



# MARIST COLLEGE EMERALD

## *Years 10 to 12 LAPTOP PROGRAM*

## INFORMATION BOOKLET and AGREEMENT



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# TABLE OF CONTENTS

**Section 1**..... Overview College 1:1 Laptop Program

**Section 2**..... Acceptable Use

**Section 3**..... Student Responsibilities

**Section 4**..... Warranty, Loss and Repairs

**Section 5**..... Insurance

**Section 6**..... **Summary** Marist College Computer Acceptable Use  
Policy

## APPENDICES

**Appendix 1** ..... Damage, Repair and Loss Form

**Appendix 2** ..... Student Lap Top Use Agreement

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# 1. OVERVIEW

Marist College Emerald is a technology rich school, integrating technology into all learning and teaching areas to enhance the curriculum and to prepare students for their role in the digital world. The College has designed a lap top program and made a significant investment in the school's technological infrastructure with a focus on ease of use, security and productivity.

From 2016, Marist College will implement a lap top hire scheme for students in Years 10 to 12. The College will maintain ownership and responsibility for repair of the student's lap top for the duration of the Agreement.

Students and their parents or caregivers will need to read this Handbook carefully before signing off the ICT Code of Practice document. This handbook explains the setup of student lap tops on the school network, some expectations set by the College while the student has the lap top in their possession and provides information regarding the general use of network resources.

A protective bag will be supplied with the laptop. Your child will be required to carry the laptop within this case at all times. i.e. moving from lesson to lesson, from home to school, whilst travelling in a car or bus. **Text books and student books are not to be placed in the protective bag.**

All laptops will include a pre-loaded software package that meets the curriculum needs of secondary school. Programs will include:

- Windows 10
- Microsoft Edge
- K-Lite Codec Pack
- Java (Version 24)
- Adobe Reader
- Shockwave
- Flash player
- Scratch 2
- Audacity
- Office 2016
- Windows Live Essentials (MovieMaker)
- QuickTime
- ClickView
- VLC media player
- Adobe CC
- Windows Defender

Students may be permitted to install other applications with the permission of the College.

To be successful digital citizens, young people need to be allowed the opportunity to use the laptops in an appropriate way for school and personal use.

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## 2. ACCEPTABLE USE

It is imperative that students use their laptops in an acceptable manner, at school and at home, as a learning tool. Students are encouraged to develop a digital literacy that fosters appropriate, mature IT skills to assist them in being successful digital users in the current technological environment. Thus, programs which allow students to access the internet, online chat and email, should be used in a responsible manner and follow the College's Computer Acceptable Use Policy (available from [www.maristcollegeemerald.com.au](http://www.maristcollegeemerald.com.au)), which was signed upon enrolment.

Students must be aware of and abide by the *student responsibilities* (see section 3). Failure to abide by the user agreement could result in disciplinary action, or in the event of damage, a financial cost to the parent (see section 4).

**Within legal parameters, the College may insist on viewing files stored on the laptop if there is reasonable suspicion that the device is being used inappropriately. If evidence is found of inappropriate use/content, the College reserves the right to confiscate the laptop and apply consequences as per the College's Behaviour Management Process. If illegal activities are detected the College also reserves the right to make it a Police matter.**

The laptop may be used at home and be connected to your home internet. When off school grounds, parents have full authority to monitor device usage. Examples include:

- Encourage use in a family room and not in the bedroom
- Restrict use at certain times of the evening or weekend
- Advise not to take on long trips
- Examine documents and other contents of the device

The laptop will be provided to students with the 'base set' of software installed. Students are not permitted to delete any of these applications or any of the existing folders. Students are not permitted to rename existing folders; however, they are permitted to add additional folders to assist with organising their work.

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## 3. STUDENT RESPONSIBILITIES

### 3.1 Usage, when it can be used, by whom and purpose

- Laptops may only be used by the student at school or at home.
- The laptop should not be used by any other student or family member, except by the parent or guardian when assisting.
- The laptop should NOT be used in transit i.e. in buses, cars or in public venues e.g. shopping centres.

### 3.2 Class requirements

- Students are expected to have their charged laptops with them in class, as they would for all other relevant class equipment. Appropriate consequences will apply for coming to class without the device.

### 3.3 Additions and deletions to software

- Students are not permitted to delete any software or install additional software without the express permission from the IT Centre. Additional peripheral installation requests such as printer, scanner or other applications can be made through the IT Department. In most cases you will be able to connect your home printers and scanners without having to install additional software.
- The download of legally purchased games and music will be allowed during 2016 as a trial phase of implementation. All such downloads must occur using home internet access, not College resources. However, the prime purpose of the laptop is educational so students are expected to respect this purpose. I.E. the amount of hard drive expended and time use of the laptop should reflect its prime use as an educational tool with **occasional** personal use.

