

# St Columban's College



## 1:1 Laptop Guidelines & Policy Booklet

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St Columban’s College (hereinafter referred to as “the College”) is a school community striving to serve the needs of students in an authentic way. One of the College’s key learning and teaching principles is to utilise innovative pedagogical practices that effectively integrate technology. The 1:1 Apple MacBook laptop program gives practical expression to this principle.

The key aim for integration of technology is to ensure that all students have the opportunity to become competent, discriminating and creative users of a range of technologies. The College believes that integration of technologies provides students with the opportunity to engage in new learning possibilities and to extend students’ interaction with their local and global communities. The integration of technology also facilitates the relational nature of learning, providing new opportunities for parents to engage with teachers, learning programs and their child’s progress.

This program provides both students and staff with an extended range of tools to engage in creative and critical thinking tasks that extend their knowledge and promote collaborative and empathetic learning.

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**SECTION 1 – THE 1:1 MACBOOK PROGRAM**

**1.1 The MacBook**

The College will provide an Apple MacBook computer and charger to each student enrolled at the College. The MacBook and charger are the property of the College and are fully maintained by the College ICT Support Department as per the Macbook Use Agreement.

Students will have full possession of the MacBook and will be responsible for taking it home each evening, charging it overnight, and taking it to all classes unless otherwise directed.

## 1.2 College Approved Programs and Software

Each MacBook has a CD/DVD drive and a range of software. The software loaded on the MacBook is licensed to Brisbane Catholic Education (hereinafter referred to "BCE") and the College. The software available on each student's MacBook includes *iWorks* (word processing, presentation and spreadsheeting packages), *iPhoto* (image editing), *iTunes* (music and video management), *iMovie* (video editing), *Garageband* (audio production), other publishing and internet software and the Microsoft Office package.

## 1.3 College Approved Laptop Bag

Each student will also be supplied a reinforced bag for the care of their laptop. This bag will be received when the student is enrolled at the College and will be used for the duration of their schooling at the College. If the bag is lost, stolen or damaged, it will need to be replaced by the Parent at their own expense.

## 1.4 NSSCF Funding

2015 Year 12 laptops are funded through the National Secondary School Computer Funding (NSSCF) program and ***cannot be purchased unless by agreement of the College.***



## 1.5 Refundable Insurance Bond

A refundable bond of \$350 per family is payable. This bond is to assist the College to create a pool of funds used in the event of loss or damage of a laptop. Funds will be used for the loan and replacement of laptops for an individual student. The bond will be available for refund at the end of the last student in the family finalizing their enrolment at the College less any outstanding costs associated with the MacBook program.

## 1.6 Purchasing of laptops for Year

It is at the discretion of the College if the laptop can be purchased by any student upon their exit from the College. If the approval has been granted, the College is **required by law to remove any of the BCE and College licensed software and reimage the laptop back to it's original operating system.**

## SECTION 2 – STUDENT RESPONSIBILITIES

All student responsibilities outlined below are acknowledged and signed for in the MacBook Use Agreement and ICT Consent Form.

### 2.1 Additions and Deletions to Software

The software loaded on the MacBook is licensed to BCE and the College. Students are not permitted to copy, transfer or delete software. Students are also not permitted to infringe copyright by illegally copying software or information onto their MacBook. Students who do so will be in serious breach of the College *MacBook Use Agreement*.

## 2.2 Backup of Files – Google Drive

Students are required to backup their work every night. The College will provide opportunities during school hours to backup essential student files (eg. assignments). BCE provide access to 30g of storage space through Google Drive to which students are expected to save their school work regularly. All other student files, together with essential files, will require backup at home on a portable storage device such as a USB or a portable hard drive. ***The backing up of all student files is the responsibility of the student and the College assumes that the students will do this on a regular basis.***

## 2.3 Student Email

Each BCE student is provided with a managed email account that provides access to email and BCE systems. It also allows student access to their own email and file storage.

The majority of correspondence and information at the College will be disseminated via email. The student email is provided by Brisbane Catholic Education and it is an expectation of the College that **students check their emails on a daily basis**. Student email is accessible through the College Portal and can also be set up in Outlook on their dock.

