



# **St Agatha's Primary School Clayfield**

## **Student 1 to 1 Laptop Programme**



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# Policy and Guidelines Booklet

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***Please complete and return to school***

*\* Student 1 to 1 Laptop Programme Contract*

## 1 EDUCATIONAL OPPORTUNITIES OF THE 1 TO 1 LAPTOP PROGRAMME

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. This sort of anytime, anywhere learning is supported by access to portable technologies (eg laptops).

### ***Learning and Teaching:***

- Learners and teachers create contemporary learning environments and quality learning outcomes as they shape and enrich their own and others' worlds.
- Contemporary learning is personalised and provides anytime, anywhere access for students to portable technologies.
- Teachers' access to the Australian Curriculum and supporting professional resources will be delivered online.
- Brisbane Catholic Education is establishing access to teacher and student online learning and teaching environments and content.

### ***This is underpinned by the following assumptions:***

- The world of students within and beyond the school is connected by the use of contemporary information processing, communication and collaboration tools.
- Teachers engage in continuous learning to enhance their professional practice and the practices of their students.
- School and organisation leaders create the conditions that enable the vision to be realised.
- Parents are empowered to become actively involved in their child's education by accessing online communication, learning, reporting and monitoring systems.
- Planning and resourcing is future focused and flexibly delivered within the learning context of the school.

## 2. OVERVIEW OF STUDENT AND PARENT RESPONSIBILITIES

Students and parents will be responsible for the overall care of the Laptop. Students will have full local administrator rights to the device and will be responsible for its ongoing care. Students will be trained to be competent users and maintainers of their assigned Laptop.

A protective case will be supplied. Students will be required to carry the Laptop within this case at **all times outside the classroom**. In the interest of student safety, Laptops are not to be used in a public place. The Laptop is to be treated with care and stored in the protective bag supplied when not in use. The School will implement regular hardware, software and data inspections. Students will be subject to the terms of the Student and Parent *ICT Acceptable Use* if there is any evidence of misuse or inappropriate usage.

Students will be supplied with a means of backing up their user Documents Folder ONLY. All students will be responsible for the regular backup of their Documents Folder via the means recommended by the School.

**All Laptops will include all necessary software to assist the learning of the student. Students are not permitted to install any other applications without the necessary licence. Students must not delete any of the applications or any of the existing folders; however, they are permitted to add additional folders to assist with organising their work. Students will also be able to install additional home-based printers, scanners and other peripheral devices if they wish.**

The Laptop is a tool to assist learning and should not be used for any other purpose. Students must be aware of and abide by the Student and Parent *ICT Acceptable Use Policies* (see section 3).

The Laptop will be recharged at home each night ready for the next school day. The Laptop needs to be connected to the student's home Internet. Parents MUST supervise proper usage of Laptops at home, especially whilst students are using the Internet.

### 3. ACCEPTABLE USE POLICIES

## Student and Parent ICT Acceptable Use 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 Agatha's have established significant computing and communication resources to support these activities. These resources include:

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

St Agatha's 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 *ICT Policies* described herein have 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.

### Programme Procedures

- **Laptops are purchased by the school and remain the school property at all times**
- Programme levy contributes to ongoing technical support, infrastructure, installation security imaging and setting up costs;
- Each year the school audits and rationalizes assets including IT devices, therefore at the conclusion of the programme in 2022 some devices may be available for sale to parents.

## **Conditions of Responsible Use of St Agatha's Primary**

By accessing and using the ICT resources provided by St Agatha's, you are agreeing to abide by these Conditions of Use of St Agatha's Primary ICT Resources Policy.

These conditions apply to all St Agatha's 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 Internet through users' own resources.

While staff and students (in particular, ICT staff engaged by the School) 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**

St Agatha's Primary School requires all users of its ICT resources to do so in an ethical, legal and responsible manner.

Users of St Agatha's ICT resources must be aware that use of these resources is subject to the full range of laws that apply to the internet, communications and to the use of computers, and St Agatha's 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.

St Agatha's' ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using St Agatha's' 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**

Users must not, through the use of St Agatha's 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.

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**

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.

Users must protect systems, information and accounts by:

- 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 a teacher;

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 Agatha's 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.

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 authorized 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 Agatha's' control to prevent such instances from occurring.

Users are reminded that email should not be used to send sensitive and confidential information.

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 Agatha's 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**

The breach of these Conditions of Use will be taken seriously and may result in disciplinary action being taken.