### 3.4 Scanning for viruses

- The laptop has a pre-loaded virus protection system. Students are required to scan all data, files and downloads to ensure that no viruses will harm the device. **If a student device is affected by a virus, the entire system will be reimaged and student data will be lost.**

### 3.5 Images

- With parental consent, students will be allowed to store a moderate amount of personal photographs on their laptop. Students are prohibited from accessing or storing offensive images (and audio) on laptops or any other digital storage device.

### 3.6 Stickers and permanent markers

- Other than the College supplied name and Home Room label, students are not permitted to add stickers to their laptop or mark the laptop in anyway.

### 3.7 Food and Beverages

- Students are not permitted to eat or drink whilst using laptops.

### 3.8 Charging of battery

- Students are to ensure their laptop battery is fully charged each night. Battery chargers should not be brought to school, unless specifically directed by a teacher to do so.

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### **3.9 Transport**

- Laptops are to be carried at all times within the supplied protective bag. This includes transporting the laptop between classes, and to and from school. Laptops are not to be taken out of the protective bag in buses, cars or anywhere in between school and home.

### **3.10 Storage at home and school**

- When not in use at home, laptops should be stored within the protective bag. The laptop should be stored in a safe place, out of reach of younger children and away from areas of excessive heat.
- During lunch and recess breaks or when laptops are not required for lessons, laptops should be stored within the student's locker (locked with the provided lock).

### **3.11 Organisation of files**

- At school and home, students will have access to Google Sites and must save work consistently on the Cloud whilst on or off campus
- In addition, students are strongly encouraged to backup any work to a removable device to ensure data security, in case issues ensue to Internet access or corruption occurs
- Students are permitted to create and colour folders to assist them in the organisation of their work.

### **3.12 Physical Laptop use**

- When in use, the laptop should be placed on a table or desk, not on laps. The laptop should not be carried around whilst the screen is open.

### **3.13 Cleaning and care responsibility**

- Students are responsible for ensuring their laptop is kept in a clean state. It is imperative that the student maintains a clean laptop by regularly wiping down the laptop outside case with a damp (not wet) cloth. The laptop screen can be gently wiped with a clean damp cloth. DO NOT USE WINDEX as this will damage the plastics in the screen. Cleaning agents should not be used at any time. Laptops will be checked regularly by staff.
- Laptop Cleaning is available from the IT Centre for school owned laptops.

### **3.14 Printing**

- Students are able to print using the College's printing administration system, Papercut. At the start of each term, students in Years 10 to 12 will receive \$20 printing credit with any extra credit needing to be purchased through the Front Office (10c per black and white print).
- Default printing for students is available in the College Library, unless coordinated otherwise by a subject teacher
- Printing must be organised, as much as possible, during out of class hours, for example at lunchtime

### **3.15 Internet Access**

- Access to the internet is provided by the College whilst students are at school. This is a filtered internet connection and is monitored by the College. Although the College uses automatic filtering rules to block access to inappropriate or distracting material, e.g.

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Facebook during school hours, students are not permitted to find methods to circumvent these filtering rules that are set in place for their own safety or educational focus.

### **3.16 Email Access**

- Access to email is provided to students while using their lap tops at the College or externally. Student email accounts have a set storage allocation and students will need to ensure that they remove emails that are no longer required. This email system is monitored by the College and students should use this resource responsibly with respect for others
- Staff professional email addresses are to be used for contact with teachers by students, as necessary. These links are available on the College website.

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## 4. WARRANTY, LOSS AND REPAIR

### 4.1 Loss or damage of laptop

#### 4.1.1 Loss or damage

If the laptop is lost, stolen or damaged the student must report it to the IT Department as soon as practical during school hours. An *IT Incident Report Form* is to be completed and is available from the Library or IT Centre. If the loss or theft occurs outside of the school, parents should inform the police immediately. The *Police Event Number* will be required to complete the *IT Incident Report Form*. Personal information from a student may be required by the school or the police where appropriate. **Action in response to damage or loss will be determined by the school.**

#### 4.1.2 Repair and turnaround time

Marist College Emerald aims to have a one week turn-around time for repair of laptops. However, this will depend on the extent of the problem. If the laptop has a hardware fault it will be sent to our laptop supplier's service division for repair or replacement of parts. Students will be given a replacement laptop whilst waiting for repairs.

