



## TERMS OF USE

### LAPTOP PROGRAM 2018

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## 1. VISION AND RATIONALE

Cardijn College has a strong focus on Information and Communication Technology (ICT) that will enable students to be successful in the 21st Century. ICT is a significant feature in the College's vision and the College has invested heavily to support this.

The goal is to ensure that all students have access to unlimited learning opportunities anytime and anywhere and that they have the tools that make this possible. It is anticipated that this will result in sustainable and meaningful change to teaching practices in our College and prepare students for further education and training, jobs of the future and to live and work in a digital world.

Every student will have access to a laptop device to utilise on the College's wireless network and also allow them to continue the learning process at home. All students have the option to supply their own devices, and may withdraw from the College laptop program if they supply their own laptop.

ICT resources are supplied in line with the following principles:

- Access to ICT is provided subject to *need and availability* of resources;
- Privacy, confidentiality and respect of the *personal rights of others* is maintained;
- The importance of the *cost-efficient use* of the ICT is recognised;
- Users engage in *ethical, legal and responsible* use of ICT.

## 2. STUDENT & PARENT LAPTOP COMPUTER GUIDELINES

### 2.1. Education Purposes

- Students are to use their Laptop computer for educational purposes.
- The Laptop computer comes pre-installed with all the necessary software for student use. Only College authorised software is to be stored on the Laptop computer.
- Non educational software or data should be stored on a student's private home computer.
- The College reserves the right to carry out software, hardware and data inspections of Laptop computers at any time.
- The College reserves the right to suspend usage of the laptop if it is not being used in accordance with the Terms of Use document.

### 2.2. Student Responsibilities

- The Laptop computers are covered by insurance, but each student is responsible to keep their Laptop computer secure. There is an excess of \$100 payable by the student for all accidental damage claims. (if part of the college laptop program)
- Laptops are to be kept clean and free from graffiti and stickers.
- It is the student's responsibility to recharge their Laptop computer at home each evening. There is no need to bring laptop chargers to College.

- Students are not to remove any identification labels from their Laptop computer.
- While travelling to and from school Laptop computers are to be carried in the protective sleeve and placed in school bags.
- Laptop computers are not to be taken out of school bags and used during recess and lunch unless in designated areas and should be in their protective sleeve inside the student's bag or locker.
- The software loaded on the Laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete software.

### **2.3. Parent Responsibilities**

- Ensure students fulfil their responsibilities as outlined above.
- Supervise student use of the computer when at home including their Internet use.
- Ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.
- Comply with the policy of the school in relation to the return/transfer of the device in the event of the student leaving the school prior to the end of Year 12.

### **2.4. Use of the College Wireless Network and Internet Access**

- The use of the College Wireless Network and all associated infrastructure is available for educational use with student Laptop computers.
- At school, the Internet should only to be accessed through the College Wireless Network.
- Students are not to remove the virus software provided.

### **2.5. Loss, Theft and Repairs**

- All instances of loss, damage or theft must be reported to the College ICT Support personnel and Business Manager as soon as possible.
- In the event of a hardware malfunction a report must be made to the College as soon as possible for warranty repair to be organised.
- Student Laptop computers are covered by an extended manufacturer's warranty. This warranty does not cover accidental/malicious damage, loss or theft.
- All instances of loss, damage or theft are the responsibility of the student. The cost of repairs and replacement could be up to \$1,000.
- An insurance policy is provided as part of the service fee, and covers the laptop both at the College and when the laptop is offsite.
- A \$100 excess fee will apply to each insurance incident or claim. Multiple unrelated insurance claims made at the same time will incur the \$100 excess for each incident and is restricted to 3 incidents per year.  
The Insurance will cover damage and loss of the device due to accident or negligence, but this does not include a temporary loan device for students whilst undergoing repair.
- Any damage deemed to be deliberate or malicious is not covered under our insurance policy, and all costs incurred due to deliberate or malicious damage will be the responsibility of the parents.
- The laptop insurance policy reserves the right to cancel the policy at any time. If incomplete, inaccurate or fraudulent information is provided regarding how the damage occurred then the claim may be

refused. Should this occur the cost of repairs will be paid in full by the parent within 30 days.

