

## The College Laptop / Chromebook Parent Information

The Laptop / Chromebook is a tool used to support student learning at the College and at home.

The Laptop / Chromebook is to be treated with care and stored in the supplied protective bag when not in use. Alternatively, if the student does not want to use the supplied protective bag, a school bag that has a quality **padded laptop section** is also acceptable.

The College implements regular spot checks and records any evidence of misuse or inappropriate usage, in which case the Laptop / Chromebook could be withdrawn from the student and parents notified.

When using the Laptop / Chromebook at home - parents are encouraged to supervise proper usage of the device. It is to be used for educational purposes – not for students to download pirated movies, music, games and so on. The College monitors the students while at school, however, we ask parents to monitor their use at home.

Students are not permitted to create any type of administrator accounts on their Laptop / Chromebooks. This will not only breach their agreement, in which further consequence may be imposed, but it is also a security risk to the Laptop / Chromebook itself, and our College network. If students happen to use an administrator account and get a virus on their machine, not only may it cause damage to their local system files, but it may also infect our systems here at the College. It also opens the door for other programs or tools to be used to gain access to our network. Like any other business or organisation, we also have data that we need to restrict access to and protect. This is one of the main reasons we **DO NOT** provide students with administration rights.

Students are not permitted to install additional software without the permission of the IT Department. In most cases, students will be able to connect to their home printers and scanners without having to install additional software. If for some reason additional programs need to be installed, please speak with the College IT Department around your requirements. We do our best to accommodate the students' needs, as long as it is for educational purposes.

### Charging of battery

It is the student's responsibility to ensure their Laptop / Chromebook battery is fully charged each night. Battery chargers **should not** be brought to the College unless specifically directed to do so by a teacher. We do not provide charging facilities at the College. A fully charged Laptop / Chromebook should last the entire day. The battery has a charge time of around 7-8 hours. This may vary slightly depending on what students are doing with their Laptop / Chromebook. Obviously if they or watching movies or playing games, then this will have an effect on how long the battery will last.

Extra power consumption typically occurs when students are doing a lot of video editing, playing games and watching movies on their Laptop / Chromebook – which should not be on their device in the first place. If for some reason the battery is not lasting the whole day, *and this will typically occur over a period of time*, please let the IT Department know so we can look into the cause.

### Storage – At school

During lunch and recess breaks, or when the Laptop / Chromebooks are not required for lessons, the device should be stored in the protective bag, or the padded laptop section of their school bag. The bag is there to help prevent damage to the Laptop / Chromebook when it is not being used. Students should not be carrying them around out of their bag. If it happens to slip out of their hands and drop, it may crack the casing or the screen, which may cost a bit of money to fix. The last thing we want is for parents to be paying for repairs due to students doing the wrong thing to begin with.

College lockers are also available to hire through the front office. It is recommended, that if students do hire a locker, that they have their own locker for security purposes. They must also provide their own lock, and ensure the lock is securely attached to the locker, not sitting inside the locker providing no security whatsoever – which is what we do come across from time to time.

### **Backing-up of school related work**

Students are encouraged to back-up their school related work on a regular basis to one of the following locations.

- Their Home Drive here at school (*only available to students on school grounds*)
- Their online Google Drive (*available from any computer with an internet connection*)
- A portable Flash Drive / Hard Drive

All students should be familiar with these locations. It is just a matter of copying their work to one of these locations in the event their device crashes for whatever reason.

Please do not rely on the one storage location for all of your work. Computers crash all the time and taking the necessary precautions to back-up school related work on a regular basis saves a lot of stress and heartache if this does occur. Especially when assessments and tasks are due the following day.

### **Problems with the Laptop / Chromebook**

If there happens to be an issue with the Laptop / Chromebook, please take it to the IT Department APAP. Do not leave it until it no longer works or something major happens. The sooner we are aware of any issues, the sooner we can fix them.

We ask that parents help to keep an eye on your child's Laptop / Chromebook from time to time, to look for any damage that may have occurred that we, or yourselves, are not aware of. Please let us know about it, just in case something has happened and your child does not come and see us about it, or tell you about it.

Sometimes damage may occur, but the student will not say anything about it, in fear of getting into trouble. They sometimes also will not say anything until the damage is so severe that the device is no longer working. It would be a big help if parents could help keep an out for any damage so that the sooner we are aware of it, the sooner we can fix it, and hopefully, keep any repair costs to a minimum.

### **Legal Issues**

Any pirated or illegal content – such as illegally downloaded movies, music and games, found to be on the Laptop / Chromebook will be deleted and further consequences may be implemented and parents contacted. Digital piracy is not only illegal worldwide, but it also costs the industry millions of dollars each year.

Australia is one of the highest contributing countries in the world that participate in digital piracy. We do our best to monitor and remind students of this fact, and there can be severe consequence if legal authorities are involved.

### **Student Device Agreement**

Please find attached the Student Device Agreement for Marian Catholic College. Please read through, sign where indicated, and return the agreement to the College. Both student and parent / guardian must sign this agreement before a device will be given to a student. Please feel free to make a copy for your own records, or a digital copy may be emailed to parents upon request once the form has been returned and a device has been issued to the student.

# Learning Technology User Agreement

## STUDENT DEVICE AGREEMENT

Please return to the College

Marian Catholic College provides all students with learning technology facilities for educational and College related use. The resources provided include computers, printers, cameras, iPads, access to network resources, email, the College Intranet, and web based services and resources.

The Marian Catholic College email accounts, blogs, web pages, or any other computer based material stored on student Devices are not private and may be viewed by the Learning Technologies Staff at any time.

