students about power management through the notebook orientation program.

Loan chargers from ICT Services are not as normal practice available to be borrowed. There is a limited capacity for students to have their notebook battery recharged at the ICT Helpdesk Office during recess and lunchtime.

Under some circumstances, students may request permission from their House Coordinator and/or Learning Mentor to borrow a loan charger from ICT Services for a period of time until a replacement charger has been allocated.
6  HOME USE

The notebook has been selected and configured to be used for educational purposes. Monitoring and management of the device on a home network is not possible. Configuration of the notebook to be used on an external Wi-Fi is limited and dependent on the ISP and Wi-Fi requirements. Advice can be provided by ICT Services about using home internet with the college notebook computer: helpmaster@cccc.vic.edu.au

Families should keep the notebook in a safe, secure place when it is brought home.

It is strongly recommended that parents and their children read and understand the ‘Cybersmart guide for families’ Commonwealth Government publication, linked below.


Internet

The college does not provide internet access at home. It is possible for families to organise their own internet connection for use with the notebook, or to access an existing connection. It should be noted that some internet services may not be available for use with the college notebooks.

Travel

It is recommended that care be taken in the instance that the notebook computer is taken on family travel.

7  LIFESPAN

The notebooks have been selected to withstand the demands of normal use for a three year period. The college notebook program provides students a new notebook computer at Year 7, then again at Year 10. The three year lifecycle will ensure that students have access to a computer which is up to date and working efficiently and effectively.

Notebook End Of Lease Ownership - Process

At the end of the three year lease period i.e. completion of Year 9 and Year 12, the student/families may take full ownership of the notebook allocated to the student under the following requirements;

- End of lease notebooks are required to be reset to factory settings prior to full ownership by ICT Services.
- All current data stored on the notebook computer’s hard drive will be deleted when factory settings applied.
- The College will not provide backups/copies of data stored on the notebook computer’s hard drive.
- All College licensed software and applications will be removed.
- Student/families then have full administrator rights to the notebook computer.
- Only Year 12 notebooks are eligible for a free Microsoft Operating System (OS) and a free Microsoft Office product key product key.
- Faults/damages may only be repaired by ICT prior to the factory settings process.
Technical support including attention to software, repairs and peripheral replacements for end of lease notebooks is not available from the College when full ownership is granted to the student/families.

**Notebook End Of Lease Ownership - Terms**

Student/families taking full ownership of the end of lease notebook is available when:

- Only available at the end of Year 9 and Year 12.
- Outstanding fees must meet minimum requirements as advised by the College, and/or an approved payment arrangement made with the College Accounts department prior to taking full ownership of the notebook.
- The notebook factory settings re-imaging process is carried out at the end of lease only.
- If not collected the notebook will be held until the first student day of the following school year. The College will resume ownership thereafter and the student/family will forfeit ownership of the notebook.

- Student/families exiting the College prior to the end of lease may apply to ‘buy-out’ their notebook computer and make payment arrangements to cover the remaining cost of the notebook lease with the College Accounts department.

**Conditions**

Notebook computers are to be returned to ICT Services on the date specified at the end of the three year lease period, OR upon exiting the college, in the full working order. Upon return an assessment of the notebook computer by an ICT staff member.

ICT Services will determine, with the advice of the supplier, whether any damage found is the result of a manufacturing fault, or of accidental or intentional misuse.

In the case of families exiting the college prior to completion of the three year lease period, families will be liable for any damage repair costs to restore the unit to full working order.

An excess applies to all repair fees. At the time of publication, an excess of $200 is applicable.

Families may take ownership as it is, without repairing any damages, and no excess fees will apply.

**8 WORKING TOGETHER**

You should:

- Touch base with your House Coordinator and/or Learning Mentor any messages you receive that are inappropriate or disturb you
- Tell your Learning Mentor if you identify a possible security problem
- Immediately disclose accidental access to inappropriate material to your Learning Mentor or subject teacher. This will protect you against an allegation that you have intentionally violated College policy.
9 IMPROPER USE INCLUDING INTENTIONAL DAMAGE

Breaches are noted and may be subject to the following consequences:

- warning
- detention or suspension
- informing families
- legal action

10 DIGITAL CITIZENSHIP

Digital Citizenship refers to appropriate behaviour and conduct within an online community. The College has an ongoing program of information and materials available to staff, students and parents about this.

11 FAULT & DAMAGE

Any fault or damage to a notebook computer is to be reported to the ICT Services Helpdesk

Damage

As the notebook computers are expensive items, the College has arranged a repair fee program for each unit. ICT Services at their two helpdesks will determine, with the advice of the supplier, whether the damage is the result of a manufacturing fault in the hardware of the notebook, or of accidental or intentional misuse. The House Coordinator and/or Learning Mentor will be informed immediately of the reported damage.

Accidental Damage

In the case of accidental damage an excess applies to all repairs. At the time of publication, repair fees to families are $200 per claim. These costs are determined by our notebook providers and may be adjusted from year to year. The family will be sent a letter informing them of the damage including the amount which will be added to their school fees for the repairs. Where the damage was clearly caused by the actions of another student, the House Coordinator and/or Learning Mentor will provide advice about charging the costs to the student responsible. Where it is not clear who caused the damage, it may be that the costs are shared between the students identified as being involved.

Intentional Damage

In the case of intentional damage the repair costs will need to be covered. This is not covered by either warranty or our accidental damage cover. Section 9. Refers to actions following misuse of a notebook.
Theft
In the case of a stolen notebook at school or off-site, students must report to ICT immediately.

If the notebook is stolen outside of school, families will need to provide a police report and written statement of how/where the theft occurred, in some cases will need to produce photos of the incident and location, to receive a replacement notebook. At the time of publication, theft replacements to families are $200 per claim. These costs may be adjusted from year to year. The family will be sent a letter informing them of the replacement fee.

Missing/Lost/Misplaced/Damaged Notebook Peripherals
Upon receiving a new notebook peripherals are included.

- Charger (power adapter, AC)
- Power cord
- Stylus pens and pen holders *specific models only
- Bag strap
- Notebook carry bag

If unable to locate the item, the student can go to the ICT Helpdesk and complete a Peripheral Device Replacement Form and a cost will be involved for the new item/s. The family will be sent a letter informing them of the missing/lost/misplaced peripherals including the amount which will be added to their school fees for the repairs.

Warranty
In the case of a manufacturing fault, a warranty claim will be made and the hardware fault repaired at no cost.

Repair period and Loan notebooks
Warranty repairs usually take up to 24-48 hours depending on availability of stocked parts by the supplier.

Accidental/Intentional Damage repairs usually take up to 48-72 hours due to administrative processes and availability of stocked parts by the supplier.

Under some circumstances, the House Coordinator and/or Learning Mentor may borrow a loan notebook/charger from ICT Services for the student to use at College only while their notebook is being repaired.

Re-Imaging Computers
The computer image refers to the configuration of the software and settings of the computer. There is one image created and applied to all student notebook computers. Where there is evidence that student action has resulted in the notebook needing re-imaging, a cost may apply. The family will be sent an invoice for this charge, which will be added to school fees. The current charge is $30.

Liability
The College will not be liable for any loss or damage as a result of use of the notebook computer. The College reserves the right to add policy as experience with the notebook program unfolds.