

POLICY AND PROCEDURES

FOR

LAPTOP PROVIDED BY SCHOOL

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1. INSURANCE

Underdale High School has insured the laptop for work and home use, however students/parents should be aware that this insurance has a \$400 excess applicable for loss, theft or damage and that students/parents will be liable for this if such an incident occurs. The \$400 excess applies for damage of any type in each instance.

2. OWNERSHIP

Underdale High School retains full ownership of and access to the laptop. The laptop is a tool for learning, and therefore this is not a personal computer. Consequently, the School has the right to access the laptop at any time.

The \$100 fee paid per year is for laptop support, software and general maintenance, troubleshooting, replacement batteries for the laptop, and is not a fee charged towards gaining ownership of the laptop. Lost or damaged power cords will incur a \$50.00 fee to be paid upfront for replacement of item.

- 2.1 Parents can have access to the student's password and laptop.
- 2.2 As the laptops are School property, they are not to be disfigured in any way (no stickers, pen marking, etching, graffiti etc).
- 2.3 Students should ensure that laptops are brought to every lesson each day.
- 2.4 Replacement laptops are not available if a laptop is left at home.
- 2.5 Laptops may be upgraded by the school after they are four years old.

3. DATA

Laptop users are responsible for ensuring their data is backed-up using the prescribed method. A backup hard drive is highly recommended and students are expected to back up their files regularly.

Best practice suggests that it should be done at the end of each day. Be aware that if a laptop goes to IT Support for repair it may have the hard drive erased and the programs reloaded. This means that all student data will be erased and students are responsible for restoring their personal data from their backup drive.

4. SECURITY

The laptop user is responsible for the following:

Laptops:

- 4.1 Must be taken home each night and backed up and charged. (They should NOT be left at school).
- 4.2 Should not be left in vehicles, unattended or used on any form of public transport.
- 4.3 Laptops are not to be shared with or used by another student.

Laptop Users:

- 4.4 Are responsible for all data downloaded onto the hard drive of their laptops.
- 4.5 Should ensure the integrity of their passwords. The School and respective parents are the only other parties who should have access to the laptop.
- 4.6 Laptop name labels must be in place and visible. If they become damaged or worn, they must be replaced immediately.

5. SAFETY AND MAINTENANCE

- 5.1 Allow adequate space around their laptop for ventilation purposes.
- 5.2 Do not rest the laptop on your lap as it can overheat.
- 5.3 Do not use near food or drink.
- 5.4 Do not expose or use near sun, sand and water.
- 5.5 The laptop may not be adapted, reconfigured or repaired by anyone, except the school's IT Support personnel, or an authorized reseller/repairer. Failure to do so may render the warranty void and the user may be liable for additional charges.
- 5.6 If there is a Hardware or Software issue with the laptop, it must be reported immediately to IT Support Officer.

6. OPERATION

- 6.1 The laptop is to be shut down before leaving school every day.
- 6.2 If the laptop recommends that updates are to be installed, these updates must be installed for the laptop to function correctly.
- 6.3 At home the laptop must be backed up and put on charge daily. An overnight charge is recommended.
- 6.4 Students are to save their work often and a good guide is every 10 minutes.
- 6.5 Be aware that flash drives (USB) are prone to failure.

7. BATTERIES

- 7.1 Batteries are rated to last up to 5 hours (dependent on usage).
- 7.2 It is student's responsibility to charge the laptop every night.

8. TECHNICAL MAINTENANCE

Students and Parents are reminded that the laptop is the property of the school and updating and maintaining the laptop is essential in minimizing problems. Therefore:

- 8.1 The School MAY require the laptop periodically to perform routine maintenance and upgrades and checks. Some of these tasks are performed whilst the student is logged onto the school network and on shutdown each day.
- 8.2 The maintenance may include the re-imaging of the laptop. This means that the laptop will be returned to its original configuration and consequently, all data on the hard drive will be deleted.
- 8.3 Technical Support for the laptop will only be given during school hours for school equipment. The school is not responsible for Technical Support at home (ie. Internet and printer setup, and configuration for home use).

9. INSTALLING SOFTWARE

Any software not purchased and installed by the school is NOT to be installed onto the laptop and will be removed (unless permission is gained from the IT Coordinator for special requests).

10. SCHOOL USAGE

- 10.1 Students are to use their laptops according to the rules laid down in the ICT Student Acceptable Use Policy.
- 10.2 Laptops are to be stored in student's locker during recess and lunch. Lockers must be locked at all times with a suitable lock.
- 10.3 Desktop images must be appropriate and meet the school standards.
- 10.4 As the laptop is the property of the School, NO personal files of any kind are to be stored on your laptop (this includes but is not limited to: music, video, images, screen savers, games, executable files).

11. INTERNET USAGE

Underdale High School has a fully functional internet system. We have a broadband internet providers TPG which is a private provider. TPG is also referred to as our Dual ISP system.

Students can use either provider and are able to easily swap between the two by changing their internet settings.

Whilst using either of the providers – every student is monitored and protected by the DECD/Dual ISP strict filtering guidelines – which mean that any unsafe or inappropriate sites, images, downloads, data etc cannot be accessed at school on our system.

Our concerns with students who bring their own internet modem/USB or similar are:

- students have no filtering or internet monitoring so can therefore be looking at unsafe or inappropriate sites or images and downloading unsafe or inappropriate material that the school has no control over
- there is strictly no technical support for users when issues arise
- the school cannot be held responsible for any inappropriate activity/use/downloads
- students have unnecessary extra costs incurred when they could be using the school internet for FREE

12. OTHER

- 12.1 The School will supply one laptop and power adaptor.
- 12.2 The laptop is the property of the School and it is the responsibility of the student to ensure the correct use of the laptop. Failure to follow this policy and the ICT Acceptable Use Policy may result in some of the following sanctions:
 - Confiscation of the laptop for a period of time
 - Removal from the School network
 - Restriction of internet and mail use
 - School Behaviour Management Policy