ENGAGING MINDS

IGNITING HEARTS

SERVING OTHERS

**MARY MACKILLOP CATHOLIC COLLEGE**

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# Mary MacKillop Catholic College

# One to One Laptop Program

*Celebrate God in all things*

# Table of Contents

# College Credo & Rationale

### Vision
We are a Christ centered educational community – engaging minds, igniting hearts, and serving others.

### Mission
We form faith filled people of integrity who strive for excellence.

### Values
We value spirituality, wisdom, justice, respect and resilience.

### Motto
We celebrate God in all things.

### Rationale

Mary MacKillop College is committed to creating an environment that promotes educational excellence.  To this end, we provide students with the opportunity to join our One to One Laptop Program which provides Years 7 to 11 student access to a school laptop computer. This three-year program provides students with 24/7 access to a personal digital learning device; College network and Internet access; onsite technical support; a wide range of communication and educational software.

Information and Communication Technology (ICT) forms a key component in 21st Century learning. College resources and technology programs provide students, teachers, and support staff with powerful digital tools that expand learning opportunities.

At Mary MacKillop Catholic College we are committed to supporting students in developing digital literacy skills and managing their own learning with the objective of becoming responsible and capable citizens. We seek to enhance student engagement and promote stimulating learning by harnessing new technologies in the classroom. This document outlines the policies, guidelines, and responsibilities of all participants of the One to One Laptop Program as well as anyone utilizing any ICT resources at Mary MacKillop Catholic College.

The laptop remains the property of the College for the life of the device's signed agreement, whereupon, if a purchase payment is elected to be paid at the end of the relevant period, it will then be owned by the student.

At the end of the three-year term of the program, if students are still enrolled at Mary MacKillop Catholic College, they may choose to participate in a subsequent One to One Laptop Program for the remainder of their time at the College.

The College is committed to:
- Providing students with a laptop

- Providing support to parents/guardians/caregivers through information evenings, the college website, and documents attached to this agreement, which should be retained for reference;

- Explicitly teaching students about laptop maintenance, ethical online

interaction, cyber safety and digital technology, health and safety issues;

- Providing supervision and direction in online activities and the use of digital technologies for learning while students are at College

- Providing a filtered internet service for approved digital devices logged into the college network and expecting   all students, whilst at school, to only access the internet using this  service;

- Encouraging students to explore technology as a means of creating new ways of learning and becoming digitally enabled and responsible citizens.

Associated with the opportunities that a digital teaching and learning program allows, it is the responsibility of all members of our community to interact in a positive manner with the technologies provided. Sound ethics, integrity, and good judgment are expected when interacting with all digital devices provided by Mary MacKillop Catholic College.

Throughout the three-year term of the One to One Laptop Program, all devices remain the property of Mary MacKillop Catholic College. As a result, Mary MacKillop Catholic College reserves the right to confiscate the device if any of the conditions set out in the College agreements and guidelines are breached. This includes but is not limited to: inappropriate use of the device, college network or other ICT resources; failure to pay any outstanding charges; or other inappropriate actions.

## Laptop Model & Cost

### Model
The selected laptop model has the following specifications:

Model: x365 G1 HP
Screen Size: 14"
Operating System: Windows
Storage:256Gb
CPU: Corei3
RAM: 8Gb

The following accessories will be provided as part of the One to One Laptop Program:

Power Adaptor Cord
TANC (Tanc Laptop Carry Bag) - with College identification tag

Parents may wish to purchase additional accessories such as USB/external hard drive backup device, laptop mouse. These are not provided as part of the One to One Laptop Program. Students are responsible for the care of all laptop accessories.

## Cost

The three-year agreement will incur a $130 technology levy per term for a period of 12 terms. The technology levy will be invoiced to parents. The technology levy will cover the operational costs of the laptop, TANC, accessories, and associated technical support, software and warranty costs.

