



1 to 1 Laptop Program – Laptop Participant Agreement Booklet

INTRODUCTION

Mt Hira College is committed to using educational technology to improve the learning experiences and achievements of all our students. The use of laptops provides the College with opportunities to inspire and motivate students to achieve their full potential, develop key technological literacies and promote student engagement. The College believes that the 1 to 1 laptop program will enhance everyday learning and teaching and in particular will:

- Improve student learning outcomes and results
- Create a student-centred curriculum and engaging student-centred lessons
- Enable students access to the most up to date educational resources
- Raise levels of engagement, motivation and interaction
- Improve the ability of teachers to cater for different learning styles in their lessons
- Improve student independence

Students will use laptops in a manner consistent with the established learning and teaching objectives of Mt Hira College and will do so in accordance with a set of agreed upon requirements, by way of a signed care and usage agreement (details below).

TAKING CARE OF LAPTOPS AND LIABILITY FOR DAMAGE OR THEFT

Students are entirely responsible for taking care of their loaned laptop. Laptops that fail to work properly should be reported immediately to the Head of Middle School (Mr Eroglu) who will collect the laptop, make a record of the issue and have it checked by the College's IT Manager. **Parents/carers must purchase the College-specified protective laptop case and students must keep the laptop in the protective case at all times the laptop is not in use. Parents/carers are liable (must pay) for any damage caused to their child's loaned laptop, except where there is an established manufacturing defect. Parents/carers are also liable to pay for their child's loaned laptop if it is lost, stolen or not returned. This agreement shall remain in effect for the entire duration that the laptop is on loan to your child.**

STUDENT TERMS OF USE:

- Laptops must never be left unattended or in any unsupervised area.
- When not in use, the laptop must be kept in the compulsory protective case and locked inside the student's locker.
- A protective case (school specified) must be used with the laptop and have sufficient padding to protect the laptop from wear and tear. The case must also provide a suitable means for carrying the device within the school. The laptop should always be within the protective laptop case when carried.
- The screens are particularly sensitive to damage from excessive pressure on the screen. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the laptop screen. The laptop screens can be damaged if subjected to rough treatment.
- Laptops should not be carried in students' school bags.

USING LAPTOPS AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, planners, calendars and schedules may be accessed using the laptop. Therefore, students are responsible for bringing their laptop, **fully charged**, to all classes each day. Unfortunately, due to Occupational Health and Safety concerns student are **unable to charge their laptops during class**.

If students leave their laptop uncharged, they are responsible for getting any assignments, or coursework completed as though they had their laptop present. **Spare laptops will not be available to students who forget to charge their laptop.**

Students who repeatedly fail to maintain a fully charged battery will be subject to the College's behaviour management policy in relation to not bringing the appropriate materials to class.

At all times, it is the decision of the Class Teacher that is final regarding the use, or non-use of any laptop, collectively or individually.

CHARGING THE LAPTOP BATTERY

Students need to check their laptop battery every night to ensure that it is fully charged for the next learning day. This may take up to 3 hours to charge fully. The batteries on these laptops can last a working day on a single charge. Therefore students will not need to charge their laptops throughout the day.

PHOTOGRAPHS AND IMAGES (STILL AND MOVING)

- Photographs/images stored on the laptop will be in accordance with the Information & Communication Technology Acceptable Use Policy and Agreement. The College reserves the right to randomly check any laptop for unsuitable content.
- No images or video material taken in school may be uploaded from any device to online and or social networking and communication sites unless asked to do so by a teacher as part of school work.
- Recording, photographing or filming of classroom teachers is strictly prohibited unless specifically permitted by the Class Teacher.

SOUND, MUSIC, GAMES, OR APPS

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones or earphones can be used for educational purposes (e.g. watching an educational video) with the permission of the teacher.
- Gaming on laptops is strictly prohibited at all times.
- Apps on laptops must not violate any terms of this agreement or the College's Information & Communication Technology (ICT) Acceptable Use Policy.
- Applications (Apps) provided by the College for school use, will remain the property of the College at all times.

