1. Vision and Rationale

Use of ICT whenever and wherever appropriate within and beyond the site, to extend all learners capacity to learn for themselves supporting staff to complement and extend teaching, learning and the curriculum.

2. Ownership Model

The Year 8 1:1 Laptop initiative is a parent/school shared cost model.

Take home 24/7; The laptop will be owned by the school and parents make a contribution to its cost (though school fees as endorsed by governing council) in exchange for 24/7 access. This model has the following distinct benefits to parents including:

- Afterhours access to extensive bundled software
- Extended four year warranty
- A secure locker is provided during school hours and protective bag that fits neatly in school bags for carrying to and from school, after hours sturdy storage
- Taking the laptop home for extended after-hours access

It ensure a consistent platform, which in turn

- Facilitates curriculum delivery
- Management and support of devices – hardware and software.
- Enables the school to retain control over how the laptops are used for the lifecycle of the device in the school.

3. Laptop Program

In 2016, our Year 8 students will be embarking on a ‘2 laptops over 5 years’ program where students use 2 laptops over their 5 secondary school years.

The Year 8 1:1 laptop program is over 3 years (Years 8, 9, 10) The ‘2 over 5’ program means students would receive a new laptop in Year 8 and then a new laptop again in Year 11. This would ensure that laptops are performing at the optimal level that is needed when students are entering their senior years of schooling.

All laptops will have four year Warranty included.

All laptops will have four year Accidental Damage Protection Insurance included.

If during the term of your coverage the laptop fails because of accidental damage, Dell will repair the Supported Product as necessary or replace the Supported Product with a new product which is equivalent to the damaged product, as determined by Reynella East College, Dell on behalf of AIG. The number of claims per year is limited to one claim. Please note that coverage for Accidental Damage is limited to one Qualified Incident per 12 month period commencing from the start date of the coverage. Any damage that occurs that is not covered by the warranty or accidental damage insurance will be the responsibility of the parent/guardian who signs this user agreement.

All damage is to be reported immediately to Reynella East College ICT services.

The REC laptop 1:1 program includes:

- Access to the College Infrastructure- wireless network
- Technical support
- Use of device
- Use of slip case
- 4 Year Next Business Day Onsite Service Warranty to cover manufacture defects.
- 4 Year Accidental Damage Protection (ADP)
- Software licensing
4. Guidelines for Use
Parents will need to sign and return a Student 1:1 Laptop Contract agreeing to the Terms and Conditions of the program.
- Students and Parents/Caregivers will need to have signed and returned the Student 1:1 Laptop Contract form to indicate commitment to responsibilities regarding the laptop.
- Each device will be imaged with the permitted school image and registered in the school Asset database with a unique identifier against each student’s ID.
- At distribution, students will be given a further induction to ensure that they are familiar with their roles / responsibilities in regards to the use and care of their laptop.
- The charged Laptop must be available for use at school each day.

5. Appearance / Personalisation
- As the laptops are the property of the school, they are not to be altered or personalised in any way that is not completely irreversible. Labels or stickers are okay but must be removable.
- The barcode and name on the bottom of the device should not be altered.
- The protective slip case may be personalized to promote easy identification.
- If the device is not in its original condition upon its return a cost will be incurred.

6. Early Return Policy if Student Leaves the School
If a student leaves the school prior to the end of the laptop’s 3-year lifecycle the laptop must be returned to the school.

The device must be returned in the original condition it was when issued and personal identifications must be removed. If the device is not returned in this condition, an additional fee will apply.

Once the student leaves the school the software will de-activated as they will no longer be enrolled and therefore will not fit the Department for Education & Children’s Services Licensing criteria.

7. End of Lifecycle Process
The laptop remains the school’s property for the life of the device until the end of the device’s 3-year lifecycle (end of Year 10) where if all laptop fees have been paid, it can then be owned by the student.

8. Device Specifications
It is expected that all devices will be of the same specification to assist in management of hardware, software and curriculum development.
Students are not permitted to change the device specifications, make modifications or add upgrades.
Please note, the device warranty is void if attempts are made to change the hardware.