Students who begin a new laptop agreement in Year 11 or 12 will have the option to payout the remaining cost of the laptop at the end of their Year 12 year if they wish to take ownership of the device.  Alternatively, they will return the device to the College and cease payments.

|  | Year 1 | Year 2 | Year 3 |
|---|---|---|---|
| Term 1 | $130.00 | $130.00 | $130.00 |
| Term 2 | $130.00 | $130.00 | $130.00 |
| Term 3 | $130.00 | $130.00 | $130.00 |
| Term 4 | $130.00 | $130.00 | $130.00 |
|  |  |  |  |

## Return Policy

If a student leaves the College before the end of the three-year laptop agreement, the device and all accessories must be returned to the College in the original condition as when issued. If the device is not returned in this condition, additional fees will be incurred and any items missing will be invoiced.

Alternatively, families may purchase the laptop outright by paying the balance of total expected technology levy payments with GST at 10% applied to the full payment.

# Security & Protection

## Induction

Students will participate in an introductory session to ensure they are familiar with their roles and responsibilities and are aware of safe and ethical use.

Parents will be provided access to all relevant documentation via College website and Edsmart correspondence.

## Networks and Network Security

The College provides student access to a secure and filtered wireless network. It is acknowledged that while risk of exposure to unsuitable materials is minimized, no filtering can provide a 100% guarantee. Students are actively supervised by staff while using the College Network.

The creation or use of Ad-hoc networks (standalone wireless networks connecting two or more laptops) is strictly forbidden while at College.

## Backup and Storage

- It is the responsibility of the student to regularly back up their files.

- Student work can be stored on a USB device, external hard drive or One drive for Business storage.

- The College is not responsible for student work which has not been saved due to failure to complete regular file backups.

## Virus Protection

- Student laptops will have virus protection software installed as part of the College laptop imaging process. Updates of this software may be scheduled at various times.

- Viruses may enter laptops through removable media such as CDs, DVDs and USB memory sticks, emails and the internet.

- Students are encouraged not to open any files or links attached to suspicious or unknown emails. Exercise caution if downloading files from the internet.

- Students are encouraged to scan their laptop regularly for viruses.

# Appropriate Use

- The One to One Laptop Program promotes the ethical, legal and responsible use of ICT resources.

- ICT Resources are to be utilised primarily for educational purposes.

- Users of Mary MacKillop Catholic College ICT Resources must be aware that use of these resources is subject to the full range of laws that apply to the Internet, communications and to the use of computers and Mary MacKillop Catholic College policies.

## Copyright and Intellectual Property Rights

- Users must not through the use of Mary MacKillop's College ICT resources, copy, download, store or transmit material which infringes copyright or the or intellectual property rights of other without appropriate approval. This may include website data, music, movies, videos or other forms of media.

- Users are permitted to copy a REASONABLE PORTION of a digital work without the permission of the copyright owner for the purpose of research, study, criticism or review.

- Students are advised regarding Copyright and Intellectual Property Rights.

## Personal Music, Software and Games

- Games and Music other than what is required for educational purposes are not to be installed on the laptop.

- Network games are not permitted.

## Cyber Safety

- Mary MacKillop Catholic College considers the internet and mobile technology to be valuable learning tools but acknowledges that they must be used responsibly. The College believes that the teaching of Cyber safe and Responsible Online Behavior is essential and is best taught in partnership between home and College.

- Mary MacKillop Catholic College promotes the values of respect and integrity and expects students to demonstrate safe, responsible and legal use of technology.

- The College provides on-going training and guidance to students on appropriate on-line behavior and safety.

- It is expected that parents will exercise their own supervision strategies when students are using devices away from the College.

# Cover & Repair of your Laptop

## Warranty

- The laptops are covered by a three year manufacturer's warranty that covers hardware failure.
- The College's IT services assess all laptop warranty claims in collaboration with the device provider.
- If the fault is determined to be a product fault the laptop will be repaired under warranty. No excess payment is required if the problem is deemed to be covered under warranty.