INTERNET ACCESS

- Students may only access the internet through "school- provided' College WIFI network whilst at school.
- Students are not permitted to access the internet via their own mobile connection 3G/4G functionality (known as personal hot-spotting) whilst at school. This amounts to unmonitored and unfiltered access. Mt Hira College is not responsible for any material accessed by a student in this manner during school hours.

HOME ACCESS / LAPTOP USE

Students need to ensure they take their laptops home every day as they may be required to work on them for various subjects. Additionally they should act as a useful tool for study and enhancing student organisational skills.

MANAGING YOUR FILES AND SAVING YOUR WORK

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. In most circumstances laptop malfunctions are not an acceptable excuse for not submitting work. To safeguard against this, students will be responsible for backing up their work and laptop contents on a regular basis. Students are encouraged to save their work on their personal school OneDrive account which is accessible on any computer.

PREINSTALLED SOFTWARE ON LAPTOPS

- The College will provide software on laptops necessary for schoolwork. The Software/Apps preinstalled installed by the school must remain on the laptop in usable condition and be easily accessible at all times. From time to time, the College may add or modify software applications as required
- The College's remote management system monitors all Apps that are added and the installation of any inappropriate apps (illegal, explicit or Peer to Peer sharing) will be reported immediately to the Head of Middle/Senior School.
- **Periodic checks of Laptops will be made to ensure that students have not removed required Apps**

INSPECTION

Students may be selected at random to provide their laptop for inspection to ensure they are complying with this laptop agreement, as well as the ICT Acceptable Use Policy.

PROCEDURE FOR RELOADING SOFTWARE

If technical difficulties occur or if inappropriate software/Apps are discovered, the laptop will be restored to the default factory settings. The College does not accept responsibility for the loss of any software, documents, images or content deleted due to a re-format and or re-image.

LAPTOP IDENTIFICATION

Student Laptops will be labelled in the manner specified by the College. Each Laptop can be identified in the following ways:

- Serial Number also known as the mobile device management system ID
- The College's UIN (Unique Identifier Number)
- The College will enforce the enabling of Location Services on Laptops in order to use the 'Find My iPad' app. This will be used as a security measure to minimise loss or theft

LAPTOP SAFETY SECURITY

The College's IT manager will ensure that firewalls and antivirus protection is installed within all laptops. However, these will only work at school and therefore **it is the parents'/carers' responsibility to ensure students are using the laptop in an appropriate manner at home and for essential schoolwork only**. Parents/carers should actively monitor their child's internet use and who they are messaging via online services.

ACCEPTABLE USE

The College permits the use of the Laptop in a manner that supports the College's aims and objectives and is in line with all College Policies.

This booklet / agreement is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the terms and conditions in this booklet / agreement, privileges may be terminated, access to the College network may be denied and the appropriate disciplinary action shall be applied.

PARENT/CARER RESPONSIBILITIES

This program requires a partnership between the College and Parents/Carer's in order to function efficiently and to maintain online child safety.

Parents/Carers are expected to:

- Ensure that their child keeps their device safe and uses the laptop in accordance with the procedures outlined above
- Ensure that their child uses their device in accordance with College policies
- Talk to their children about the values and standards that they should follow in the use of the internet
- Monitor who their child is communicating with via online messaging
- Ensure their child's online safety by supporting the guidance provided by Mt Hira College in and around online safety

STUDENT RESPONSIBILITIES

- Use laptops in a responsible and ethical manner
- Obey the rules concerning behaviour and communication that apply to laptop and computer use
- Use all computer resources in an appropriate manner so as to not damage school equipment
- Turn off and secure their laptop after they are finished working to protect their work and information
- Report any email / any online communication containing inappropriate or abusive language or if the subject matter is questionable
- Ensure the laptop remains undamaged and safe at all times

PROHIBITED LAPTOP PRACTICES

Students are not permitted to:

- Illegally install or transmit copyrighted materials
- Lend their laptop to anyone
- Change laptop settings (exceptions include personal settings such as font size, brightness, etc.)