## 2.4 Charging Battery

It is the student's responsibility to ensure their MacBook battery is fully charged each day. A fully charged battery will last most of the day. Students need to bring their chargers to school ***but they should be stored in school lockers when not in use and not left out in the open or in laptop bags during the school day. The College is NOT responsible if a charger has been lost or stolen. It is replaced at the expense of the student.*** Please be aware chargers are expensive to replace and all care should be taken to make sure they are secure.

## 2.5 Cleaning a MacBook

Students are responsible for maintaining their MacBook in a clean and functional state. The student is to keep their MacBook clean by regularly, wiping down the outside casing with a damp (not wet) cloth. The MacBook screen should be gently wiped with a micro-fiber cloth. No cleaning agents are to be used on the MacBook. Further details on how to properly care for your MacBook are on the [www.apple.com/support/macbook/care](http://www.apple.com/support/macbook/care). Students are not permitted to have food or drink (or any liquid) around the MacBook whilst in use.

Only the College provided identification stickers is permitted to be placed on the laptop.

## 2.6 Images and Content

In accordance with the College *MacBook Use Agreement*, and the *1:1 Laptop Program Guidelines & Policy Booklet* students are prohibited from accessing or storing offensive images, audio, video or other media on the MacBook or other digital storage device.

## 2.7 Tagging

Upon delivery, each MacBook will be individually tagged and readily identifiable. No other stickers or markings of any type are permitted to be placed on the MacBook, and school labels **ARE NOT to be removed**. **Any stickers or inappropriate paraphernalia can be removed by IT Department at any time without warning.**

## 2.8 Storage

**At School** The MacBook is to be transported to and from the College the protective bag provided by the College.

It is the responsibility of the student to ensure that when the laptop is not in use at the College, it is stored inside the protective laptop bag and locked safely in their locker.

Students are to take their MacBook with them to each lesson unless otherwise directed by a teacher. At all times when students are moving between classes the MacBook is to be carried in its protective bag. When the MacBook is not being used during a class it is to be stored in its protective bag.

It is the student's responsibility to ensure the their MacBook is never left at the College after hours, on weekends or during school holidays.

**At Home** When the MacBook is at home and not being used it is to be stored in the student's protective bag in safe place away from excessive heat, water and unauthorised users. Please refer to Apple's care instructions for the MacBook at [www.apple.com/support/macbook/care](http://www.apple.com/support/macbook/care).

**Crystal Cases** The crystal case supplied by the College is **NOT** to be removed by the student unless for cleaning purposes. Once the MacBook has been cleaned, the crystal case must be re-fitted with care. In the event that the crystal case is damaged or broken, it is the responsibility of the student to replace the case at their own cost.

## 2.9 Usage

The MacBook is for the exclusive use of the student at school and at home. The MacBook is not to be used by any unauthorised user.

## SECTION 3 – LOSS, DAMAGE AND REPAIR OF THE MACBOOK

### 3.1 Notification Process

If the MacBook is lost, stolen or damaged, it is the student's responsibility to report it to the College IT Department immediately. If the situation occurs out of normal College hours, a report must be made on the next school day. Should a situation occur during the school holidays, the student or student's parent/guardian is to report the event to the College as soon as possible by email to [ictsupport@stc.qld.edu.au](mailto:ictsupport@stc.qld.edu.au) or by telephone on 5433 7333. The student will be required to log a HelpDesk Incident Report immediately and the College will then assess the situation.

If the MacBook is lost or stolen outside of the College, parents/guardians should inform the police immediately. **The Crime Report Number (CRN) will be required to complete the HelpDesk Job request.**

If the MacBook is damaged involving another student, the student must report details of the incident with their House Co-ordinator immediately.

### **3.2 Repair Turn-Around Time**

Where repair of a MacBook is necessary, the College ICT Support Department aims for minimal turn-around time. The duration of the repair time will be determined by the extent of the problem. If the MacBook has issues that cannot be rectified through the College IT Department, the machine will be sent to the College MacBook supplier's service division for relevant repair or replacement of parts. Students will be issued with a loan MacBook whilst waiting for the return of their machine.