- Warranty does not cover any damage to screens and families will be invoiced for screen repairs.

## Insurance

- Families are encouraged to seek advice from their insurance provider regarding insurance cover.
- Families may choose to add the laptop to their household insurance policy to ensure that device is covered in case of theft, fire or accidental damage.

## Maintenance and Repair

- Students are required to report any technical issues or damage to IT services as soon as possible. **Outside repairers must not be used as this will void the laptop warranty**. The IT technicians will determine whether the device has been accidentally damaged or if a fault has occurred that is covered under warranty.

- If the device is faulty and requires repairs covered under warranty or if a device is damaged, lost or stolen, students will be issued a loan replacement laptop until their device is repaired or replaced.

- In the event the device is damaged, a $40 excess will apply per claim for the first three claims. Further claims will require full payment for repairs. Payment will be invoiced to families.

- In the event the device is lost or stolen, families will be invoiced payment for the replacement of the device.

- Serious damage will require the completion of a Damage Report, including a photo of damage. A copy will be emailed to parents.

- Damage due to negligence or deliberate misuse will result in an invoice for repairs being sent to parents. Any outstanding invoices for previous repairs must be settled and paid for before subsequent repairs can be undertaken.

- Loan devices will be available to students if their device has been submitted for repair for accidental damage or loss.

- A device that incurs viruses as a result of school based or personal downloads will be re-imaged. This will result in the loss of all data so regular (weekly) backing – up of all data to One Drive or an external Hard Drive is essential.

## Loss

- Laptops that are lost during College hours should be promptly reported to IT Services.

- Laptops that are lost while students are not at College should be reported to the police.

- Laptops found incorrectly stored on College grounds, (i.e. not in student lockers or in student care during class) will be taken to Administration for safe storage.
- Students are expected to take appropriate care of their device and may be referred to the College Middle Leader or Assistant Principal Wellbeing for breaching laptop care expectations.

# Caring for your Laptop

## Transport & Storage

- The laptop should always be transported in the supplied Tanc carry bag.
- Prior to placing the laptop in its case, it must be powered down.
- Laptops should be stored in their Tanc carry bag in student lockers when not required for class.
- Storage for laptop carry cases is provided in classrooms.

## Operations

- Laptops should be handled gently to prevent damage.
- Do not place objects on top of laptops or laptop keyboards.
- Laptops are to be used on stable surfaces, such as desks or tables.
- Avoid exposing the laptop to direct sunlight or other sources of heat, liquids, dust or dirt.
- Care needs to be taken when attaching and removing peripheral devices such as USB sticks, headphones and external hard drives. Using force when connecting to or removing from the laptop ports may result in damage to the port and the external device.

## Screens

- Laptop screens are sensitive and should be handled with care.
- Laptop lids should be closed carefully.
- Laptops should never be carried by the screen.
- Remove any items such as headphones, usb sticks and pens prior to closing the screen to reduce the possibility of damage.
- To clean screens, lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion.
- Avoid applying water, cleaning products or pressure directly to the screen.

## AC Adaptor

- Do not step on the power cord or place heavy objects on it.

- Keep the cord away from heavy traffic areas.

- Do not wrap the cord too tightly around the power adaptor box or the cord may become damaged.

- When unplugging the cord, pull on the plug itself rather than the cord.

- Always turn off electricity before inserting or removing power plugs.

- **Students should bring their laptop to College each day fully charged. No charging facilities are available at the College.**

# Student Damage Report Form

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| Student Name: | Year Level: |
|---|---|
| **What have you damaged?** | |
| **Is the case damaged?** | **If so, severity of damage?**<br>(0 none – 5 severe) |
| **What physical damage has occurred to your device?** | |
| **How did this damage happen?** | |
| **What will you do to minimise this damage in the future?** | **What have you learnt from this?** |
| **Loan device required?**          NO                    YES | |
| **Student Signature:** | **Date:** |