Examples of possible consequences range from loss or restriction of access to ICT resources, to formal disciplinary action for breach of Student Welfare and Management 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.

## Student and Parent Laptop Guidelines Policy

### 1. Education Purposes

- Students are to use their Laptop for educational purposes.
- The Laptop comes pre-installed with all the necessary software for student use. Only licenced software is to be installed on the Laptop.
- Non educational software should be stored on a student's private home computer.
- The School reserves the right to carry out software, hardware and data inspections of Laptops at anytime.

### 2. Student Responsibilities

- Whilst the Laptops are covered by insurance each student is responsible for keeping his/her Laptop secure.
- Laptops are to be kept clean and free from graffiti and stickers.
- Laptops are to be carried always in the case supplied, to avoid shocks and bumps which can lead to damage to the working parts.
- Laptops are not to be used when eating/drinking, as food and drink will damage the keyboard and render the warranty void.
- It is the student's responsibility to charge their Laptop at home each evening. A limited number of charging facilities will be available at school. Power cords are not to be brought to school. In the rare event that a student's laptop is not charged, the hot swap computer cable may be used.
- Students are not to remove any identification labels from their Laptop.
- While travelling to and from school Laptops are to be carried in the protective case and placed in school bags.
- Laptops are not to be carried with the lid up. Always close the lid before moving the laptop computer. Laptops not in use should be turned off or hibernated with the lid closed. Students must ensure pens etc are not left on the keyboard when closing the laptop. Open the laptop from the centre, or with both corners at once, not just by one corner, as this prevents screen damage.
- The software loaded on the Laptop is licensed to the school. Students are not permitted to copy, transfer or delete software. Students may add programs or users, as they are the 'administrators' for their own devices, but need to be aware that some programs may cause problems with the laptop and lead to a need for re-imaging.



### 3. Parent Responsibilities

- Ensure students fulfil their responsibilities as outlined above.
- **Supervise student use** of the laptop when at home including their Internet use.
- Ensure the student has their laptop at school each day in a condition that will enable it to be usable for any educational purpose.
- 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 6 and on leaving at the end of Primary school.

### 4. Data Backup and Software Upgrading

- Students are responsible for the backup of all data as recommended by the School.
- The backup of all data including work in progress, documents, movies, pictures and music is the responsibility of the student.
- Students are to follow the directions of ICT staff to ensure that software is updated as required. (eg. Operating System and installed Virus Software).

### 5. Technical Support

- Students will be given local administrator rights of their Laptop.
- Students will be trained on how to use and maintain their Laptop.
- In the event of a software malfunction students may contact the School Office for assistance through their class teacher. Reimaging of computers will be carried out by class teacher or ICT staff as necessary.
- The laptops have a full 3 year comprehensive hardware warranty provided by Dell. During school terms, warranty call outs will be arranged by the school, but in holiday periods parents arrange this by calling Dell Pro Support on 1300 662 286. You will need to quote the service tag which is found on the bottom of the computer.

### 6. Use of the School Wireless Network and Internet Access

- The use of the School Wireless Network and all associated infrastructure are available for educational use with student Laptops.
- Students are not to remove the virus software provided and replace it with another type of virus software.
- Specific network and account settings are not to be removed or altered as this could affect the Laptop ability to connect to the School Network.

### 7. Loss, Theft and Repairs

- All instances of loss, damage or theft must be reported to the Class Teacher and School Office as soon as possible.
- Student Laptops are covered by a three year warranty. This warranty **does not** cover non-accidental/malicious damage, loss or theft.
- In the event of a hardware malfunction a report must be made to the Class Teacher as soon as possible for warranty repair to be organised.

## 8. Classroom Usage

- Student Laptops are to be brought to school each day. The classroom teacher will manage the use of the Laptop in the classroom.
- No student is to take out or use a Laptop at school without the permission of a teacher.
- ***When in use, the Laptop should be placed on a table or desk, not on laps. The Laptop must not be carried around whilst the screen is open.***

## 9. Ownership

- Students have use of the Laptop whilst they are enrolled at the School. Towards the end of a student's time at St Agatha's, our technician will need to re-image the laptop, removing unlicensed software.
- Laptops are purchased by the school and remain the school property at all times;
- Programme levy contributes to ongoing Technical support, infrastructure, installation security imaging and setting up costs;
- Each year the school audits and rationalizes assets including IT devices, therefore at the conclusion of the programme in 2022 some devices may be available for sale to parents.
- **All charges, cases and devices are to be returned to school at the completion of the programme. Failure to do so will incur a charge.**



# Notes