



## **POLICY: Laptop**

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### **1. PURPOSE**

The purpose of this policy is to outline the responsibilities for students and parents in using the loan laptop computers provided by Holy Spirit College.

### **2. RATIONALE**

Laptop computers that we provide for students at Holy Spirit College are intended for educational purposes. This includes internet access, email access, and software. We believe that technology is a useful tool to support and enhance the delivery of quality curriculum.

Every student in the College is issued with a loan laptop which remains the property of the College. Students need to return their loan laptop when they leave the school.

### **3. POLICY STATEMENT**

This document outlines the responsibilities for students and parents in using loan laptop computers provided by the College. This includes the financial responsibilities for damages and breakages to the loan laptops as well as the guidelines for acceptable use.

One of the main benefits of the loan laptop program is that it is fully supported by the College in the event of problems. Students with laptop issues speak to the IT Technician at lunch time and/or the allocated times and if the problem is not able to be immediately fixed, a 'replacement' is arranged. This minimises the amount of class time that students are without technology.

Holy Spirit College has established significant computing and communication resources to support student learning. These resources include:

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

### **4. PRINCIPLES**

#### **Education purposes**

- a. Students are provided with a loan laptop computer for educational purposes.
- b. The loan laptop computer comes pre-installed with all the necessary software for student use. Only software approved by the College is to be stored on the laptop computer.
- c. Requests for installation of drivers and/or software for home printers must be made by completing the appropriate form available from IT Support.
- d. Students or parents need to consult with the IT Technician if they are in doubt about software usage.
- e. The College reserves the right to carry out software, hardware and data inspections of loan laptop computers at any time and follow up accordingly.



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### **Student responsibilities**

- a. Take reasonable care of the equipment to protect it from accidental damage and secure it from theft. You should not be eating or drinking whilst using your loan laptop. Do not attempt to remove screws, keys or any other part at home. Avoid bumps, knocks, heat. Handle with care.
- b. The loan laptop computers are covered by accidental damage protection insurance against accidental damage.
- c. Take care to not touch the screen with a finger or pen – doing so can scratch or mark the screen permanently, and this will not be regarded as accidental damage.
- d. Students are not to remove any identification labels from their loan laptop computer.
- e. Loan laptops and their cases are to be kept clean and free from graffiti and stickers.
- f. Students are expected to come to school with a fully charged battery. It is the student's responsibility to charge their loan laptop computer at home each evening. A limited number of charging facilities will be available at the College. A full discharge puts more strain on your battery than several partial discharges. Get into the habit of recharging the battery when it reaches 10-20% or before. Do not allow your battery to discharge to 0% frequently as this can render your battery useless and will shorten the battery life.
- g. While travelling to and from school loan laptop computers are to be carried in the laptop bag. At no time is the loan laptop to be used when travelling to or from the College.
- h. Laptop bags containing loan laptops should not be left unattended when travelling to and from school or attending school events e.g. sport. Students are to place their laptop bags in their locker or a secure place where they may be observed at all times.
- h. If loan laptop computers are used during lunch breaks, they are to be used for educational purposes only such as completing assignments/ research. They must only be used in the Library designated study area. Students are not to be sitting on the ground or at a lunch table using loan laptops.
- i. Loan laptops should be carried in the laptop bag and returned to the bag when they are not in use. At all other times, when not in use, they should be in the laptop bag and secured in the student's locker.
- j. Loan laptops are not allowed on overnight trips or field trips without the explicit approval of the teacher in charge.
- k. Loan laptop computers should be operated in a safe working environment at all times.
- l. The software loaded on the loan laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete software.
- m. It is the student's responsibility to back-up their data and IT Support takes no responsibility for any loss of student data.



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### **Parent responsibilities**

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Monitor student use of the laptop computer when at home including internet usage.
- c. Ensure that the loan laptop is being charged each night.
- d. Ensure the student has their laptop computer at school each day in a condition that will enable it to be usable for any educational purpose.
- e. Ensure the student completes a driver/software installation request form (available from IT Support) in relation to any home printer software required on the loan laptop.
- f. Comply with the policy of the school in relation to the return of the device in the event of the student leaving the school.
- g. Take reasonable care of the equipment to protect it from accidental damage and secure it from theft. Please note: the College strongly recommends parents/caregivers arrange to have laptops specified and covered on household contents insurance policies.