It is important that students back up important school related files onto external hard drives so that if problems occur, they do not lose their school work. **Marist College Emerald will not be responsible for lost data.**

#### 4.1.3 Warranty

Laptops have a four year service warranty which includes repairs as a result of hardware failure. Physical damage or unauthorised modification may void this warranty.

### 4.2 Accidental damage and Non Accidental Damage

There are two types of damage as defined by the school.

1. Accidental Damage
2. Non Accidental Damage

**4.2.1 Accidental Damage:** This situation is when a laptop is damaged or stolen and the student and parent have met all the requirements as outlined in Section 2 (Acceptable use) and Section 3 (Student responsibilities). Covered damages include non-intentional liquid spills in or on the unit, drops, falls, and electrical surges. This includes damaged or broken liquid crystal displays (LCDs), or broken parts.



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***The School will cover the repair costs in the case of accidental damage under warranty and accidental insurance cover. Parents/guardians will be required to pay the excess costs as stipulated on page 10.***

**4.2.3 Non Accidental Damage:** Where a laptop is lost, stolen or damaged and the requirements stated in *Section 2 (Acceptable use)* or *Section 3 (Student responsibilities)* have NOT been adequately observed.

The following are examples of NON accidental damage or loss:

- Damage as a result of not carrying the laptop in the appropriate protective bag.
- Theft from an unlocked and unattended vehicle.
- Theft from a vehicle when the laptop was left visible.
- Theft while laptop left unattended and out of view of the student. This includes leaving the laptop outside a shop, on a school sport field, school bus shelter/train station, or unattended in a classroom outside of normal school hours.
- Theft from an unlocked locker.
- Laptop placed in baggage in the hold of an airplane (laptops must be taken as carry on luggage).
- Scratching of the casing and/or bruising/cracking of the screen as a result of misuse.
- Theft or loss of AC adaptor, power or network cords.
- Theft of laptop left on school premises during weekends or school holiday periods.

***The school will not cover the cost of repairs when a laptop is damaged as a result of misuse or where user guidelines have not been followed as outlined in Section 2 Acceptable Uses and Section 3 Student Responsibilities. The parent/guardian will in this case bear the full cost of repairs/replacement.***

#### **4.3 Examples of estimated repair costs**

- Cracked LCD Panel                      \$1000 (replace laptop)
- Keyboard                                      \$1000 (replace laptop)
- Power brick/charger                      \$90
- Protective bag/case                      \$50

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## 5. INSURANCE

### 5.1 Insurance for laptops that are damaged/lost.

Marist College will insure the laptops, covering **accidental damage only**.

An excess regime will apply for accidental damages/loss as follows;

1 <sup>st</sup> incident	\$150
2 <sup>nd</sup> Incident	\$250
3 <sup>rd</sup> Incident	\$500

**It is important to realise that the replacement cost of an individual machine is around \$1000. It is also important to remember that any misuse or negligence that causes non-accidental damage to the machine could result in the full cost falling back on the parents/guardians of the student involved.**

**Refer to page 8 for differences between accidental and non-accidental damage.**

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## **6. SUMMARY *MARIST COLLEGE COMPUTER ACCEPTABLE USE POLICY***

### **1. Introduction**

The purpose of Information and Communication Technologies (ICT) at Marist College is to:

- enhance student learning opportunities
- promote student achievement
- enhance the school's management information and business administration systems

The use of these ICT within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this Code of Practice. This Code of Practice applies to the use of all school related ICT whether provided by the school or the student. Both students and parents/guardians must read and sign this Code of Practice. It should be returned to the College when signed.

### **2. Definitions**

Information and Communications Technologies (ICT) are any electronic devices or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- computer systems and related applications such as email and Internet
- web-based tools such as discussion forums, chat rooms, blogs, podcasts, internet social networks and instant messaging systems
- mobile devices such as mobile phones, PDAs
- fax machines, scanners
- output devices such as printers
- imaging tools such as video or still cameras
- audio tools such as audio recording devices
- the notebook issued to students by the College
- any electronic equipment provided in Computer Labs or Classrooms

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### **3. Acceptable uses**

Students should:

#### **3.1 Respect resources**

- Take full responsibility for use and care of Notebooks, including storage and transport at school and to and from home (e.g. Don't carry the notebook by the screen or store the laptop on the ground)
- Take due care to protect any equipment given to you by the school (e.g. notebook screens are easily broken if there is pressure applied to them)
- Do not deliberately damage ICT equipment (e.g. graffiti, or physically breaking components)
- Use ICT equipment and resources for educational purposes under staff supervision only
- Follow staff directions for accessing files, programs, email and Internet resources
- Delete emails from unknown sources without opening any attachments as they may contain a virus
- Take care when carrying your notebook (e.g. secure it with both hands, use a bag, or place it in a smaller carry case)
- Think about where you store any equipment (e.g. don't place a notebook on a bench where the power cord extends across a walkway or high use area)
- Return the Laptop and charger when requested to by the College.

