



STAINES
MEMORIAL COLLEGE
transforming lives

STUDENT COMPUTER EQUIPMENT PROGRAM

**Policy and
Guidelines
Booklet**

Table of Contents

1:1 Computer Program	3
1. Elements included in the program supplied by the College	3
2. Backing up and Connecting at Home	3
3. Risk	3
4. Repairs and warranty	4
5. Ownership	4
6. Leaving the College	4
7. Equipment recalls	4
Responsibilities and Guidelines	5
1. Student Responsibilities - General	5
2. Student Responsibilities - Software	5
3. Parent Responsibilities	5
4. Student and Parent Responsibilities	6
5. Parent and Student Access to College Systems	6
6. Technical Support	7
7. Use of the College Wireless Network and Internet Access	7
8. Loss, Theft, Repairs and Accidental Damage	7
9. Assessment and Homework	7
10. Home and Classroom Usage	8
11. Changes to this policy	8
Student and Parent Equipment Registration Form	9
Section 1: Parents	9
Section 2: Students:	9

1:1 Computer Program

1. Elements included in the program supplied by the College

Equipment:

- Laptop Computer (the "Device")
- Power-adaptor and cord
- Protective carry bag

Other elements:

- A comprehensive collection of software, including an anti-virus package
- Student account and device monitoring for safety and security.
- 4 year warranty
- The College will provide an on-site point of contact for service and support through the College IT Department
- The College will provide a replacement device for extended repair times resulting from a warranty issue

2. Backing up and Connecting at Home

Students should ensure all their files are stored on Microsoft OneDrive. This ensures they are automatically backed up to the Microsoft Cloud and will be available should the student's device need to be replaced for any reason.

If available, students will have the ability to connect their device to a home network and/or internet connection. However, the College will not accept any responsibility for setting-up or problem-solving home network and connectivity issues. **Under no circumstances are network or configuration changes to be made even if recommended by your ISP.** Any user-installed software deemed by the College to have impaired the use or functionality of the device or be interfering with its use as an educational tool will be removed.

Students are only to use Internet connections at home provided by parents, and are not to use personal mobile devices (Hot Spotting).

3. Risk

Subject to the provisions below regarding warranty and insurance, the parents or caregivers agree:

- a. To keep the equipment in good order and repair and properly operated, observing at all times the manufacturer's recommendations in respect of operation.
- b. To compensate the College for loss or damage to the equipment.
- c. Not to alter or make any addition to the equipment without the consent in writing of the College Principal and not to alter any identifying number or mark on the equipment.
- d. To keep the equipment under the parents', caregivers' or student's personal control and not to attempt or purport to sell, dispose of or encumber the equipment or any interest in the equipment.

4. Repairs and warranty

Should the equipment require repair, the College will use every reasonable endeavour to seek to have the equipment repaired under warranty.

- a. The device is covered by a 4 year warranty, but that warranty only covers repairs required due to manufacturing defects or that occur as a result of normal use and operation.
- b. The extended warranty covers the device and power supply (A/C adaptor).
- c. The device is also covered by a 4 year accidental damage insurance, but there is a limited number of claims. If the claims exceed the maximum number of claims for the life of the cover the cost will be passed on to parents.
- d. If the cost of repair is not covered by warranty, a fee will be charged for repair or replacement based on the incident that has occurred. Such incidents may include but are not limited to; theft, loss, or intentional damage.
- e. At the end of each 4 year term, students are expected to return their device undamaged, and in working condition. A fee will be charged for devices returned that exhibit damage that is not deemed by the College to be general "wear and tear".

5. Ownership

The College purchases the device, power adaptor, cord and carry bag (**equipment**) and they remain the property of the College for the duration of the program.

6. Leaving the College

Students leaving the College will be expected to return the equipment (that is; device and accessories) in good order to IT Services prior to ceasing enrolment at the College. If these items are returned in a condition less than acceptable, charges may be applied to cover the cost of repairs or replacement.

7. Equipment recalls

The College reserves the right to recall the device for maintenance or upgrades upon reasonable notice. Every effort will be made to ensure that maintenance recalls do not interfere with studies and work to be completed by the student for timetabled College classes.

