McAuley Catholic College

Terms & Conditions of Borrowing a Netbook Computer

Vision

In accordance with the McAuley Catholic College mission statement, the educational policy of the College is to provide the atmosphere in which every person can achieve his/her potential and so grow to be a confident, integrated and productive member of society. In order to help our students become effective members of society, the College emphasises the ability to assimilate knowledge and develop positive attitudes and intellectual skills appropriate to each student's level of development.

Our Curriculum, then, is based on the belief that each student is called by God to develop his/her qualities to the fullest extent, mindful that,

Education is not given for the purpose of gaining power, but as an aid towards a fuller understanding of, and a communion with, persons, events and things. Knowledge is not to be considered as a means of material prosperity and success, but as a call to serve and to be responsible for others.
(The Catholic School #56)

McAuley Catholic College believes that the development of technology skills is vital in educating students to be productive members of society but that there is a substantial shift in the method of educating these students – the shift from learning to use technology to using technology to learn. The purpose of the introduction of Netbooks at McAuley Catholic College is to enable students to become active rather than passive users of technology. Students will be able to use the Netbooks as multipurpose tools for a variety of purposes including research, communication, collaboration, productivity, presentation and reflection. The Netbook will become the student's own portable learning and communication tool, enabling the student to take advantage of the technology at the time it is needed and in the place it is needed.

McAuley Catholic College is committed to providing appropriate infrastructure, professional development and curriculum development to enable our students to fully integrate technology into their learning.

1. Guidelines for Participation

Prior to devices being issued to students Parents/Carers must attend an information event and agree in writing to the terms and conditions of the program.

At this meeting you will be provided with details on:
- care / maintenance of the devices
- roles and responsibilities
- restrictions
- policies / procedures
- liabilities
- other

All material on the Netbook is subject to review by College staff.

The student will be responsible for:
- Taking care of Netbooks in accordance with College guidelines.
- Adhering to the Network Acceptable Use Policy.
- Backing up data securely.

Ownership

The student Netbook and sleeve cover that have been issued to the student are the property of McAuley Catholic College.

This Netbook is on loan to the student and must be used in accordance, both at home and at the College, with this policy in conjunction with the following Policies and Procedures:

- the Network Acceptable Use Policy
- any State or Federal laws.

If the student leaves the College or moves to another College, interstate or overseas, the Netbook must be returned to the College.

Use of the Netbook, as well as access to the College network, Internet access and email are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of McAuley Catholic College.

Technology Levy

The total cost of the Technology Levy will be $160 per year. This will include allocation of a Netbook for the duration of enrolment, a sleeve, accidental damage cover, maintenance of the device and software installation including but not limited to Windows 7, Office 2010, and McAfee antivirus. Internet access for educational purposes is also included in the levy

Private Devices

Privately owned devices will not be permitted on the College network. This policy has been enacted to ensure quality of service to all students and the security of the College network. Our software licences will not extend to personal, student-owned devices.

2. Damage or Loss of Netbook

Any problems, vandalism, damage, loss or theft of the Netbook must be reported immediately to the College.

In the case of suspected theft a police report must be made by the family and an event number provided to the College. Theft or damage that is caused by neglect, abuse or any malicious act is not covered by the Accidental Damage Cover as listed below. For these events the purchase of a replacement school Netbook device will be at the expense of the parent/carer.

If a Netbook is damaged or lost by neglect, abuse or malicious act, the principal will determine whether a replacement is appropriate and/or whether or not the student retains access to a Netbook for home use.

Students will be required to replace lost or damaged chargers.

When a Netbook is replaced, it is replaced with one of similar age and condition.

Accidental Damage Cover

The College has purchased Accidental Damage Cover for the Netbooks. This will provide cover for the device both in the College grounds, at home and during transit for accidental damage only.

Conditions of this policy are as follows:

- Every claim for accidental damage will incur an excess payment of $100 payable by the assigned user;
- The College must be notified immediately if a College owned Netbook is damaged;
- Accidental Damage Cover does not cover theft, loss, vandalism or deliberate damage.
- Under HP and Lenovo policy, students will be only able to make one claim for accidental breakage per year.