#### **3.2 Respect others**

- Respect the rights, beliefs and viewpoints of others
- Follow the same standards of behaviour online as you are expected to follow in real life
- Observe copyright rules by respecting the information, ideas and artistic works of others by acknowledging the author or publisher of information from the Internet and not claiming the work or pictures as your own

#### **3.3 Keep yourself safe online at school**

- Keep your passwords and personal work secure. If it suspected that a password has been compromised, steps must be taken to change the password immediately.
- Do not give or share your passwords or notebooks with any other student
- Use the Internet and email for educational purposes
- Use school email accounts when communicating online
- All College issued Laptops will have a "Cyber Safety" Button installed on the Desktop to assist students to access advice and help if required.

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## 4. Unacceptable uses

### 4.1 Personal safety

Disclosure of personal information can expose users to inappropriate material, physical danger, unsolicited commercial material, financial risks, harassment and bullying, exploitation, unreliable information, nuisance and sabotage.

You should NOT:

- Send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, school address, work address etc
- Publish email addresses to public sites
- Meet with someone you have met online without your parent's/guardian's approval and participation

### 4.2 Illegal activities

Students need to be aware that they are subject to laws including assault, trafficking and computer offences. An electronic audit trail may provide evidence of offences.

You should NOT:

- Attempt to gain access to any computer system or service, to which you do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails
- Make deliberate attempts to disrupt other people's use of ICTs
- Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means
- Engage in any illegal acts
- Install or use software which is not licensed by the school
- Install protected Copyright material

### 4.3 Network security

You should NOT:

- Provide your password to another person
- Go looking for network security problems, because this may be seen as an attempt to gain unauthorised access to the network
- Post information that, if acted upon, could cause damage to or disrupt the network
- Open e-mails from unknown sources

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#### **4.4 Inappropriate language**

Restrictions against 'inappropriate language' apply to public messages, private messages, and material posted on web pages. Messages sent using the schools ICTs are recorded, monitored and scanned.

You should NOT:

- Use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language

#### **4.5 Respect for privacy**

You should NOT:

- Distribute private information, including email, photos or recordings, about another person without their permission
- Take photos, sound or video recordings of people, including background figures and voices, without their permission
- Post video/audio content online that is not for educational purposes and in line with the Schools values.

#### **4.6 Respect for others**

You should NOT:

- Make personal attacks on another person
- Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If someone tells you to stop sending them messages, you must comply with their request
- Send or post any inappropriate or inaccurate information, comments, images, video or audio about other people, the school or other organisations
- Send or post personal information about other people without their permission

#### **4.7 Respecting resource limits**

You should NOT:

- Download or send large files (>5 Mb) without teacher permission
- Post or respond to chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people

#### **4.8 Plagiarism and copyright**

You should NOT:

- Plagiarise works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user
- Use material from the Internet in a manner which violates copyright laws
- Access or use material from the Internet which relates to exam cheating or providing completed assignments

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## 4.9 Access to inappropriate material

Attempts to access inappropriate material using the schools ICTs is monitored and logged by the school or the Diocesan Catholic Education Office. Some inappropriate material may be filtered or blocked by the school or Diocesan Catholic Education Office.

You should NOT:

- Use ICTs to access material that:
  - is profane or obscene (pornography)
  - advocates illegal acts
  - advocates violence or discrimination towards other people
- Participate in internet social networks, online chats, discussion groups or mailing lists that are not relevant to your education
- Access material which is not relevant to your education
- Use the school ICTs to purchase, order or sell any goods

## 5. Notification

You should:

- Disclose to your teacher any messages you receive that are inappropriate or disturb you
- Notify your teacher if you identify a possible security problem
- Immediately disclose accidental access to inappropriate material to your teacher. This will protect you against an allegation that you have intentionally violated the School's ICT Code of Practice.
- Notify your teacher if you are offended by another person's use of ICT
- Notify your teacher of any damage to ICT equipment immediately the moment you become aware of it.
- Report confidentially to the principal or teachers any acts that are against The Cathedral College's Code of Practice
- Inform the IT support staff / Deputy Principal asap if your TCC laptop is damaged in any way.