9. Private Devices
There is no option for students to BYOD’s (bring your own device – private laptops) because of significant problems with compatibility of operating systems, hardware incompatibility or failure, and poor battery life.
10. Warranty

Reynella East College has arranged a 4 year Accidental Damage Protection Insurance. This covers accidental damage e.g. cracked or smashed LCD screens. Adding the allocated laptop to your household content insurance is highly recommended including advising your insurer of the travel to and from school.

Loss and Damage Policy

If a laptop is lost or found, it must be reported and/or returned immediately to ICT Services. If a laptop is damaged in any way it should be reported to the IT Services office immediately. Conditions of this policy are as follows:

- The school must be notified immediately if a school owned laptop is lost, missing or damaged. Please note careless damage will be viewed seriously.
- Parents will be liable to pay the replacement cost in such instances plus vandalism or wilful damage to the laptop.
- It is the user’s responsibility to report lost or stolen laptops to the nearest police station and provide the school with a crime report number.

The number of claims per year is limited to one claim. Please note that coverage for Accidental Damage is limited to one Qualified Incident (as defined in the Service Description) per 12 month period commencing from the start date of the coverage. There is no rollover which means if you do not claim within the 12 month period, they do not accumulate or carry over to the next 12 month period of your coverage.

11. Faulty Devices and Repairs

If a laptop is faulty or needs repair, technical support is available through the IT Services office. Students will be provided with a repair number when the device is “logged in” for repair. A “hot swap” replacement will be provided while their laptop is being repaired.

The warranty will be voided if laptops are taken outside the school to repair.

12. Technical Support

Students experiencing technical and/or software faults should proceed according to the following steps:

- If the computer has an obvious hardware fault (screen or keyboard not working) then it should be taken to the IT Services office where the vendor will be contacted for support, if required.
- If the laptop has any other issues it should be taken to the IT Services office where the technicians will determine what repairs are needed. For significant performance issues a re-image may be necessary but be warned, a re-image process will completely reset a laptop to original settings.
- IMPORTANT FILES MUST BE BACKED UP BEFORE RE-IMAGING. Please refer to, backup and data storage Section 25. Installing programs or changing settings is strongly discouraged as making changes will impact on the performance of the machine. Students do so at their own risk. Peer to peer software i.e. ‘Frostwire, uTorrent’ and other web browsers i.e. Google Chrome, Firefox, should not be used. Viruses and changed computer settings are the issue.

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Department for Education and Child Development, T/A South Australian Government Schools, CRICOS Provider Number: 00018A
13. Software, Copyright and Intellectual Property

Each device will be loaded with a Reynella East College approved software image configured for use on the school network. The image will contain operating system software, Anti-virus software, standard Microsoft operating and Microsoft Office software and Adobe Suite.
Software installed by the school is Copyright and must not be distributed or deleted without written permission from the school.

Specific curriculum Licensed software will be available from the school’s Software Portal for use for the duration of the curriculum course e.g. Sibelius, SketchUp.
Windows updates will be managed from the school’s Software Portal.

Games, Music Non-school Applications
Reynella East College does not object to the installation of non-school applications and files on the school laptops provided that the installed applications and files:

- Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads)
- Are ethically and morally acceptable (including consideration of school appropriateness, age appropriate ratings and privacy issues)
- Do not affect the efficient functioning of the laptops for educational purposes (i.e. they do not interfere with the speed and storage capacity of the laptop or the problems that might arise from increased storage, performance, or battery use)
- Do not affect the school’s wireless network
- Do not interfere with the learning program (i.e. they may only be used in class under specific teacher direction).

Given the allocated machine is for school use all installed games need to be PG rating and playing games, video during school time will impact on battery performance negatively. It is the student’s responsibility for proper battery management. In particular, while some games have significant educational benefits, other games have little educational merit and may affect network function. As a result:

- The use of network games is banned
- No ad-hoc networks are to be formed

Where there is a contravention of this Policy, consequences will include re-imaging the device which will result in the loss of data if back-ups have not been carried out effectively. Other sanctions may be imposed as appropriate and determined in consultation with the Coordinator of IT, Network Manager and the Head of Year Level

14. Internet Usage

Usage
The laptop image is configured to use the school’s internet facilities while on site. Internet usage is monitored and subject to Department for Education & Child Development (DECD) filtering.
Students may also use the Internet for their personal use at home after setting up the device to access it through their home Internet Service Provider. (Consult your ISP for processes to do this). However, students are reminded that inappropriate downloads can be detected when the devices are connected to the school’s network.