### **Data backup and software upgrading**

- a. Students are responsible for the backup of all data as recommended by the College.
- b. Students are responsible for making their loan laptop available to IT Support for upgrades to ensure that all software is kept up to date. (e.g. Operating System and installed Anti-Virus Software)

### **Technical support**

- a. Students will be given standard user rights of their loan laptop computer.
- b. Students will be assisted in maintaining their loan laptop computer.
- c. In the event of a software malfunction students may contact the College's IT Technician for assistance.

### **Use of the College wireless network and internet access**

- a. The College wireless network and all associated infrastructure are available for educational use with student loan laptop computers.
- b. At the College, the internet is only to be accessed through the College wireless network.
- c. All downloads need to be for educational purposes only. This will be monitored by the College.
- d. Due to bandwidth restrictions, the downloading of large files is not permitted. If this is deemed necessary for educational purposes, the Teacher should be consulted.
- e. Students are not to remove the virus software provided and replace it with another type of virus software.
- f. Specific network settings are not to be removed or altered as this could affect the loan laptop computer's ability to connect to the College wireless network.



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### **Loss, theft and repairs**

- a. Do not try to fix any hardware problems yourself. Instead take the loan laptop to IT Support located in the Library as soon as possible (within 24 hours from the time the issue becomes apparent). This timeline is to satisfy warranty conditions if the issue is covered by warranty.
- b. The loan laptops will have a comprehensive hardware warranty provided by the supplier that will cover hardware failure and repair over three years. Hardware failure is to be notified to IT Support in the College Library within 24 hours or the next school day. The repair will be organised by IT Support.
- c. The College has sourced accidental damage protection insurance through Dell for non-warrantable damage. All accidental damage is to be notified to IT Support located in the College Library as soon as possible (within 24 hours or the next school day). The repair will be organised by IT Support. Deliberate damage – e.g. engraving your name on the notebook, or removing keys is considered as deliberate damage – is not covered by the policy. Any such damage may incur a repayment to the College for replacement/repair to the loan laptop.
- d. The accidental damage protection policy covers the replacement of one major component each school year for 3 years. In the event that a laptop suffers accidental damage more than once in a school year, any fee to the school for the cost of repairs will be invoiced to parents/caregivers. Parents/caregivers may choose to take additional precautions by covering the laptop for accidental damage under a home contents insurance policy. By signing the laptop use contract, parents/caregivers are acknowledging and agreeing to reimburse the College for this cost in the event of a claim.
- e. A laptop bag will be provided and students are to use the bag for transporting the device to and from school and classes. At no time is the loan laptop to be used in transit to or from the College.
- f. Loss or theft of a loan laptop is to be notified immediately to IT Support no later than 24 hours after the event.
- f. All issues in relation to loss, damage or theft will be dealt with by the College on an individual basis.
- g. All instances, where loss or damage is the result of negligence, carelessness, inattention or apparent disregard for the loan laptop or accessories, are not covered by insurance. If after the investigation by the school it has been deemed that the loan laptop or accessories have been intentionally damaged or that the student/parent/guardian/carer has been negligent in caring for the loan laptop, the parent/guardian/carer will need to cover any costs incurred by the school for repair or replacement of the loan laptop. Cost of replacement will be determined by the College. A replacement loan laptop will not be issued until payment has been received by the College.
- h. It is the responsibility of the parent/guardian/carer to replace lost power adapters. Power adapters are not to be brought to the College.
- i. In the event of theft a detailed report, accompanied by a Queensland Police reference number must be provided to the College by the parent(s) of the student. Theft is defined as the stealing through forceful entry of a locked vehicle where equipment is out of site, or through the forceful entry of premises reasonably secured from being accessible by the intruder or the public. If after the investigation by the College it has been deemed that the loan laptop has been stolen (as defined above), the College will generally provide a replacement.



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### **Assessment and homework**

- a. Students are encouraged to use their loan laptop computer for homework and assessment tasks.
- b. Incomplete or overdue assessment as the result of the loss of data or hardware malfunction is referred to in the Assessment and Reporting Policy.
- c. It is strongly recommended that students store all assessment work on their BCE Google Drive and/ or e-mail it to themselves using their 'mybce' accounts. Students may also choose to backup data on cloud storage or USB device.

