



# The Digital Downlands Program

## Terms and Conditions of Participation in the Laptop Computer Program

### 1. Vision and Rationale

Downlands College has always been acutely aware of the value of technology-rich education and has continually provided a technology environment and resources to enhance the educational outcomes of its students. The College continues to move forward and has migrated from a technology-rich school learning environment to a technology-rich personal learning environment.

**At the commencement of their schooling at the College, students will be provided with high quality laptop computer (currently a Dell XPS 12 Ultrabook). The format of this device provides for business standard software and the flexibility to adapt to future technologies in meeting the needs of the different departments of the College. It will effectively fit the upgraded school infrastructure and the National Broadband Network currently being deployed in the Toowoomba region.**

This document has been prepared for parents/carers and students to outline the conditions of participation in the program and student responsibilities in the management of their devices. Parents/Carers and students are to agree in writing to the terms and conditions of the 'Digital Downlands' program.

### 2. Guidelines for Participation

The use of the laptop and the technology resources such as the Internet, printers and other devices within the College technology infrastructure, is recognised as a privilege and not a right. The laptop and internet facilities are provided for educational purposes and have been developed to support the learning objectives of Downlands College.

Immediately upon receipt of the laptop, students are to participate in a induction program outlining their responsibilities in the care and use of the laptop and the management of their data in the College environment. The pathways to follow and the people to see when things go wrong will also be part of the initial induction.

Students will also be given initial instructions on the use of the Windows Operating System 10, the MS Office suite of programs, Email and the Learning Management System – Schoolbox. The importance of security including passwords, virus protection (at school and at home), and avoidance of phishing and spoofing practices will be highlighted. Intellectual property and plagiarism and the academic consequences of not abiding by acceptable practice will be also discussed.

The student laptop and the Targus satchel remain the property of Downlands College and is subject to the College rental agreement. The laptop is leased to the student and it is to be used at the College, the boarding house and at home in accordance with the Downlands Computer Acceptable Use Policy, the Downlands Anti-bullying/Cyberbullying Policy and current State and Federal laws. A student leaving the College must return the laptop to the College. Conditions of lease prohibit the taking of the laptop overseas.

### 3. Damage or Loss of Laptop

Any issues concerning the laptop including damage, vandalism, loss or theft must be reported immediately to the Technology Support Centre or relevant Year Coordinators. In the case of suspected theft, a police report must be made by the family and the incident number provided to the College.

In the case of accidental damage, the student is responsible for presenting the device to the Technology Support Centre for assessment and action. The student will complete documentation as a record of the accidental damage. If the damage is a consequence of neglect, abuse or malicious act, the Principal or delegate will determine whether replacement is appropriate at College or student expense.

**For all loss or damage to laptops or chargers (which is not covered by accidental damage, insurance or warranty) the College will repair or replacement will be at the parent's/carer's expense.**

An excess or fee may be applied for multiple 'outside of warranty' claims at the discretion of the College.

The College reserves the right to withdraw laptops from students at any time for inspection purposes.

## **4. Technical Support**

### **4.1 Technical Support Centre**

The College has established a Technical Support Centre (TSC) or Help Desk within the College Library precinct. Any student experiencing a problem with their device is able to seek assistance at the Help Desk. Students experiencing persistent hardware or software issues should present the laptop to the TSC for assessment. Under no circumstances should the student undertake the repair of the laptop themselves. Opening the case of the laptop will immediately void the manufacturer's warranty and the terms of the leasing arrangements.

The Technical Support Centre is responsible for software and hardware issues. It is not a place for students to visit to gain assistance with assignments or data management or other non-technical matters. The TSC will be open during normal school hours. Students will need a note from their teachers to visit the TSC during class time.

### **4.2 Battery Life**

The Dell laptop has the Intel Core i5 processor installed and provides, from the manufacturer's data, an eight hour battery life. It is therefore essential that students commit to the practice of recharging the battery every night in preparation for the following school day. There will be very limited access for the student to power outlets during lesson time and availability is not guaranteed.