Cost
Using the Internet and downloading data incur a cost when used at the school. Credit for Internet usage is covered in the Materials & Services fee.
Printing, credits are purchased using the Coin Autoloader in the Library, with the Student ID card.
Students should ensure they have sufficient credit for curriculum use by using the software supplied that logs use and credit.
15. Users and Security

- Each student has an individual password for logging in to the school network.
- This password cannot be divulged to any other party under any circumstance. Sanctions will be taken against any sharing of passwords.
- Any attempt to break into a government computer system is a Federal offence carrying strict penalties which are also applicable to minors. Our network audit logs contain information on the user logging in and the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage.

- All students must adhere to the Computers & Online Resources Acceptable Use Policy signed at the beginning of each year.

16. Virus Protection

- Anti-virus software will be loaded onto the device through the initial imaging process.
- If a student machine attempts to connect to the school network and is found to have a virus the laptop will be disabled and ‘reimaged’.
- Students should ensure that anti-virus software is kept up-to-date on their devices and regularly check for viruses. This will be done when they log on to the school network.
- As students have the right to personally use their laptops, and connect to the Internet from home, they need to take all steps to protect the laptop from virus attacks.
-Viruses can enter laptops through:
  1. Removable media such as CDs, DVDs and USB memory sticks
  2. Emails
  3. The Internet (including web browsing, FTP programs and chat rooms)

TIPS

  1. Do not open any files or links attached to suspicious or unknown emails
  2. Exercise caution when downloading files from the Internet. Save the files to the laptop’s hard disk and run the virus scanner on the files before opening them
  3. Delete chain and junk emails. Do not forward or reply to any of these
  4. Never reply to Spam
  5. Hundreds of viruses are discovered each month. Run your virus scan regularly

17. Web 2.0 Applications

There are significant educational benefits for some Web 2.0 applications. A Web 2.0 site allows its users to interact with other users. These include web-based communities, hosted services, web applications, social-networking sites, video sharing sites, wikis and blogs.

However, many Web 2.0 applications can be unproductive and distracting to student learning. If accessed at home the school will not be liable for any consequences.

Educational Web 2.0 technologies will be used as part of a student’s study in various classes. The use of Web 2.0 applications are based on the policy that:

- The technologies, and the use of the technologies, do not breach any ethical and moral issues
- The applications do not distract student learning
- The Web 2.0 technologies are not to be accessed in class, unless specifically directed by the teacher for educational purposes.
- Web 2.0 technologies may be accessed at recess and lunch times.

Hacking: Hacking is a criminal offence under the Cyber Crime Act (2001). Any hacking attempts will be forwarded to S.A. Police.
18. **Inappropriate Use**

The Network Manager maintains computers and networks so that they operate effectively, and that the resources needed are available, and that the screen interface operates in a consistent way. The following guidelines are outlined to ensure all users are able to access the latest research available with the latest technology in an acceptable and safe learning environment.

- Users will avoid sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way.
- Engaging in chat lines or downloading files is not permitted unless forming part of a legitimate class activity guided by the teacher of that class.
- The Federal Communications Act determines guidelines for appropriate use.
- Inappropriate use of the internet and email is a serious matter and can have significant consequences, eg sending a message over the internet using someone else’s name.
- Passwords should remain confidential. No user should log-on another student using their password.
- It is the responsibility of students to maintain sufficient credit in their Printing accounts to allow subject related tasks to be carried out if they choose to use the school’s printers.
- Do not remove files or folders that have been installed to the hard disk or network.
- Do not use inappropriate or offensive names for files or folders.
- Do not bring to school, or use, games or any other materials which may be offensive to others.
- Do not engage in cyber bullying or e-crime.
- No laptop (or mobile phones) with camera capabilities are to be used in change rooms or toilets.
- Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in the public forum.

19. **Cyber bullying**

**E-technology** provides individuals with a powerful means of communicating instantly with others in both positive and negative ways. Cyber bullying is bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies—such as email, chat room discussion groups, instant messaging, WebPages or SMS (text messaging)—with the intention of harming another person.