Responsibilities and Guidelines

1. Student Responsibilities - General

- a. Each student is responsible for keeping their equipment secure.
- b. Students must not leave their devices logged-on when not under their direct supervision.
- c. Devices are to be kept clean and free from graffiti and stickers.
- d. Students are not to remove any identification labels from their equipment.
- e. Whilst travelling to and from school, devices are to be zipped into the carry bag, and the bag should be kept secure and not placed where it may be trodden on or kicked.
- f. When not in use the device must be stored in the bag inside the classroom.
- g. When moving the device from class to class the device must be carried in the bag.
- h. Students are required to fully recharge the device battery each night prior to a school day. Power adaptors are not to be brought to the College and must not be carried in the carry bag as they may cause damage to the device. Such damage is not covered under warranty.
- i. Students are not allowed to install any software.
- j. Students are responsible for backing up their data to OneDrive.
- k. Students are responsible to ensure that the device is returned when requested for upgrades and reimaging as required by the College.
- l. The device is not to be used by any student other than the student it is provided to. Students should not interfere with the operation of another student's device.
- m. If a student is found to have breached the conditions or broken the rules of this policy or a related policy, a teacher or the I.T. Manager may remove that student's device or their access to the network. The teacher may choose to impose other consequences if needed. Serious or repeated breaches can result in detention or loss of use of the device.

2. Student Responsibilities - Software

- a. Students are to use their device primarily for educational purposes.
- b. The software loaded on the devices is licensed to the College. Students are not permitted to copy, transfer, tamper with, or delete College owned software.
- c. Students must not delete any software supplied by the College; however, they are permitted to add additional folders to OneDrive.
- d. Students must not remove or disable the antivirus software provided, nor replace it with another type of antivirus software.

3. Parent Responsibilities

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Connect to the student's home internet at the parent's discretion
- c. Parents are strongly encouraged to be vigilant in supervision of proper usage of the device at home, especially whilst students are using the internet.

- d. Ensure that their student(s) has the device at school each day fully charged and in a condition that will enable it to be usable for educational purposes.
- e. Comply with the requirements of the school in relation to the return/transfer of the Equipment as required.
- f. In addition, all responsibilities referred to under *1:1 Computer Program, Section 4 (Risk)*.

4. Student and Parent Responsibilities

- a. Students and parents are responsible for the overall care of the equipment.
- b. Failure to abide by any relevant College policy could result in disciplinary action for the student, or in the event of damage, a financial penalty to the parent.
- c. Students should not take the device on school camps or excursions unless deemed necessary by the staff member responsible for the camp or excursion.

5. Parent and Student Access to College Systems

Staines Memorial College provides access to online systems and networks to support learning and teaching, and for communication with the community. Use of all College systems including the College LMS (Canvas) and any other website, web application, computing device, server, networks and associated infrastructure or software system provided by the College is governed by this policy.

- a. User credentials (such as usernames and passwords) provided by the College are provided to the individual and should never be disclosed to others.
- b. Staines Memorial College will deem any actions taken using your credentials to have been carried out by you as the party responsible for said credentials.
- c. You must notify I.T. Services immediately should you become aware of any unauthorised use of your credentials.
- d. Your use of College systems and devices should at all times be in-keeping with the College values. Your conduct should always be courteous and respectful of others. In addition to this, while using any College systems or devices you must not:
 - i. Impersonate another person or entity for the purposes of misleading others.
 - ii. Attempt to gain unauthorised access to any College systems, accounts, data or communications.
 - iii. Make available files that contain a virus, Trojan, worm or other data that may damage computer systems.
 - iv. Threaten, abuse, disrupt, harass, stalk or otherwise violate the legal rights of others (including rights of privacy and publicity).
 - v. Use College systems to search for, access, send or store any material which is pornographic, racist, violent, abusive, obscene, offensive, threatening or harassing.
 - vi. Use College systems or devices in such a way that breaks any laws including copyright, piracy, security laws or terms of service.
- e. Parents are responsible for providing and maintaining hardware and software facilities necessary to access and use authorised College systems from home.

