



CAROLINE
CHISHOLM
CATHOLIC COLLEGE

STUDENT NOTEBOOK USAGE

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1 INTRODUCTION

Caroline Chisholm Catholic College aims to provide and maintain an effective and efficient contemporary digital 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 aims 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

ICT equipment and resources for students is for educational purposes only. It should be in line with College eSmart, Student wellbeing and Learning & teaching policies and expectations.

3 UNACCEPTABLE USES include

Uses of ICT that are considered unacceptable include:

- 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 carry bag is provided with each notebook computer. The College recommends that notebooks and any other accessories such as power adaptors be placed in the supplied bag while carried around College premises.

Lockers

The Notebook computer and accessories must be kept inside the student's locker if not being used on College premises.

Movement To And From The College

Care should be taken when travelling to and from the College with the notebook computer. The notebook's carry bag has been designed to be placed inside the College school bag. Notebooks should be placed inside school bags at all times while travelling outside of school. Students should take extra caution while travelling on public transport.

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.

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 supported by the College. 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.

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.

<https://esafety.gov.au/>

Internet

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

Travel

It is recommended that care be taken if the notebook computer is taken on family travel within Australia.

The College does not recommend the notebook to be taken outside of Australia. Any damages to the notebook during overseas travel will not be covered, and full repair/replacement costs will apply.

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 for 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 conditions;

- Reset to factory settings prior to full ownership, ICT will delete all data stored on the notebook computer's hard drive.
- Backups/copies of a student's data and files is the student's responsibility.
- All College licensed software and applications will be removed.
- Full administrator rights to the notebook computer will be made available.
- No technical support is available from the College upon delivery by the student for the factory settings process including attention to software, repairs and peripheral replacements for end of lease notebooks.
- **No technical support is available from the College when full ownership is granted.**

Notebook End of Lease Ownership - Terms

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

- Year 9 is completed (end of 3 year lease)
- Year 12 is completed (end of 3 year lease)
- Outstanding accounts/fees in line with current College accounting procedures are resolved.
- The notebook factory settings re-imaging process is carried out at the end of lease only.
- If not collected, the notebook may be held for up to one school term. The College will resume ownership thereafter and the student/family 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 costs of 'breaking' the lease cycle.

End of Lease Ownership Conditions

Notebook computers must be returned to ICT Services on the date specified at the end of the three year lease period, OR upon exiting the college, in working condition. Upon return an assessment of the notebook computer will be conducted 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 before completing 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.

In the common case where families complete the three year lease, they may take ownership as it is, without repairing any damages, and no excess fees will apply.

8 WORKING TOGETHER

Students should:

- Contact their House Coordinator and/or Learner Mentor about any messages received that are inappropriate or disturbing
- Tell their Learner Mentor if they identify a possible security problem.
- Immediately report any accidental access to inappropriate material.

9 IMPROPER USE INCLUDING INTENTIONAL DAMAGE

Inappropriate use is addressed in line with our policies including our College Wellbeing and eSmart policies. Consequences may include :

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

10 Being eSmart

Being eSmart refers to being smart, safe and responsible using technology and online. The College has an ongoing program of information and materials available to staff, students and parents about this.

11 FAULT & 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.

Billing of all notebook repairs/replacements MUST be paid in full before the notebook or part can be released. ICT will require proof of payment before the student/family is allowed to collect the notebook or part.

Warranty

In the event of manufacturing faults, the supplier will repair the notebook at no cost under warranty agreements. This pertains only to issues related to a warranty claim.

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 require payment upon repair. 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

Deliberate damage to College notebooks is not covered and will incur the full cost of repairs OR the full cost of a replacement notebook. This is not covered by either warranty or 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.

Misplaced/Damaged Notebook Peripherals

Upon receiving a new notebook, associated equipment are included.

- Charger (AC power adapter)
- Notebook carry bag & shoulder strap
- Stylus pens and pen holders *specific models only

Damaged, misplaced or stolen items listed above will incur a replacement cost (under \$100) to the student/family. Replacement costs are determined by our suppliers and may be adjusted throughout the year due to market pricing. Payment of agreed costs must be arranged with the College Accounts/Finance department before receiving the replacement item. The family will be sent a letter informing them of the misplaced or damaged item/s including the amount requiring payment.

Repair period and Loan items

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 and /or power 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. A single image is 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 of \$30 may apply.

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 ongoing development of the notebook program.