**Examples** can include communications that seek to intimidate, control, manipulate, and put down or humiliate the recipient.

**Activities** can include flaming (repeated negative messages), sexual and racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking.

The targeted person often feels powerless and may need help.

20. **Electronic crime (E-crime)**

Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person’s life.

Cyber bullying can therefore be an e-crime, a fact often not clearly understood by those involved.

**E-crime** occurs when a computer or other electronic communication devices (eg mobile phones) are used to commit an offence, are targeted in an offence, or act as a storage device in an offence.

**Consequences**

Any form of cyber bullying or e-crime will be dealt with through the school’s “Harassment Policy” and “Computers & Online Resources – Acceptable Use Policy”.

Serious breaches are a police matter and will be dealt with through State & Federal laws and SA police.
21. **Security and Storage**

During the school day when the devices are not being used (e.g. at lunchtime, during PE etc.), the devices should be kept securely locked in their locker. The device must be properly powered off prior to storage to preserve battery life and to prevent heat build-up.

22. **Power Issues/Battery/Charging**

Students should come to school with their laptops fully charged as NO charging in classrooms will be available to students, as per Work Health & Safety regulations.

**Battery Life**

New technology gives much longer life to modern batteries in computers. The school has purchased extra-long life batteries for each laptop. These should give 6 – 8 hours, sufficient for the school day.

**Conditioning the battery**

The battery needs to be conditioned to ensure a long life. The laptop battery should be completely powered down before recharging. It should then be fully charged overnight. This needs to be repeated 3 times before you run the laptop from the power outlet.

**RUN DOWN FULLY/RECHARGE/RUN DOWN FULLY/RECHARGE/RUN DOWN FULLY/RECHARGE**

Then it can be used connected to the power outlet if needed. This is not usually required as the laptops run effectively when fully charged.

**Charging**

Students should bring the laptop to school each day fully charged.
Students will not be permitted to recharge laptops at school as per Work Health & Safety regulations.

23. **Backup and Data Storage**

It is important to keep backups of critical student work. There are number of options students should consider.

Students are encouraged to save their work to a personal internet storage drive. This should be regularly backed up to a USB device, a portable USB hard drive or to a CD.

School network drives will not be available for storage of student work.
Students can submit work to teachers by email.

The school cannot be held responsible for lost work due to a failure to do backups.

24. **Printing**

At school you will be able to select a nearby printer to use.
You may also want to install your home printer to the laptop. Seek help from the printer vendor if assistance is required.
25. Caring for your Laptop

Packing away your laptop
- Always store your laptop in the carry case and have the LCD facing away from your school bag
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged
- Try to avoid moving your laptop around when it is on. Before switching it on, gently place your laptop on a stable surface and then switch it on.
- You still need to be careful with the laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the laptop bag gently down. Avoid storing other items in the case with the laptop such as headphones or USB sticks.
- Be careful when putting the laptop in the car or bus that no other items are on top of it and nothing will roll on to the laptop bag
- Laptops must be switched off before being placed into the bag to prevent overheating.

Operating conditions
Please do not place objects on top of your laptop and never carry it around while it is turned on. Avoid exposing your laptop to direct sunlight or sources of heat such as desk lamps dust, dirt, rain, liquids or moisture, heavy shock or vibration.

LCD Screens
LCD screens are delicate – they don’t like being poked, prodded, pushed or slammed.
Never pick up your laptop by its screen.
Don’t slam
+the screen closed and always be gentle when putting your laptop down.
Remove any items like bud headphones, pens, USB sticks before shutting the lid closed as these will damage the screen.
It is strongly advised that all users are aware of the care required to look after the LCD screens. This is the main repair task that the school faces each year.

To clean your LCD screen:
- Switch off your laptop
- Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen
- Connect your adapter only to your laptop
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas
- When unplugging the power cord, pull on the plug itself, rather than the cord
- Do not wrap your cord too tightly around the adapter box
- Be aware of the power savings that come from running your laptop effectively from battery after being fully charged. This can amount to a significant amount per year.
- Powering or charging of devices at school will not be possible due to WHS compliance advice.