1:1 Laptop Program
Student/Parent Handbook

Policy and Guidelines Booklet
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1. EDUCATIONAL OPPORTUNITIES OF A 1 TO 1 LAPTOP PROGRAM

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)

The Brisbane Catholic Education approach is developed out of the following emerging issues related to the National Secondary School Computer Fund (NSSCF) program and implications for contemporary learning and teaching in all schools in Brisbane Catholic Education.

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.
- Accountability and improvement are reviewed through the School Cyclical Review process, particularly in relation to Priorities 2 & 6 in the BCE Strategic Renewal Framework.

21st century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities.”

MCEETYA – Contemporary Learning: Learning in an Online World (2005)
Students and parents will be responsible for the overall care of the laptop computer. Students will have full local administrator rights to their laptop computer and will be responsible for its ongoing maintenance including re-imaging. Students will be trained to be competent users and maintainers of their assigned laptop computer.

A protective case will be supplied. Students will be required to carry the laptop computer within this sleeve at all times. In the interest of student safety, the use of the laptop computers in public places is to be limited due to the potential for theft and harassment. The laptop is to be treated with care and stored in the protective case supplied when not in use. The College will implement regular hardware, software and data inspections. Students will be subject to the terms of the ICT Acceptable Use Policy if there is any evidence of misuse or inappropriate usage.

Students will be supplied with a means of backing up their data. All students will be responsible for the regular backup of their data via the means recommended by the College.

All laptops will include adequate software to assist the learning needs of the student. Students will not be permitted to install any other applications without the permission of the College or delete any of these 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 inappropriate purpose. Students must be aware of and abide by the ICT Acceptable Use Policy (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 (refer to Section 4 - Student and Parent Laptop Computer Guidelines).

Laptop computers will be recharged at home each night ready for the next school day. The laptop can be connected to the student’s home internet at the parent’s discretion. Parents are encouraged to supervise proper usage of laptops at home, especially whilst students are using the internet.
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 Francis 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 Francis College** is bound by legislation and good stewardship of resources to ensure the appropriate use of its ICT resources. 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 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.
Conditions of Use of St Francis College Crestmead

ICT Resources

ICLT Acceptable Use Agreement for Staff and Students

a. By accessing and using the ICT resources provided by Saint Francis College, you are agreeing to abide by these Conditions of Use of ICT Resources statement.

b. These conditions apply to all student 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.

c. While staff 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

d. Saint Francis requires all users of its ICT resources to do so in an ethical, legal and responsible manner.

e. Users of ICT resources must be aware that use of these resources in subject to the full range of laws that apply to the internet, communications and to the use of computers, and school 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.

f. ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using the 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

g. Users must not, through the use of these 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.

h. 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

i. 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.
j. Users must protect systems, information and accounts by:
   • Choosing a secure password which is changed the first time it is used (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
   • Maintaining antivirus programs by turning them on
   • 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 school principal;

k. 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 BCE 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.

l. 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 the school’s control to prevent such instances from occurring.

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

n. 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. The school 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.

Additional Conditions Relating to Specific Resources

o. The uses of the following resources are subject to additional conditions of use, which must be read in conjunction with this document:
   • Email
   • World Wide Web
   • Web Publishing Tools

Breaches of these Conditions of Use

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

q. Examples of possible consequences range from loss or restriction of access to ICT resources, 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.
St Francis College Crestmead
ICT Resources Access Consent Form - Students

This Consent Form must be signed and returned prior to students being granted access to the Internet and other Information and Communication Technology resources.

Parents/guardians are encouraged to review and discuss the contents of the Acceptable Use of Information & Communications Technology Resources statement with the student and answer any questions that they may have.

By signing this Consent Form, both parents/guardians and students are agreeing to the terms of access as set out in the Acceptable Use of Information & Communications Technology Resources statement and acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

Any queries in relation to this material should be directed to the Principal of the College.

User Acceptance

I, the student named below hereby agree to comply with all requirements as set out in the Acceptable Use of Information & Communications Technology Resources statement and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and school network.