Warranty

All Netbooks, excluding the battery, are covered by a three year manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the Netbook. It does not cover negligence, abuse or malicious damage.

The College will deal with all warranty claims on behalf of the student, while the Netbook is under warranty.

3. Technical Support

The College has established a Netbook Helpdesk Centre (NHC) within the College Library. If the student is experiencing problems with their Netbook, their first step is to troubleshoot the problem themselves. More often than not, students will be able to resolve most software issues. A troubleshooting section for a range of common computer problems can be found in the MCC Student User Manual which will be supplied with the Netbook.

If students experience persistent hardware or software issues, they must bring the Netbook to the NHC as soon as possible.

Please note: There must be no attempt to open the case to repair the Netbook as this will void the manufacturer's warranty. This includes using a screwdriver to remove or alter parts.

If a problem cannot be fixed within a set period of time by the NHC, the Netbook will be re-imaged and returned to its default settings. It will be the student's responsibility to ensure a backup of all data has been done prior to the re-imaging process.

The NHC hours are Tuesday to Friday 8.30am-8.55am, Monday to Friday Recess and Lunch. There are no provisions for support after College hours. The NHC will be closed on weekends, public holidays and College holidays. NHC hours are displayed at the entrance to the Library.

Students are not permitted to attend the NHC at any other times than those specified.

Battery Life

The Netbook is capable of lasting a normal College day on battery power alone. The power supply must remain at home in a safe place. Students will need to recharge their Netbook overnight, every night, ready for the new College day.

There will be NO provision for recharging the Netbook at the College. This is an OH&S issue.

Loan / Replacement Computers

The NHC will manage all loan and replacement Netbooks.

Loan or replacement Netbooks will be provided under the following circumstances:
- When the Netbook is away for repair as arranged by the NHC.
- When the Netbook has been stolen and the purchase of a replacement device has been arranged.

A loan or replacement Netbook will be denied to a student under the following circumstances;
- Not bringing their assigned Netbook to College on a number of occasions.
- Wilful vandalism or destruction of their assigned Netbook.

Backup / Recovery

Students will at all times be responsible for backing up their Netbook data.

Parents/Carers should consider organising a reliable backup storage system at home for personal data. This could be an external Hard Drive or DVD drive. Flash drives/USB sticks are not a reliable backup method and should only be used to transfer data from one location to another.

4. Acceptable Computer and Internet Use

On enrolment at McAuley Catholic College, all students and Parents/Carers are required to sign a responsible Internet and Network usage agreement which clearly outlines unacceptable and inappropriate usage.

The College reserves the right to access all devices within the college to ensure the network is being used as agreed to within the Acceptable Network Use Policy. This is done remotely via the College network or done manually by technical staff.

Any inappropriate material found on the college device/network will be removed immediately and Parents/Carers informed.

Internet Usage

The College, as part of the Catholic Education Commission network, makes use of internationally implemented products to filter access to web pages while at the College.

Although it cannot block 100% of undesirable sites due to the frequency of new site publishing and time taken for detection, it does greatly reduce the likelihood of students accidentally stumbling across such sites and, in fact, makes it quite hard to find sites which are not blocked.

Appropriate use of the Internet is closely monitored. The College blocks inappropriate content by using a regularly updated list of categories and sites. Any inappropriate use (as outlined in the Acceptable Network Use Policy document) of the Internet is unacceptable and is subject to disciplinary action and exclusion from our network.

When at home, the devices will not be protected by the College's filtering system and therefore monitoring of student's Internet use will be the responsibility of the Parent/Caregiver.

Virus Protection

Viruses have the potential to severely damage and disrupt operations within the College computer network. As students have the right to use their Netbooks for personal use and connect to the Internet from home, they should take all steps to protect the College computer network from virus attacks.