## **2.6. Assessment and Homework**

- Students are encouraged to use their Laptop computer for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.

## **2.7. Classroom Usage**

- Student Laptop computers are to be brought to school each day, however the use of the Laptop computers in the classroom will be at the discretion of the classroom teacher.
- When in use, the Laptop should be placed on a table or desk, not on laps. The Laptop should not be carried around whilst the screen is open.

# **3. CARING FOR YOUR LAPTOP**

## **3.1. Packing away your device**

- Always store your laptop in its carry case and have the LCD screen facing away from any objects that it may impact it.
- Try to avoid moving your laptop around when it is on.
- Place your device on a stable surface before switching it on
- Be careful with the laptop while it is in the bag.
- Do not drop the bag. Always place the laptop bag down gently
- 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 carry case
- Laptops should be switched off before being placed into the carry case.
- Don't slam shut the screen
- Don't leave headphones or pens on the keyboard when you shut the screen

## **3.2. Operating conditions**

Avoid exposing your device to:

- Direct sunlight or sources of heat such as desk lamps
- Dust, dirt, rain, liquids or moisture
- Heavy shock or vibration

## **3.3. LCD Screens**

LCD screens are delicate, they don't like being poked, prodded, pushed or slammed. Never pick up your device by its screen.

To clean your LCD screen:

- Switch off your device
- Use a microfiber cloth and gently wipe the screen in a circular motion. (eg a sunglasses cloth)
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen

## **3.4. Charging your laptop**

Students **MUST** attend the College with their devices fully charged.

- **In general facilities for charging of devices at the College are unavailable.**
- Classrooms have limited facilities to recharge devices.
- Connect only your adapter to your device
- Do not step on your power cord or place heavy objects on top of it.  
Keep your cord away from heavy traffic areas
- Do not wrap your cord too tightly around the adapter box
- If you use your charger at school it will need to be tested and certified, please ensure that you bring the charger to the ICT office to be tested before

### **3.5. Appearance / Personalisation**

As the devices are the property of the College, they are not to be altered or personalised in any way that is not completely irreversible. Labels or stickers are acceptable but must be removable without leaving any residue or causing physical damage. Any barcode or serial number on the device should not be removed or altered in any way, form or manner.

The protective carry case may be personalized to promote easy identification but must not bear any permanent marking(s).

If the device is not in its original condition upon its return, and the family is not purchasing the device outright, costs to return the laptop to its original condition will be passed onto the family.

### **3.6. Headphones**

The use of headphones for any sound from the device is required to reduce the interruption to other students attempting to complete their studies.

### **3.7. Physical Security and Storage**

During the College day when the laptops are not being used (e.g. at lunchtime, during PE etc.), the laptops should be kept either with the student or securely stored in their locker. If the student is unable to keep the laptop on their person, then the laptop needs to be securely stored in their locker.

The laptop must be properly powered off prior to storage to preserve battery life and to prevent heat build-up.

### **3.8. Backup and Data Storage**

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

Work can be stored to:

- The laptop local drive (D:) or
- The student's network home drive (H:) or
- Microsoft OneDrive

Work stored on the local drive D should be regularly backed up to a USB device, a portable USB hard drive or onto the network home drive.

Backing up of data on the local drive is the responsibility of the student. The College cannot be held responsible for lost work due to a failure to perform

backups.

## 4. CONDITIONS OF USE OF CARDIJN COLLEGE ICT RESOURCES

### 4.1. Ethical, Legal and Responsible Use of ICT Resources

Cardin College requires all users of its ICT resources to do so in an ethical, legal and responsible manner.

Users of Cardijn College ICT resources must be aware that the use of computer resources are subject to the full range of laws that apply to the Internet, communications and to the use of computers, as well as Cardijn College policies. Such law and principles includes user obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws. Cardijn College's ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using Cardijn College ICT resources must comply with the terms of any licence agreed to for the use of software programs and other online resources.

### 4.2. Software, Copyright and Intellectual Property

Each device will be loaded with a Cardijn College approved software image configured for use on the College network. The image will contain a Microsoft Windows operating system, Antivirus, Microsoft Office and Adobe Creative Suite software. Other software may also be loaded by the College as deemed necessary to assist in student education.

