



Xavier Catholic College

STUDENT & PARENT LAPTOP PROGRAM GUIDELINES

The following guidelines relate to students in the College 1to1 laptop program. They should be read in conjunction with the **Responsible Use of Computer and Internet Resources Policy**, the terms of which are also applicable to students in this program.

1. Education Purposes

- a. Student laptops are provided for educational purposes and must be maintained in a condition that makes them a usable learning tool at all times.
- b. The laptop computer comes pre-installed with the necessary software for student use. Students may install appropriately licensed software, however this must not interfere with the normal function of the computer and its use as a learning tool.
- c. Students are responsible for ensuring that sufficient space is available on their laptop at all times to enable its use as a learning tool.
- d. The College reserves the right to carry out software, hardware and data inspections of laptop computers at any time.

2. Student Responsibilities

- a. Use the College supplied lock for your locker and **store your laptop in this locked locker** when the laptop is not in use.
- b. Take reasonable care of the equipment to protect it from accidental damage and secure it from theft.
- c. The laptop computers are covered by accidental damage insurance. Even though this is the case, each student is responsible for keeping his or her laptop computer secure at all times.
- d. Students are **not** to remove any identification labels from their laptop computer. When a student leaves the College, any other identifying marks or stickers must be removed prior to the return of the laptop.
- e. It is the student's responsibility to charge their laptop computer at home each evening. A limited number of charging facilities will be available on the College's campus.
- f. While travelling to and from school laptop computers are to be carried in the protective case supplied and placed in school bags that should be with the students at all times.
- g. If laptop computers are used during recess and lunch, they **should be carried in the protective case supplied and returned to the case when they are not in use. - At all other times, when not in use, they should be in their protective case inside the student's bag that is locked in the locker.**
- h. Laptop computers should be operated in a **safe working environment** at all times.
- i. 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. Ensure the student has a lock for their locker.
- c. Monitor student use of the computer when at home including their Internet use.
- d. Ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.

- e. 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 12.
- f. Take reasonable care of the equipment to protect it from accidental damage and secure it from theft.

4. Data Backup and Software Upgrading

- a. Students are responsible for the backup of all data as recommended by the College.
- b. Students are responsible to ensure that all software is kept up to date. (eg. Operating System and installed Virus Software). Students falling behind with software updates will have these forced to their laptop by the College.

5. Technical Support

- a. Students will be given full local administrator rights of their laptop computer.
- b. Students will be assisted in maintaining their laptop computer.
- c. In the event of a software malfunction students may contact **ICLT Services that is located in the College Library** for assistance. Students can access this service before and after school and during both lunch breaks.

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. The internet is only to be accessed through the College Wireless Network.
- c. Due to bandwidth restrictions, the downloading of large files is **not** permitted.
- d. Students are **not** to remove the virus software provided and replace it with another type of virus software.
- e. Specific network settings are **not** to be removed or altered as this could affect the laptop computer's ability to connect to the College Wireless Network.

7. Loss, Theft and Repairs

- a. Student laptop computers are covered by a four-year warranty and Accidental Damage Protection (ADP) insurance. In the event of hardware malfunction a report must be made to the ICLT Services located in the College Library as soon as possible for warranty repair to be organised. The form for submission can be located on the College's website. This warranty **does not** cover malicious damage, loss or theft.
- b. All instances of loss, damage or theft to the laptop or any supplied accessories must be reported to IT Management Services in the College Library **within 24hrs or the next school day**.
- c. All accidental damage incidents will require the student to complete an 'Accidental Damage Form' to capture the details necessary to lodge a claim against the ADP policy. **All ADP claims incur an excess of \$50 that will be charged to the student's fee account.**
- d. All issues in relation to loss, theft and repairs are managed in accordance with the College's Behaviour Management Policy - Care for College Resources and Property. *This states that in the event of any College resource/property being lost or damaged the parent/guardian/carer will be responsible for the replacement of the said property or resource.*
- e. In the event of non-accidental damage, the College will determine the contribution cost required to replace the item that has been damaged; this could include any administration or other charges incurred by the College. All costs will be charged to the students fee account. **A replacement laptop will not be issued until the student and parent have completed and**

submitted the required paperwork. It may be determined that a replacement laptop is not issued as part of any behaviour management consequences imposed.

- f. All instances where damage is determined to be intentional, deliberate negligence, carelessness, inattention or apparent disregard for the laptop or accessories are **not covered by insurance**. If after the investigation by the college it has been deemed that the laptop or accessories has been intentionally damaged or that the student/parent/guardian/carer has been negligent in caring for the laptop the parent/guardian/carer will need to cover any costs incurred by the college for repair or replacement of the laptop. Cost of replacement will be on a pro rata value determined by the College.
- g. 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. (Refer to College Website). *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.* A replacement laptop will not be issued until the student and parent have completed and submitted the required paperwork.
- h. Loss or theft of a laptop will incur an excess charge of \$200.

8. Assessment and Homework

- a. Students are encouraged to use their laptop computer for homework and assessment tasks. **The loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.**

9. Classroom Usage

- a. Student laptop computers are to be ***brought to school each day***. The classroom teacher will manage the use of the laptop computers in the classroom and instruct students when their use is required.
- b. ***When in use, the laptop should be placed on a table or desk, not on laps. The laptop should not be carried around whilst the screen is open.***

10. Ownership

- a. Students have use of the laptop computer whilst they are enrolled at Xavier Catholic College. When leaving the College, students are to return the laptop computer and accessories in good order. If this is not done, the loan laptop will be dealt with under the Behaviour Support Policy – College Resources and Property. The parent(s) or carer(s) may be financially responsible for the replacement of the laptop.
- b. At the end of the four year period, all software and data will be removed from the laptops. It is the student's responsibility to ensure that any data they want to keep is backed up.