## 6. Consequences of improper use

Any user violation will be recorded and may be subject to the following consequences:

- loss of access privileges for a period of time
- informing parents/guardians
- suspension or termination of enrolment
- legal action
- You will be financially liable for any damage to your laptop

# Appendix 1



## MARIST COLLEGE EMERALD

JEPPESEN DRIVE/PO BOX 81, EMERALD Q 4720

PH: 07 4982 3400 FAX: 07 4982 3033

[admin@mcerok.catholic.edu.au](mailto:admin@mcerok.catholic.edu.au)

[www.maristcollegeemerald.com.au](http://www.maristcollegeemerald.com.au)

### IT INCIDENT REPORT FORM (DAMAGE, LOSS AND REPAIR)

**NB: ALL parts of the device (including power brick/charger and bag) are to be returned for repair work.**

DATE: ...../...../.....

BARCODE:.....

LAPTOP NO: .....

STUDENT NAME: .....

HOMEROOM: .....

Please indicate by ticking which of the following applies:

- Laptop Lost/Stolen
- Laptop Damaged
- Laptop Requires Repair

#### DETAILS OF PROBLEM/INCIDENT:

.....

.....

.....

.....

.....

.....

Student Signature .....

Parent Signature: .....

*(Required for lost, stolen or damaged computer)*

Police event number (if stolen) .....

IT Coordinator Signature .....



**OFFICE USE ONLY**

**Date/Time received** .....

**Received by** .....

Warranty .....

Lost or Stolen .....

Accidental Damage .....

Non Accidental Damage.....

**ACTION TAKEN**

.....  
.  
.....  
.....  
.....  
.....  
.....

**DATE RETURNED:** .....

**STAFF SIGNATURE:** .....

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## Appendix 2:



## MARIST COLLEGE EMERALD

JEPPESEN DRIVE/PO BOX 81, EMERALD Q 4720

PH: 07 4982 3400 FAX: 07 4982 3033

[admin@mcerok.catholic.edu.au](mailto:admin@mcerok.catholic.edu.au)

[www.maristcollegeemerald.com.au](http://www.maristcollegeemerald.com.au)

## LAPTOP USE AGREEMENT: STUDENT

IT resources are available to all Marist College Emerald students. College email accounts are provided for each student for use in curriculum related activities and communication with teachers. The smooth operation of the school computer network relies on the proper conduct of the users who must adhere to the following agreement.

### As a responsible user I agree that:

- I will abide by the College's "Computer Acceptable Use Policy"
- The College email accounts, Google Drive, blogs, personal web pages, myclasses pages or any other computer based material are not private and may be viewed by staff at any time.
- I will treat all IT with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in the cancellation of my user rights and further disciplinary action.
- I will not modify the application or operating system software provided on my laptop without the permission of the System Administrator.
- I will not access or store offensive images or audio on the laptops or other digital storage devices.
- I will fully charge my laptop each evening in preparation for the next school day.
- I will regularly backup data on my laptop to the network.
- My parents will be aware of and monitor my use of computers and the internet at home as this is not the responsibility of the College.
- I will promptly report any damage to the hardware and/or software to the System Administrator.
- I will transport my laptop in the supplied protective bag at all times.
- I will keep my laptop clean and free of graffiti and non-school sanctioned stickers.
- I will take all reasonable precautions to ensure that my laptop is not lost or damaged.

I have read and agree to abide by all the expectations listed above.

Student .....Date.....

Parent/Guardian.....Date.....



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## LAPTOP USE AGREEMENT: PARENT

Between Marist College Emerald and ..... as Parent/Carer of the

Student ..... (Child's Name) from ..... (Homeroom).

1. I acknowledge that my child will receive a laptop computer, the property of Marist College Emerald, for use by my child.
2. I agree to pay Marist College \$75 per term for lap top hire. If financial difficulties occur, I agree to notify the College of the need for possible financial assistance.
3. I understand that the laptop will be tested before possession is taken of it and will be in full operational order, with respect to both hardware and software.
4. The laptop is the property of the school. In the case of damage I agree to return it to the school immediately and complete an *IT Incident Report Form*.
5. In the case of "Accidental" damage I will be required to pay an excess to the school.
6. In the case of "NON Accidental" loss or damage I will cover the entire cost of repairs.
7. In the event that the laptop is lost or stolen I will advise the College immediately and complete an *IT Incident Report Form* with a *Police Event Number*. An assessment will then be made by the school in light of the details on the *IT Incident Report Form*.
8. I agree to supervise the student to care for the laptop. I agree that the student will be supervised to operate the laptop in accordance with policy and procedures laid down by the College.
9. I have read and understand the policy relating to the use and misuse of the laptop. I have read and understand Marist College Lap Top Handbook and Agreement.

Parent/Carer Name: .....

Parent/Carer Signature: ..... Date: .....

<b>OFFICE USE ONLY</b>	Make .....	Model.....
Asset Number: .....	Serial Number: .....	