Software installed by the College is copyrighted and must not be distributed or removed without written permission from the College.

The use of any peer-to-peer sharing software (like Bit-Torrent, Limewire, etc) is not permitted in any way. Any software loaded onto the device must not be malicious or offensive in nature, it must also not break any laws, and also be used in accordance with the College Acceptable Use of ICT Policy available on the Intranet/Extranet or through the Registrar.

### 4.3. Interference Issues

Any device found to be causing interference with the College network will be banned from the network until such a time as the device is handed to ICT Services for further investigation.

### 4.4. Virus Protection

Anti-virus software (Sophos) and monitoring software will be loaded onto the laptop through the initial imaging process. Updates of this software will be scheduled at various times and coordinated via a 'service window'.

If a student laptop attempts to connect to the College network and is found to have a virus, the laptop has been setup to automatically 'clean' any viruses.

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 device from virus attacks.

Viruses can enter devices through:

- Removable media such as CDs, DVDs, floppy disks and USB memory sticks
- Emails
- The Internet (including web browsing, FTP programs and chat rooms)

#### **TIPS**

- Do not open any files attached to suspicious or unknown emails
- Exercise caution when downloading files from the Internet
- Save the files to the device's hard disk and run the virus scanner on the files before opening them
- Delete chain and junk emails. Do not forward or reply to any of these.
- Never reply to Spam

Hundreds of viruses are discovered each month. Run your virus scan regularly.

#### **4.5. Internet Applications / Sites**

There are significant educational benefits for some Internet applications, and some Internet sites allow 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 of these sites can be unproductive and distracting to student learning.

The use of such web sites are based on the policy that:

- The technologies, and the use of the technologies, do not breach any ethical or moral issues
- The applications do not distract student learning
- These sites are not to be accessed in class, unless specifically directed by the teacher for educational purposes.

#### **4.6. Inappropriate Use**

Cardijn College maintains computers and networks so that they operate effectively to ensure the resources needed are available, and that the screen interface operates in a consistent manner.

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 or deemed not educational.
- 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 and the Cardijn College ICT Acceptable Use Policy jointly, determines guidelines for appropriate use.
- Inappropriate use of the internet and email is a serious matter and can have significant consequences, e.g. 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.
- 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 the College, or use, games or any other materials which may be offensive to others.
- Do not engage in cyber bullying or e-crime.
- No device (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.

#### **4.7. Cyber bullying**

Cyber bullying is bullying which uses e-technology as a means of victimising others. Cyber bullying is the use of an internet service or mobile technologies (such as email, chat room discussion groups, instant messaging, Web Pages or SMS text messaging) with the intention of harming another person.

Examples can include

- Communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.
- Activities can include repeated negative messages, sexual and racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking.

Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life. The targeted person often feels powerless and may need help.

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

#### **Consequences**

**Any form of cyber bullying or crime will be taken very seriously and will be directed to the appropriate College Head of School and will result in disciplinary action being taken.**

**It will be dealt with through the College's "Harassment Policy" and "Acceptable Use of Information Technology Policy". Serious breaches are a Police matter and will be dealt with through State & Federal laws and SA Police.**

## **5. SECURITY AND PRIVACY**

### **5.1. User accounts**

Students have a role to play in ensuring the security and privacy of information transmitted by use of the ICT resources. Students are issued with unique usernames and passwords, which should be kept strictly confidential at all times.

Students must protect systems, information and accounts by:

- Choosing a secure password which is changed regularly (a secure password is one that is difficult to guess, for example, containing a combination of letter and numbers and not simply a name or date of birth);
- Using access to ICT resources only as authorised;
- Respecting the privacy and confidentiality of information that they may come across through access to the resources;
- Only downloading, installing or using licensed software;
- Reporting any breach or prospective breach of security.

## **5.2. Security**

Any attempt to break into the College network and/or devices is a breach of the Acceptable Use of ICT Policy, and penalties will apply.

The College's network logs contain information on the users logging in, 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. This information includes such details as which device has been used by which user. Outside access will be monitored and referred to the Police if appropriate.