### **4.3 Loans/Replacements**

The Technical Support Centre will manage all loan and replacement laptops. Loans or replacements can only be guaranteed following technical assessment and acknowledgement of faulty manufacture or software installation. Loans will not be guaranteed if a student fails to bring their device to school as a consequence of wilful damage or flawed software installation on the part of the student.

### **4.4 Data Management**

The device is delivered with a 128Gb solid state hard drive. This would mean that students who have a need for greater storage have access to space provided by the College (Drive H), Onedrive or their own external USB hard drive. In the event that the device is in need of

inspection by the Technical Support Centre, the student is advised to ensure that their data is backed up to one of the above external resources.

## **4.5 Lost and Found Protocol**

Loss of a laptop must be immediately reported to the Technical Support Centre. Documentation will be established as to the facts associated with the occurrence and notification issued on the Daily Notices. Laptops found unattended in the College grounds must be handed to the TSC as soon as possible for immediate return to the owner.

## **4.6 BYO Devices**

Students will also be able to access the College network and the Internet through their own devices such as mobile phones, tablets and other laptop computers. The use of these at the College is to be in accordance with the Computer Acceptable Use Policy. No technical support will be provided for these devices.

## **5. Computer Acceptable Use Policy**

All parents/carers and students are required to sign a Laptop Program User Agreement to acknowledge their acceptance of the College Computer Acceptable Use Policy.

### **5.1 Internet Filtering Systems**

The College makes use of internationally implemented products to filter access to web pages while students are accessing the internet at school. This process greatly reduces the likelihood that students will accidentally encounter inappropriate and undesirable content while at the College. At home however, the devices will not be protected by the College's filtering system and parents/carers will have to identify their requirements and implement their own desired level of protection. The College Technical Support personnel will not be able to provide advice on this matter.

### **5.2 Downloads**

Students are able to download data from the Internet whilst at the College but it is to be for educational purposes only. Laptops are able to be recalled by the technical support staff for inspection purposes whilst student access to internet sites can also be monitored by technical personnel. In the event of inappropriate use, student access to the Internet may be withdrawn and disciplinary action taken.

## 5.3 Malicious Software and Online Scamming

Viruses have the potential to severely disrupt and/or damage operations within the College's computer network. Students are able to use their laptops for personal use at home and access the Internet through their chosen Internet Service Provider but should be alert to the malicious software and online scams and take the necessary precautions at all times. Viruses infiltrate via USBs, email, web browsing, chat rooms and through downloaded files and once connected to the College system, the spread of these could have serious implications.

Students should also be very conscious of the need to protect their personal data from spoofing, phishing and other bogus email and website practices.

## 5.4 Software and Copyright

The laptops will be installed with a number of software packages as part of the Standard Operating Environment. The devices are configured for Microsoft Windows 8.1 operating system and software includes Microsoft Office 2013, as well as curriculum specific software licensed to the College.

Since the software installed by the College is copyright, it must not be distributed or deleted. No attempt is to be made to alter or modify the pre-set software image including the operating system, nor must unlicensed software or other anti-virus applications be installed. Internet access programs such as Chrome and Firefox, printer drivers and scanner drivers are acceptable to install as are education specific apps (e.g., MyScript Calculator).

## 5.5 Security

All the laptops, chargers and the laptop bags are identical in model and colour name stickers have been provided for each student to be able to quickly identify their own device. Students may add tags or other non-permanent features that enable the student to easily distinguish their own. Laptops, chargers and laptop bags are to be kept free of graffiti.

It is imperative that students keep their laptop in the satchel whenever in transit to and from school as well as between classes. Laptops are to be stored and secured in students' lockers when not in use and never be left in high traffic areas, in direct sunlight, or in the care of other students.

## 6. Internet User Agreement

### 6.1 Acceptable Use

Internet access must be in support of education and research and consistent with the educational and ethical objectives of Downlands College. The transmission of any material in violation of national or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. The use of the Downlands College network for commercial purposes is not acceptable. The use of the assigned laptop on other networks such as the student's home internet service or other computing resources must comply with the rules appropriate to that network. If students choose to use the Internet for unacceptable purposes as above, then the privilege of access will be suspended or terminated by the appropriate College authorities.