STUDENT NAME: ___________________________ PC CLASS: ___________

SIGNATURE: ___________________________ DATE: ________________

SERVICE TAG NO: ______________________

Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for the student named above to access the various information and communication technology resources (including email and the internet).

I understand that access is granted to students subject to the restrictions contained in the Acceptable Use of Information & Communications Technology Resources statement and that if breached, appropriate consequences will follow in accordance with the College’s Behaviour Management policy.

I acknowledge that some material available on the internet may be objectionable and that in addition to the Acceptable Use of Information & Communications Technology Resources statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the internet.

NAME: ___________________________ DATE: ________________

SIGNATURE: ______________________
5. STUDENT & PARENT LAPTOP COMPUTER GUIDELINES

St Francis College Crestmead

Student and Parent Laptop Computer Guidelines

1. Education Purposes
   a. Students are to use their laptop computer for educational purposes.
   b. The laptop computer comes pre-installed with all the necessary software for student use. Only College authorised software is to be stored on the laptop computer.
   c. Non educational software or data should be stored on a student’s private home computer.
   d. The College reserves the right to carry out software, hardware and data inspections of laptop computers at anytime.

2. Student Responsibilities
   a. The laptop computers are covered by insurance for accidental damage, loss and theft. A $150 excess is payable should a claim be made.
   b. Laptops are to be kept clean and free from graffiti and stickers.
   c. It is the student’s responsibility to fully charge their laptop computer at home each evening, ready for classes the next day. Limited charging facilities will be available during student break time.
   d. Students are not to remove any identification labels from their laptop computer.
   e. While travelling to and from school laptop computers are to be carried in the protective case and placed in school bags.
   f. During recess and lunchtime, laptops are only to be used in designated areas.
   g. The software loaded on the laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete software.

3. Parent Responsibilities
   a. Ensure students fulfil their responsibilities as outlined above.
   b. Supervise student use of the computer when at home including their Internet use.
   c. Ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.
   d. A student who leaves before the end of Year 12 must return their laptop to the College on the last day of their enrolment. Laptops not returned will be regarded as stolen and the appropriate follow-up procedures will be followed.

4. Data Backup and Software Use
   a. Students are responsible for the backup of all data as per their training.
   b. Unauthorised copying of software is not allowed.
   c. Responsibility for ensuring compliance with PC software and specifically managers of local work areas and Principals in the case of schools.
   d. Only legitimately acquired software may be used and only in accordance with all applicable licence conditions.
e. Disciplinary action may be taken by the school against person or persons engaging anyone who engages in unauthorised copying and use of software. Compensation and Penalties for copyright infringement if copyright is infringed, the copyright owner generally has the right to take legal action to recover damages – that is, a sum of money intended to compensate the copyright owner for money lost due to the infringement. The amount of damages will depend on the circumstances. Where an infringer has made a profit from the copies made, the copyright owner can seek to recover that profit instead of damages.

f. In some circumstances, infringement of copyright is a criminal offence to which fines and jail terms may apply. The criminal provisions generally apply to commercial piracy and have been applied particularly in relation to people infringing copyright in music, videos and computer software. An employee who infringes copyright is generally liable in their own right. However, their employer may also be liable if the employee was acting on instructions, or if the employer did not take reasonable steps to ensure that the employee did not use the employer’s equipment to make the infringing copies.

g. Only software that has been legally purchased is to operate on staff and student computer equipment.

h. Student who purchase their own software are allowed to install the software provided it adheres to the educational use of the software. Use only software consistent with Saint Francis College’s Standard Operating Environment (SOE) and/or operating guidelines including the Acceptable Use Policy.

5. Technical Support
   a. Students will be given full local administrator rights of their laptop computer.
   b. Students will be trained on how to support and maintain their laptop computer.
   c. In the event of a software malfunction students may contact the College ICT Department for assistance. However, students are responsible for the reimaging of their laptop computer as per their training.

6. Use of the College Wireless Network and Internet Access
   a. The use of the College Wireless Network and all associated infrastructure are available for educational use with student laptop computers.
   b. While at school, the internet is only to be accessed through the College Wireless Network.
   c. Specific network settings are not to be removed or altered as this could affect the laptop computers ability to connect to the College Wireless Network.