- Remove software restrictions on their laptop
- Download vault or ghost apps to keep content hidden
- Use or access another student's laptop
- Attempt to modify, upgrade or repair their laptops (ALL REPAIRS MUST GO THROUGH THE IT MANAGER)
- Send or display offensive messages or material
- Use obscene language or content
- Cause any damage to the IOS, their laptop, College computer systems or the College computer networks
- Use other people's passwords
- Trespass in others' folders, work or files
- Download illegal content or material that is suspicious
- Upload any photo or video content taken in school to any social networking sites

Due to the changeable nature of digital technology and social media landscape, this list is not exhaustive. It will undergo periodic review and as such the College reserves the right to amend any sections or wording at any time. Student and parents/carers should use common sense regarding the use of the laptop and accessing materials online.

VIOLATION AND INAPPROPRIATE USE

Any student who refuses to co-operate or violates any aspect of the provisions of this laptop agreement may face other disciplinary action deemed appropriate in keeping with the College Behavioural Management Policy. It is likely students will lose access to their laptops for an extended period of time for repeat or serious breaches of the terms of use.

Violations may result in disciplinary action up to and including suspension/expulsion of students. When applicable, law enforcement agencies may be involved.

Student laptop checks can be conducted by any member of staff at any time. These can be random and unannounced spot checks.

A student will be required to hand over their laptop to a member of staff immediately if:

- They have been using their laptop in an inappropriate manner identified in the list above
- There is a suspicion that the laptop has unsuitable content or material stored on it
- Forbidden software or applications have been downloaded on the device
- A student has disrupted a lesson through the improper use of their laptop
- A student has misused their laptop to take photographs/video on the school premises which they have not received permission to do
- The laptop or any of its features has been used for any form of bullying
- Games are being played on the laptop in school time
- Engaging in the viewing of non-approved content during class time

- The laptop has been used to breach any school rule/policy and general well-being of staff and students

1 to 1 Laptop Program Student Agreement

By signing this document, I acknowledge and commit to following all of the conditions set out in this document and the conditions below:

- I have read and understand the Laptop Participant Agreement Booklet.
- The College-issued laptop will remain the property of Mt Hira College at all times.
- The laptop must be returned to the College upon exit or graduation from the College.
- The laptop must remain in the specified/compulsory protective case at all times.
- I am solely responsible for the condition and use of my laptop. The laptop should be stored in my locker (in the protective case) when not in use.
- I cannot personalise my laptop with any markings or stickers.
- Any damage or loss deemed wilful or negligent will be the responsibility of my parent/carer and costs will be recovered from my parent/carer, by the College.
- All issued laptops will be set at the factory default. Nothing should be stored on the laptop that is not able to be shared with staff or my parents/carers.
- Using the camera or video during school hours is strictly prohibited, unless permission is obtained from the teacher for instructional purposes.
- Uploading pictures or videos of school-related events on the laptop to online and or social media sites including YouTube is strictly prohibited. The College reserves the right to remove any applications or materials regarded as inappropriate from my laptop.
- Students who use their mobile phone or laptop to record student/staff activity without their permission will receive consequences according to the College's Behavioural policy and other relevant policies.

(Student's name)

(Form Class)

(Student's signature)

(Date)

1 to 1 Laptop Program Parent/Carer Agreement

By signing this document I/we acknowledge and commit to following all of the conditions set out in this document and the conditions below:

- I have read and understand the Laptop Participant Agreement Booklet
- I understand that the College will provide my child with access to the College's network and a laptop for valuable learning experiences.
- In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the College, while taking every possible measure to monitor and control student access to information, cannot comprehensively control what is on the internet; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information or applications, this should ultimately depend upon responsible use by my child.
- Additionally, I will ensure that my child understands and adheres to the Mt Hira College laptop participant agreement booklet and will not engage in inappropriate use of this laptop or the school's ICT network.
- I understand that I will be personally liable for all repair costs relating to fixing the laptop if it is damaged while on loan to my child, whether he/she is the direct cause or not.
- I understand that I will personally be liable for the replacement cost of the laptop, if it is lost or stolen while on loan to my child.
- I understand that if my child is unable to fulfil their obligations under this agreement their participation in this program may be terminated.

I believe _____ understands the above responsibilities and I hereby give
(Student's name)

my permission for him/her to access the Laptop Loan Program and use the school's ICT network (including the internet) under the College rules. I understand that if my child breaks these rules he/she will be subject to appropriate action by the College.

(Parent/Carer Full Name)

(Child's Form Class)

(Parent/Carer Signature)

(Date)