### 6.2 Access

The use of the Internet at Downlands College is specifically for educational purposes. Students found to be accessing the internet through other channels such as proxy servers and not through the school designated gateway will have their College accounts suspended or terminated by the appropriate College authorities.

### 6.3 Network Etiquette

Students will abide by the generally accepted rules of network etiquette.

- Be polite. Do not be abusive in your messages to others.
- Use suitable language. Do not use profanity, vulgarities, sexually-oriented or other inappropriate language.
- Do not reveal your personal address or phone number, or those of anyone else.
- Remember that electronic mail messages are not guaranteed to be private. Those who operate the various on-line services have access to all messages and can report to the authorities messages which support illegal activities.
- Do not use the network in a way that would disrupt the use of the network by others.
- Assume that all communications, programs, and information which are accessible on-line are private property. As such, do not download any files without prior authorisation.
- Do not upload or download any software unless it is free from any computer virus.
- Be aware: All messages are able to be traced to a particular student. Once a message is sent, it cannot be recalled.

## 6.4 College Responsibilities

Downlands College will not be responsible for any consequences students suffer from loss of data as an outcome of delays, non-deliveries or service interruptions caused by the student's own negligence, errors or omissions. The use of any information obtained via the Internet is at the student's own risk.

## 6.5 Security

Security on any computer system is a high priority. Any student, who feels that there is a security risk to the system, is expected to notify the Technology Support Centre or other appropriate authority as soon as possible. Any users identified as a security risk or who have a history of unacceptable system practices may have their access privileges suspended or terminated. College authorities may also choose to take disciplinary action.

## 6.6 Vandalism

Vandalism in the context of the Downlands College computer system is defined as any malicious attempt to disrupt, harm or destroy data or system equipment. Users found to be responsible for vandalism will have their access privileges suspended or terminated. College authorities may also choose to take disciplinary action.

## 6.7 Removable Storage Devices

Users must ensure that USB storage devices have been scanned by the College's anti-virus program before use.

## 7. Best Practice for Laptop Use in the Classroom and at Home.

- Ensure your laptop is fully charged for the commencement of the school day.
- Access the daily notices when appropriate.
- Ensure your laptop is set to sleep when lid is closed.
- Establish good practice when designing your folder/file structure.
- Employ good practice when naming your files. Use versioning to prevent complete loss of file.
- Be familiar with the Helpdesk personnel and location and when you are permitted to access the Centre.
- Use the Learning Management System – School Box often to gather information on learning modules, homework and assessment.
- Learn to be familiar with MS Office, particularly Word, Excel and Outlook
- Establish folders in Outlook and redirect mail from familiar sources to these folders.

- Be familiar with how to download Apps and printer/scanner drivers.
- Do not plagiarise (the use of intellectual property which is not of your own making)
- Secure your own intellectual property (data).
- Never reveal your password.
- Always check downloaded files for viruses.
- Secure your laptop:
  - Ensure the name sticker provided remains affixed to the laptop and is not removed.
  - Always transport the laptop in the case or bag provided by the College.
  - Do not leave it in heavy traffic areas.
  - Always place it securely in your locker at breaks.
  - Do not use proxy servers or other methods to access the internet whilst at school.
  - The school system provides you with the most secure internet access – use it.
  - Always have backups of your data, particularly assessment items. You are encouraged to also email copies of assessment to yourself as a failsafe.
- Be familiar with the Downlands Acceptable Use policy.
- Be familiar with the Downlands Bullying/Cyberbullying Policy.

## PLEASE SIGN AND RETURN TO DOWNLANDS COLLEGE

**I have read the Terms and Conditions of Participation in the Laptop Computer Program as a member of the 'Digital Downlands' Program. I understand my responsibilities and agree to the conditions for laptop use at Downlands Sacred Heart College.**

### STUDENT ACKNOWLEDGMENT

Name .....

Signature .....

Date .....

### PARENT/CARER ACKNOWLEDGEMENT

Name .....

Signature .....

Date .....