Viruses can enter Netbooks through:
- Removable media such as CDs, DVDs, floppy disks and USB memory sticks
- emails
- The Internet (including web browsing, FTP programs and chat rooms)
- File download\Network file shares, such as servers and shared folders

Tips
- Protect your Netbook from virus attacks by scanning your computer for viruses at least weekly. McAfee virus definitions updates are managed automatically by the College network.
- Consider carrying out a virus scan of your Netbook after you have accessed the Internet, personal mail or opened a file from a removable media source. You should carry out the scan before returning to the College and connecting to our network.
- Do not open any files attached to suspicious or unknown emails.
- Exercise caution when downloading files from the Internet. Save the files to the Netbooks hard disk and run the virus scanner on the file before opening them.
- Delete chain and junk emails. Do not forward or reply to any of these.
- Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer's database.

They can also consume a large amount of disk space on the server which slows computer networks.
- Hundreds of viruses are discovered each month. Run your virus scan regularly.

Games

There are significant educational benefits from some games. However, many games can be unproductive and distracting to student learning. Teachers will determine the value of these used within the classroom environment.

Music

Students are not permitted to listen to digital music on their Netbooks while at the College unless given express permission by a teacher for an educational purpose. Personal MP3 and other music files are not to be stored on the device. For students who wish to listen to music on their Netbooks at home, the licensed music should be stored on a USB storage device and left at home.

Software / Copyright

Each device will be loaded with a Lismore Catholic Education Office approved software image configured for use on the College network. The image will contain the software requested by the teachers.

Throughout a College Semester, a minimum of two image updates may be scheduled to allow for the inclusion of new applications on the devices.

The College, as part of the Lismore Catholic Education Office, has been able to negotiate very competitive and reasonable licence fees that are not available to private individuals outside the educational environment.

Each year the College also pays licensing fees on some of the software that is installed on the devices which needs to be covered annually.

The College's Netbooks have a variety of software packages as part of our Standard Operating Environment (SOE). These include operating system software, anti-virus software, standard Microsoft software and curriculum specific software licensed to our College.

Software installed by the College is copyright and must not be distributed or deleted. Altering or modifying the original pre-set software image is prohibited. You must not load unauthorized software applications. Printing software, scanner software and Internet access software are acceptable. Any other software installation will

need the approval of the Netbook Helpdesk Centre (NHC).

Other examples of changes not permitted include, but are not limited to:

- Changing the computer name.
- Changing or removing operating system extensions.
- Altering security software.
- Altering the pre-loaded operating system or application software.
- Any attempt to gain access to internal parts.

Security / Storage

The Netbooks are to be securely stored within the student's College bag and kept with the student at all times. Students should ensure that their College bag is:

- Securely closed at all times with their Netbook within its cover.
- Not placed in a high traffic area where it could be stepped on or present a trip hazard.
- Sitting in direct sunlight.
- Within their possession when travelling on public transport.

5. Caring For Your Netbook

Students are expected to treat their Netbook with care and respect. The Netbook and College-issued sleeve are the property of McAuley Catholic College and should be kept clean and free of marks at all times.

Please refer to the Student User Manual available online on the College Moodle site for specific details on caring for your Netbook.

Appearance / Personalisation

Netbooks will be clearly labelled with the student's name on the front cover with the workstation designation on the underside of the Netbook. Students are not to remove these labels.

Students are permitted to personalise the appearance of their Netbook with appropriate stickers, personalised cover and protectors. However, irreversible personalisation is not permitted such as engraving, the use of liquid paper and other permanent markings.

Carry Cases / School Bags

The Netbook must at all times be stored within its sleeve. This includes travelling to and from College, recess and lunch and when moving between classes. It is expected and encouraged that all students take extreme care when carrying their Netbooks between classes.

However, when travelling and during recess and lunch breaks the Netbooks must remain within the student's school bag. This should keep the Netbook safe from accidental damage.

Students and Parents/Carers will be encouraged to look at purchasing school bags with built in padded sections for Netbooks when they need to replace the student's existing school bag.