### **Classroom usage**

- a. Student loan laptop computers are to be brought to school each day. The classroom teacher will manage the use of the loan laptop computers in the classroom.
- b. No student is to take out or use a loan laptop computer without the permission of the classroom teacher.
- c. When in use, the loan laptop should be placed on a table or desk, not on laps. The loan laptop should not be carried around whilst the screen is open.

### **Ownership**

- a. Students have use of the loan laptop whilst they are enrolled at Holy Spirit College. This loan laptop device remains the property of Holy Spirit College. When leaving the College, students are to return the loan laptop computer and accessories in good order. If this is not done, the parents or carers will be financially responsible for the replacement or repair of the loan laptop and its accessories.
- b. At the end of the three-year period, all software and data will be removed from the computers and the computer is to be returned to the school. It is the student's responsibility to ensure that any data they want to keep is saved to cloud storage, an external USB device or external hard drive.

## **5. REFERENCES**

- IT Acceptable Use Policy
- Assessment & Reporting Policy



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### LAPTOP USE CONTRACT

#### Student's Agreement:

1. I/We confirm that I have read, understood and agree to abide by the IT Acceptable Use Policy (available on the College's website) and agree to all of the conditions outlined in the aforementioned policy statement.
2. I/We confirm that the loan laptop remains the property of Holy Spirit College.
3. I/We understand that the assigned network username and password are confidential, and I will not allow my password to be disclosed to others.
4. I/We understand that the loan laptop was tested before I took possession of it and was in full operational order with respect to both hardware and software.
5. I/We understand that my son/daughter/(student) is able to leave the loan laptop at the College and that when this occurs:  
my son/daughter/(student) will secure their laptop in the locker provided to him/her by the College.
6. I/We understand that there may be a cost incurred when repairs or replacements are not covered by the manufacturer's warranty or the Accidental Insurance Cover.
7. I/We understand that loss or theft of the loan laptop is not covered by the insurance policy noted above and that I may be asked to reimburse the College in the event of loss or theft. Please note: the College strongly recommends parents/caregivers arrange to have laptops specified and covered on household contents insurance policies.
8. I/We understand that I am able to purchase a replacement/additional power supply and cord from the College.
9. I/We understand that if the College supplied laptop case becomes damaged beyond normal wear and tear I will be required to purchase a replacement case from the College.
10. I/We understand that I am required to purchase or provide earphones and/or microphones as outlined in the College stationery requirements.
11. I/We confirm that I have read, understood and agree to abide by the IT Acceptable Use Policy (available on the College's website) and agree to all of the conditions outlined in the aforementioned policy statement.
12. I/We confirm that the loan laptop remains the property of Holy Spirit College.
13. I/We understand that the assigned network username and password are confidential and I will not allow my password to be disclosed to others.



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14. I/We understand that the loan laptop was tested before I took possession of it and was in full operational order with respect to both hardware and software.
15. I/We understand that my son/daughter/(student) is able to leave the loan laptop at the College and that when this occurs:  
my son/daughter/(student) will secure their laptop in the locker provided to him/her by the College.
16. I/We understand that there may be a cost incurred when repairs or replacements are not covered by the manufacturer's warranty or the Accidental Damage Protection.
17. I/We understand that loss or theft of the loan laptop is not covered by the insurance policy noted above and that I may be asked to reimburse the College in the event of loss or theft. Please note: the College strongly recommends parents/caregivers arrange to have laptops specified and covered on household contents insurance policies.
18. I/We understand that I am able to purchase a replacement/additional power supply and cord from the College.
19. I/We understand that if the College supplied laptop case becomes damaged beyond normal wear and tear I will be required to purchase a replacement case from the College.
20. I/We understand that I am required to purchase or provide earphones and/or microphones as outlined in the College stationery requirements.
21. I/We confirm that my son/daughter/(student) named below will be issued with the following loan items for the year:
- |   |  |
|---|--|
| <input type="checkbox"/> <b>1 x Laptop Computer</b>       | <input type="checkbox"/> <b>1 x School Warranty for the Laptop (included)</b>    |
| <input type="checkbox"/> <b>1 x Power Supply and Cord</b> | <input type="checkbox"/> <b>Access to the College's IT Acceptable Use Policy</b> |
| <input type="checkbox"/> <b>1 x Laptop Case</b>           |  |

Student's Name: \_\_\_\_\_ Parent's/Caregiver's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Parent's/Caregiver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_