### **3.3 Liability for Lost, Stolen or Damaged MacBooks and/or Chargers**

#### ***Laptops***

Once a HelpDesk Incident Report has been lodged with the College ICT Support Department, the College will assess the circumstances and take necessary action to repair the laptop and bring it back to full operational order.

If circumstances deem the laptop not to be covered under warranty, the laptop will be repaired under the College insurance policy. **The student and parent/guardian will be liable to pay the insurance policy excess of \$250 for the repair.**

#### ***Chargers***

Physical damage\*\* to a MacBook charger that fails to charge will not be covered under warranty. They will need to be replaced at the expense of the student and parent/guardian as will lost or missing MacBook chargers. The College has no provision for providing a loan MacBook charger. The College is also unauthorized to sell new chargers. They can be purchased by most electrical stores or the Apple website.

**\*\*Physical damage includes exposed wires and the flip out tags missing from the charger.**

#### ***Bags***

It is the expectation of the College that students will replace the laptop bag if lost or damaged at the expense of the student and parent/guardian.

## **SECTION 4 – SUPPORT MECHANISMS**

The College ICT Support Department will assist students and staff with the use and maintenance of the MacBooks.

The College will also aim to provide assistance to parents/guardians to maximise student learning through use of the MacBook on a case by case basis. To contact the ICT Support Department please contact the College on telephone (07) 5495 3111 or alternatively email the Department at [ictsupport@stc.qld.edu.au](mailto:ictsupport@stc.qld.edu.au) .

The support structure in place at the College for the 1:1 laptop program has different levels of support. All requests for support will begin at Helpdesk and then progress through appropriate levels as required. The administrator of Helpdesk support is Robyn Wilkie who can be contacted via email [rwilkie@bne.catholic.edu.au](mailto:rwilkie@bne.catholic.edu.au) or by telephoning the College on 5495 3111.





## Acceptable Use of Information & Communications Technology (ICT) Resources Policy

Information & Communication Technology (ICT) has become of critical importance to schools in facilitating and supporting learning, teaching and other administrative activities for teachers, students, parents and administrators.

**St Columban's College** has established significant computing and communication resources to support these activities. These resources include:

- All network services, computer equipment and software, owned, leased or used under license by Brisbane Catholic Education Centre & the College;
- Computer facilities maintained by other bodies but available for use through an agreement or agreements with Brisbane Catholic Education.

**St Columban's College** is bound by legislation and good stewardship of resources to ensure the appropriate use of its ICT. Increased legislation relating to ICT is requiring all organisations to review their internal policies and procedures to ensure compliance.

ICT resources are supplied in line with the following principles:

- access to ICT is provided subject to **need and availability** of resources;
- privacy, confidentiality and respect of the **personal rights of others** is maintained;
- the importance of the **cost-efficient use** of the ICT is recognised;
- users engage in **ethical, legal and responsible use** of ICT.

The *Conditions of Use of ICT Resources* has been developed to inform users of their rights, responsibilities and obligations when using ICT resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

### Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

- i. By accessing and using the ICT resources provided by **St Columban's College**, you are agreeing to abide by this Conditions of Use of ICT Resources statement.
- ii. These conditions apply to all **St Columban's College** ICT resources, regardless of how they are accessed. This includes access at all installed computers, through users own hardware (for example, personal laptops, PDAs or other similar technology) whether wired or wireless, or remote access over the through users' own resources.
- iii. While staff and students (in particular, ICT staff engaged by individual schools) may be called upon in the course of their duties to undertake activities beyond those permitted by the terms of this Agreement, it is expected that any such activities undertaken must be done in accordance with the spirit of this statement.

#### **Ethical, Legal and Responsible Use of ICT Resources**

- iv. **St Columban's College** requires all users of its ICT resources to do so in an ethical, legal and responsible manner.
- v. Users of **St Columban's College** ICT resources must be aware that use of these resources are subject to the full range of laws that apply to the Internet, communications and to the use of computers, and **St Columban's College** policies. Such law and principles includes users' obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws.
- vi. **St Columban's College's** ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using **St Columban's College** ICT resources must comply with the terms of any licence agreed to for the use of software programs and other online resources.