Marian Catholic College uses live network monitoring software on school devices while the students are at school on the College network. This live monitoring ceases to operate once the student leaves the College network. However, a part of this monitoring suite contains a function where certain Keywords may be logged on the computer while students are browsing websites on networks outside of school. For example: - on their home network.

When students return to the College network, these keywords (*if flagged by our system*) sends an alert to the IT Department or Pastoral Coordinator, for further inspection if required. These keywords are around the following topics:

- Self-harm
- Child exploitation
- Pornography
- Racism
- Radicalisation
- Bullying
- Drugs

Although some of these keywords may in fact be related to legitimate school work, students and parents need to be aware that sometimes this may not be the case. Parents will be notified if this does occur.

To have access to the College's learning technology resources, users must agree to abide by the College's Learning Technology User Agreement.

### As a member of the Marian Catholic College community:

- I will log onto the Marian Catholic College network, or any other digital device provided by the College, using only my username and password
- I will use relevant technologies at Marian Catholic College (including the internet) for learning related activities
- I will take care to check the credentials and reliability of any information obtained from the internet, reference any sources used, and abide by copyright law by acknowledging the owner of the work used, and by not copying and redistributing someone else's work.
- I will treat all learning technologies with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in the cancellation of my user rights and further disciplinary action
- I will not modify the applications or operating system software provided on my Device without the permission of the Learning Technologies Staff.
  - This includes accessing an Administrator's account to install extra software. If I need extra software installed on my Device for learning related activities, I will talk to the IT Department about my requirements.

- I will not play games, watch videos, record video in the classroom, or take photos of teachers or students in the classroom during lessons or breaks without the permission of the teacher
- I will not access or store offensive images or audio on the Device, Flash Drive, External Hard Drive, SD Card or any other digital storage devices used at the College
- I will not use digital technologies to harass or bully another student
- I will not reveal my own or others' personal addresses or contact numbers over the internet
- I will not knowingly introduce malicious software (virus etc.) to the College network
- I will fully charge my device each evening in preparation for the next College day. If I have an issue with the Device charging, I will notify the College IT staff at the first convenient time. The College will **NOT** provide me with a charger, or charge my Device for me if I forget to do this.
- I will bring my Device each day and take it to every lesson. Although I may not use it in every lesson, I will have it with me ready to go when required.
- Personal storage devices may be used for backing up of school work. Students are encouraged to perform a back-up of data stored on their devices on a regular basis. I will not use my personal storage device at school to share personal content with other students – such as pirated movies, music and games.
- My parents/carers will be aware of, and monitor my use of computers and the internet at home, as this is not the responsibility of the College.
- I will promptly report any damage to the Device and/or software to the IT Department or the Learning Technologies Coordinator.
  - I am aware that there might be a cost involved with damage that is not covered under manufacture warranty. This may include keys that have been deliberately removed, keyboard lattice pulled out and missing, cracked screens, or broken outer casing of the laptop, just to name a few examples.
- I will transport my Device in the supplied protective bag at all times between classes, and to and from school, or in an appropriate school bag that contains a protective section for a Device.
- I will keep my device clean and free of graffiti and stickers.
  - For identification purposes, a small sticker or name tag is permitted
- I will take all reasonable precautions to ensure that my Device is not lost or damaged.

This agreement may be reviewed on an annual basis and changes made accordingly. I have read, and agree to abide by all the expectations listed above.

Student Name:

Date:

Signature:

**OFFICE USE ONLY**

Date Issued Device:  
Asset Number:  
Serial Number:

Manufacturer/Model:  
Year of issue/round:  
Homeroom:

**Parent/Guardian & Student Agreement**  
Please return to the College

**This agreement is between Marian Catholic College, 185 Wakaden Street, Griffith, NSW, and**

..... as Parent/Carer of the student .....  
**(Parent/Guardian Name)** **(Child Name)**

I acknowledge that my child will receive a device, which will be a Chromebook for students in years 7-9, or a Laptop for students in years 10-12. At the end of year 9, students may keep the Chromebook, and at the end of year 12, students may keep the Laptop.

By signing below, you are indicating that you have read and understood the following:

- My child will receive the following items depending on the year level:
  - Chromebook / Laptop
  - 1x 240vAC Adapter with detachable power cord
  - 1x Device carry case

1. I understand that the Device will be tested before we take possession of it and will be in full operational order with respect to both hardware and software. (any issues with the device will be reported prior to taking the device off the college grounds)

2. The Device remains the property of the College until the student completes year 9 or year 12.

- When a student completes each of these year levels, the Device will be removed from the College Network and students may keep the Device or opt in to donate it to our project SAM.

3. In the case of damage, I agree to return it to the College immediately and complete a Learning Technologies Incident Report Form.

- In the case of a **"Manufacturer Fault"** with the Device, Marian Catholic College will do its best have the Device repaired under manufacture warranty.
- In the case of **"NON Accidental"** loss or damage, I will cover the entire cost of repairs or replacement. This may include things as keys being deliberately removed, cracked screens or broken Device exterior.

4. In the event that the Device is lost or stolen, I will advise the College immediately and complete a Learning Technologies Incident Report Form, with a police event number. An assessment will then be determined by the College in light of the details provided on the Learning Technologies Incident Report Form.

5. I agree to care for and operate the Device in accordance with policy and procedures laid down by the College.

6. I have read and understood the policy relating to the use and misuse of the Device.

7. I understand this agreement may be reviewed on an annual basis and changes made accordingly.

I have read and understood this agreement

Student Name:

Date:

Student signature:

Parent/Guardian signature:

**I would like to receive a digital copy of this agreement: YES / NO**

**If yes, my email address is:**