7. Anti-Virus Policy
   a. Students will maintain the anti-virus software that comes pre-installed with the laptops. The antivrus product shall be operated in real time and should not be deliberately disabled.
   b. Students should always keep the anti-virus definitions up to date so as to protect the laptops from new viruses/malware/spyware.
   c. Full scanning of the laptop drives should be done a minimum of once a week to ensure that it is clean of viruses/malware/spyware.
   d. Avoid going to suspicious sites that may pose a threat to security such as gambling, false advertising and similar sites.
   e. When a virus or malware is found, the policy shall be to delete the e-mail and not to notify either the sender or recipient.
   f. Always check Quarantined items in the anti-virus package and permanently delete them once it identifies it as a potential virus.
8. Loss, Theft and Repairs
   a. All instances of loss, damage or theft must be reported to the College ICT Support personnel as soon as possible.
   b. Student laptop computers are covered by a four year warranty and insurance which covers accidental damage. An excess amount of approximately $150 may be charged if the repairs are not covered by warranty (e.g., loss or theft).
   c. In the event of a hardware malfunction a report must be made to College personnel during school hours as soon as possible for warranty repair to be organised. Outside of school hours, students may contact DELL using the phone number printed on their laptop.

9. Assessment and Homework
   a. Students are encouraged to use their laptop computer for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.

10. Classroom Usage
    a. Student laptop computers are to be brought to school each day, however the classroom teacher will manage the use of the laptop computers in the classroom.
    b. No student is to take out or use a laptop computer without the permission of the classroom teacher.
    c. When in use, the laptop should be used in a safe and responsible manner. The laptop should not be carried around whilst the screen is open.

11. Ownership
    a. Students have use of the laptop computer whilst they are enrolled at the College. When leaving the College before the end of Year 12, students are to return the laptop computer and accessories in good order.
## STUDENT LAPTOP SPECIFICATIONS

<table>
<thead>
<tr>
<th>Model</th>
<th>Dell Latitude E6320</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Microsoft Windows 7 Service Pack 1 Enterprise 64bit</td>
</tr>
<tr>
<td>Screen</td>
<td>Silver 13.3&quot; Anti-glare LED</td>
</tr>
<tr>
<td>Processor</td>
<td>Intel(R) Core(TM) i3-2330M Processor (3M Cache, 2.20 GHz)</td>
</tr>
<tr>
<td>Memory</td>
<td>4GB (2x2GB) 1333MHz DDR3 SDRAM</td>
</tr>
<tr>
<td>Hard Drive</td>
<td>250GB (7200RPM) Hard Drive</td>
</tr>
<tr>
<td>Burner</td>
<td>None</td>
</tr>
<tr>
<td>Network</td>
<td>Intel Centrino Advanced-N 6205 (802.11a/b/g/n) Half Mini Card</td>
</tr>
<tr>
<td></td>
<td>Dell Wireless 375 Bluetooth Module</td>
</tr>
<tr>
<td></td>
<td>Integrated 10/100/1000 Ethernet</td>
</tr>
<tr>
<td>Card Reader</td>
<td>5-in-1 card reader</td>
</tr>
<tr>
<td>Webcam</td>
<td>Integrated Camera with Microphone</td>
</tr>
<tr>
<td>Audio</td>
<td>Integrated audio</td>
</tr>
<tr>
<td>Video</td>
<td>Intel(R) Centrino(R) Advanced-N 6200 (802.11 a/b/g/n 2X2) Half Mini Card</td>
</tr>
<tr>
<td>Power</td>
<td>65W AC Adapter - 3 Pin</td>
</tr>
<tr>
<td>Battery</td>
<td>3 Year Warranty 6-cell (58Wh) Primary Battery</td>
</tr>
<tr>
<td>Support</td>
<td>4Yr ProSupport: NBD Onsite Service</td>
</tr>
<tr>
<td>Warranty</td>
<td>4 Yr Accidental Damage Protection</td>
</tr>
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