## **5.3. Unacceptable conduct**

Unacceptable conduct by users which could result in a breach of security or privacy includes:

- Disclosing your username and password details to another person;
- Disclosing other private or confidential information to unauthorised persons;
- Gaining unauthorised access to any systems by any means;
- Using Cardijn College ICT resources to attack or compromise another system or network;
- Downloading, installing or using unauthorised software programs, including games, graphics, music, or use unlicensed software on College ICT devices;
- Deliberately installing computer viruses or other malicious programs;
- Accessing or intercepting others' electronic communications without permission;
- Using video or sound recording capabilities without permission.
- Use any piece of ICT equipment unless supervised or authorised to do so
- Log-on to the College network as any other user than themselves
- Tamper with or damage any leads or cables associated with ICT hardware
- Knowingly infringe copyright regulations
- Attempt the repair of any ICT equipment

Users should not, as a general rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues (for example, by the use of email or an official website), users should be aware that invasions of privacy may sometimes

occur and it is outside Cardijn College's control to prevent such instances from occurring.

Users are reminded that email should not be used to send sensitive and confidential information.

Users must, however, be aware that the operation and maintenance of ICT systems often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. Cardijn College may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of ICT resources is required.

#### **5.4. Internet and Email**

Students can access the Internet through the College's wireless network while on site and is an invaluable resource for students. Cardijn College actively monitors student network activity and utilises web filtering services to restrict access to sites deemed inappropriate for educational purposes.

While this filtering restricts accidental access to these sites we aim to educate students to make wise decisions when surfing the net.

The Internet or email should never be used for the following purposes:

- to abuse, vilify, defame, harass or discriminate members of the College or wider community
- by virtue of sex, race, religion, national origin or other;
- to access, send or receive inappropriate, offensive, obscene or pornographic material;
- to injure the reputation of the College;
- to send unsolicited bulk email, impersonate another person or computer or to send or receive chain mail;
- to infringe the copyright or other intellectual property rights of another person; or
- to perform any other unlawful or inappropriate act.

Email received from unknown sources or carrying attachments of unknown origin or containing inappropriate material should be deleted immediately and ICT Department staff notified.

Students may also use the Internet for their personal use at home after setting up the device to access it through their home internet connection. However, students are reminded that inappropriate downloads can be detected when the devices are connected to the College's network.

It is the parents' responsibility to monitor internet access out of school hours.

The College acknowledges that students have access to home and other off-campus personal computers. Should students engage in sending messages from these sources to the Cardijn.catholic.edu.au domain, these messages will be deemed to come under the stipulations of this policy.

## 5.5. Breaches of these Conditions of Use

**The breach of these Conditions of Use will be taken seriously and will be directed to the appropriate College Head of School and will result in disciplinary action being taken.**

**Examples of possible consequences range from loss or restriction of access to ICT resources, to formal disciplinary action for breach of School Behaviour Management Policy (students) or Code of Conduct (staff). Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.**

## 6. PRIVATE DEVICES

The use of private devices on the College's network has consequences on management and maintenance cost, and is subject to the same terms and conditions of use as outlined in this document.

For students indicating their intention to supply their own device, the College is able to facilitate this by providing them with a "portal" link, accessible from the Cardijn College website.

**It is important to note that the College is not licensed or obliged to supply or install software on private machines. But we will assist where possible.**

However, the College has leveraged a Microsoft agreement allowing parents and students to purchase their own personal copy of Microsoft Office 265. Please contact the ICT Office for more information.

## 7. TECHNICAL SUPPORT

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

1. Power off and restart your laptop.
2. If the problem still exists take your laptop to the ICT Office at the far end of the Chisholm building and an ICT Officer will assist.
3. If a device is damaged in any way it should be reported to ICT Services immediately. A temporary may be provided be provided, if available.
4. Physical damage to the device will not be covered by the manufacturer warranty, and as such all costs of repair to the device will be the responsibility of the parent/guardian.

**Note: The manufacturer warranty is void if attempts are made to change the hardware configuration of the device in any way or any non-authorized repair. At this point all costs of repair to the device will be the responsibility of the parent/guardian.**