#### **Copyright and Intellectual Property Rights**

- vii. Users must not, through the use of **St Columban's College** ICT resources, copy, download, store or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, videos or any other form of media.
- viii. Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on our educational institution and community as a whole. This is particularly relevant where users post or submit material in a way that makes it publicly available over the Internet.

#### **Security and Privacy**

- ix. Users have a role to play in ensuring the security and privacy of information transmitted by use of the ICT resources. Users are issued with unique usernames and passwords, which should be kept strictly confidential at all times.
- x. Users must protect systems, information and accounts by:
  - Choosing a secure password which is changed regularly (a secure password is one that is difficult to guess, for example, containing a combination of letter and numbers and not simply a name or date of birth)
  - Using access to ICT resources only as authorised;

- Respecting the privacy and confidentiality of information that they may come across through access to the resources;
  - Only downloading, installing or using authorised software;
  - Reporting any breach or prospective breach of network security to the appropriate technical personnel or the ICT Services Help Desk;
- xi. Unacceptable conduct by users which could result in a breach of security or privacy includes:
- Disclosing your username and password details to another person;
  - Disclosing other private or confidential information to unauthorised persons;
  - Gaining unauthorised access to any systems by any means;
  - Using **St Columban's College** ICT resources to attack or compromise another system or network;
  - Downloading, installing or using unauthorised software programs;
  - Deliberately installing computer viruses or other malicious programs;
  - Accessing or intercepting others' electronic communications without permission;
  - Accessing social networking sites while on school campus;
  - Bypassing school system security protocols, such as the use of a proxy.
- xii. Users should not, as a general rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues (for example, by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside **St Columban's College** 's control to prevent such instances from occurring.
- xiii. Users are reminded that email should not be used to send sensitive and confidential information.
- xiv. Users must, however, be aware that the operation and maintenance of ICT systems 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. **St Columban's 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 ICT resources is required.

### **Breaches of these Conditions of Use**

- xv. The breach of these Conditions of Use will be taken seriously and will result in disciplinary action being taken.
- xvi. Depending on the circumstances involved, internal penalties for violation of acceptable use policy could include loss or restriction of access to ICT resources, standard account enforced, to formal disciplinary action for breach of School Discipline policy (students) or Code of Conduct (staff). Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

## **ACCEPTABLE USE OF PERSONAL DEVICES POLICY**



# **Acceptable Use of Personal Devices Policy**

### *The Use of Personal Technology Devices at School*

This policy reflects the importance the school places on students displaying digital citizenship including courtesy, consideration and respect for others whenever they are using personal technology devices.

#### *Responsible use of Technology Devices and Mobile Phones*

Students bring valuable personal technology devices like cameras, digital video cameras or MP3 players to school at their own risk. St Columban's College will not be held accountable for any damage, loss or theft of such devices.

Mobile phones may be brought to school, however they are not to be used in classrooms for any personal purpose such as conversations or text. They must be either switched off or at the very least, on silent mode.

A student may use the phone for educational purposes, under the direction of the classroom teacher.

If a student has been asked to comply with the above policy and fails to do so again, that student will be referred to the relevant House Coordinator.

#### *Confiscation*

Permitted personal technology devices used contrary to this policy at St Columban's College after a fair warning has been issued, may have their device confiscated. They will be made available for collection at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

#### *Personal Technology Device Etiquette*

Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, they must be turned off and out of sight during assemblies or classes. Personal technology devices may be used at morning tea and lunch breaks and before and after school.

#### *Recording Voice and Images*

Every member of the St Columban's community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc.) to disseminate to others (including distribution by phone or Internet posting) build a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy).

**Recording of events in class is not permitted unless express consent is provided by the class teacher.**

A school student who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies and final assemblies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy. Such recordings may be copied and retained by the College.

Even where consent is obtained for such recording, St Columban's College will not tolerate images or sound captured by personal technology devices on the school premises or on a school related activity elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:

recording; and/or

disseminating material (through text messaging, display, Internet uploading etc.); and/or,

knowingly being a subject of a recording

Will be in breach of this policy and may be subject to discipline (including suspension and proposal/recommendation for exclusion).

Students should note that the recording, possession or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to the Queensland Police Service.