- f. Staines Memorial College is not responsible for any deficiencies in facilities provided by you to access authorised College systems.
- g. Staines Memorial College provides I.T. Support for College owned devices and facilities and will not provide support for other systems, such as those provided by you to access College systems.
- h. Access to College systems may be suspended if we believe you have breached any of the terms and conditions in this document.

6. Technical Support

- a. If the device or installed software malfunctions, students should contact the College IT Services for assistance. This should be done as soon as possible.
- b. If the operation of a device is compromised as a result of the student not following guidelines or contravening policy, the student will be subject to appropriate disciplinary measures.

7. Use of the College Wireless Network and Internet Access

- a. While at the College, using a network or internet connection other than the College network is not allowed (for example, using the internet through a mobile phone). Also, the student should not knowingly disconnect their device from the College wireless network while at school.
- b. Many people may be using the College network at any one time. Use of a device should at no time disrupt those other students or staff using the network.
- c. Gaming on the College network is not allowed.
- d. When at school, internet access is filtered for student safety. When the student is not at school, online safety is the responsibility of the student and parent or care giver. This may change in the future, should a cost effective method be found.
- e. Access to certain sites and the downloading of large files may not be permitted due to bandwidth restrictions.

8. Loss, Theft, Repairs and Accidental Damage

- a. All instances of loss, damage or theft must be reported to IT Services as soon as possible.
- b. Student devices are covered by warranty. If hardware malfunctions, a report must be made to IT Services as soon as possible for warranty repair to be organised.
- c. Accidental damage, loss due to theft and malicious damage must also be reported to IT Services as soon as possible. Appropriate reports and paperwork will need to be completed at this time. A pro-forma for this purpose, the *Equipment Incident Report Form*, is included in this guide.

9. Assessment and Homework

- a. Students are expected to use their device for homework and assessment tasks.
- b. Students are expected to backup their data to OneDrive to mitigate loss of files through accidental deletion or hardware malfunction.

10. Home and Classroom Usage

- a. The Students must bring the device with them to school each school day. However, the classroom teacher will determine the use of the devices in the classroom.
- b. There will be times where students will require ear phones/plugs to listen to content for educational purposes. However, ear phones/plugs are only to be used under teacher direction (i.e. not for watching videos or listening to music).
- c. When in use, the device should be placed on a table or desk, not on the student's lap or any uneven surface. The device should never be placed directly on open ground (grass or dirt).
- d. Do not leave the device turned on and placed on a soft surface, such as a bean bag or thick carpet. There is a risk that the device may be damaged or malfunction due to loose fibres being drawn into the fans, causing overheating.
- e. The device must not be used in dusty, damp conditions or placed in situations where it can be damaged by heat e.g.in front of heaters, in direct sunlight during the warmer months.

11. Changes to this policy

- a. At times we may need to make changes to this policy. Students will be told of these changes by email to their College email account, and parents through the app.
- b. By signing this agreement, you confirm your acceptance of this policy and agree to comply with any changes, revisions, or updates implemented by the College during the period of your enrolment.

Staines Memorial College

Student and Parent Equipment Registration Form

Student Name: _____ Year Level : _____

Section 1: Parents

I acknowledge that I have received a copy of the ***Student Computer Equipment Program Policies and Guidelines Booklet***. I understand and accept the guidelines, policies, and responsibilities set out for parents and students.

_____	_____	_____
Parent name	Parent signature	Date

Section 2: Students:

- a. I confirm that I have read, understood and agree to abide by the ***Student Equipment Program Policies and Guidelines Booklet***.
- b. I will not leave my device logged-on when it is not under my direct supervision.
- c. I will not share my password.
- d. I will bring my device to school every day, working and fully charged.
- e. When carrying the device, I will ensure that it is always in the protective bag provided.
- f. I realise that it is my responsibility to keep the equipment secure from theft or damage.
- g. I understand that I am responsible for backing up my files.
- h. I will return the device in good order to IT Services when my enrolment at the College ceases.

_____	_____	_____
Student name	Student signature	Date
