

San Damiano College Laptop Policy



San Damiano
College
YARRABILBA

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Prepared by: ICT Services Department

Approved by: Peter Edwards

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San Damiano College Laptop Policy

Policy Statement: San Damiano College Yarrabilba provides students with laptops as part of the College's computer program. These laptops remain the property of the College.

Rationale: Laptops are versatile and portable devices that enhance learning and teaching both in class and at home. To maximize the benefits of the laptop program, students must adhere to specific guidelines. This policy ensures that laptops are used for educational purposes, respected, and maintained in good working order.

Scope: This policy applies to all college staff, students, and parents/caregivers.

1) Usage Guidelines

a) Educational Purposes

- i) Laptops issued by the College are to be used exclusively for educational purposes. They come equipped with a full suite of productivity and security applications for student use.
- ii) The software installed on the laptops is licensed to the College. Students are not allowed to copy, transfer, or delete any College-installed software.
- iii) The College reserves the right to inspect the software, hardware, and data on the laptops at any time. Any non-educational software and data found on college laptops will be deleted.
- iv) Students are encouraged to use their laptops for homework and assessment tasks. Requests for extensions on assessments due to data loss or hardware malfunction will not be considered valid grounds.

b) Classroom Usage Guidelines

- i) Students must bring their laptops to school every day. The classroom teacher or supervisor will oversee the use of laptops in the classroom and other educational spaces.
- ii) Laptops will be monitored during class time. Any inappropriate behaviour will be reported to the relevant Pastoral Leader.
- iii) Students are not permitted to take out or use a laptop without the permission of the classroom teacher or supervisor.
- iv) Students are not allowed to charge their laptops during class time. Charging stations are available in the ICT room and the library. If a laptop battery is

consistently flat, it should be taken to ICT Services for testing. If the battery is found to be faulty or at the end of its life, a replacement will be issued according to the laptop vendor's policy and specifications.

- v) When in use, laptops must be placed on a table or desk and should not be left unattended on the floor. Laptops should not be carried around with the screen open.
- vi) Students must not pick up their laptops by the screen when it is open, as this can damage the device.
- vii) Students must carry their laptops in the school-provided laptop bag, which should not contain any other books, papers, or pencils. The laptop bags are intended solely for laptop use, not for carrying other materials.

2) Responsibilities

a) Student Responsibilities

- i) Students must keep their assigned laptops secure and always use the provided laptop bag for carrying them.
- ii) Students are responsible for backing up their data. BCE provides a cloud drive for this purpose. The ICT Services department is not liable for any data loss. Laptops may be re-imaged or upgraded as needed, sometimes without prior notice due to viruses or necessary software changes.
- iii) Misuse of laptops, including installing games, unauthorized applications, or virtual private networks (VPNs), is a breach of student responsibility.
- iv) Students may not personalize the external appearance of the laptop or laptop bag. Identification labels or tags must not be removed, defaced, or covered.
- v) Laptops must be charged at home before the school day. Charging is available at the ICT Services Office during school breaks, at staff discretion. Charging in classrooms is not allowed due to tripping hazards from power leads.
- vi) If battery life drops below 4 hours, students should take their laptop to the ICT Services Laptop Help Desk for a possible battery replacement.
- vii) Laptops must be carried in the laptop bag while traveling to and from school or moving around campus to ensure protection. The warranty may be voided if laptops are damaged while not being transported in the school-provided laptop bag.
- viii) Laptops must not be left overnight in school lockers or on campus unless held by a teacher, admin staff, or the ICT Services team.

- ix) The warranty is void if damage occurs when laptops are carried across water or stored in the cargo hold of planes.
- x) Damaged laptops must be reported to the ICT Services Department immediately.
- xi) Any issues or faults with the laptop should be reported to the ICT Services Department immediately.
- xii) Laptops must not be used to access inappropriate websites, whether at school or at home.
- xiii) Laptops must not be used to cyberbully, troll, or offend anyone on social media.

b) Parent/Caregiver Responsibilities

- i) Ensure students understand their responsibilities as outlined in the Laptop Loan Policy.
- ii) Supervise student use of the computer at home, including their Internet use.
- iii) Ensure students bring their computer to school each day in full working order to participate in learning.

3) Care and Maintenance

a) Data Backup and Software Upgrading

- i) Students must back up their schoolwork on their OneDrive account provided by the school.
- ii) Students must ensure all software updates are conducted when prompted to keep software up to date (e.g., Operating System and Virus Protection Software).
- iii) Students should restart their computers on campus at least once a week.

b) Technical Support

- i) Students will not have local administrator rights on their laptops. Any use requiring Administrator access must go through ICT.
- ii) In the event of a malfunction, students must seek assistance at the next break in the school day or, if at home, the following day.
- iii) Laptops may sometimes need to be reimaged without consultation. ICT Services are not responsible for any loss of information (students should keep a backup of their work).

c) Loan Laptops (Hot Swaps)

- i) Loan laptops (Hot Swaps) are provided when a student's laptop requires an extended period for repair.

- ii) Loan laptops are provided subject to availability.
- iii) In exceptional cases, ICT staff may direct the student to report the damage to their Pastoral Care Leader before a Hot Swap is provided.
- iv) If a student is given a Hot Swap laptop because they have lost or misplaced their laptop, or the damage requires repairs that may not be covered by the College's accidental damage policy, the student's Pastoral Care Leader will contact the student's parents/caregiver to explain the situation.
- v) When a student's laptop is repaired, students are expected to collect it and return the Hot Swap within 24 hours of the first notification.

d) Loss, Theft and Physical Damage

- i) All instances of loss, theft, or physical damage must be reported to the relevant Pastoral Leader as soon as possible. A police report may be filed subsequently.
- ii) Student laptops are covered by a factory warranty and an accidental damage protection (ADP) policy.
- iii) The vendor reserves the right to amend their ADP policy at any time. (Refer to Section 8 Accidental Damage Protection Policy). Examples of **damage not covered** by the ADP policy include:
 - (1) Malicious damage
 - (2) Loss or theft for any reason
 - (3) Leaving laptops on public transport
 - (4) Losing or having the laptop or AC adapter stolen due to not storing it in a padlocked locker
 - (5) Damage caused by failure to exercise common sense, such as exposing the laptop to water or storing it in the cargo hold of aircraft
 - (6) General wear and tear
 - (7) Damage from being left on the floor
- iv) All instances of loss, theft, physical, or malicious damage are the responsibility of the parents/caregivers. Repair or replacement costs can be as high as \$1600. If repair costs exceed the replacement cost, the replacement cost will be charged to the student's parents/caregivers.
- v) The ADP policy covers one accidental damage claim per calendar year. Any additional claims within the same calendar year will be charged at full cost to the student's parents/caregivers.
- vi) Parents/caregivers will be notified when their student's laptop is repaired for the first time under the College's ADP policy. This communication should prompt a

discussion with the student to prevent a second damage claim, which would be charged to the parent/caregiver.

vii) It is strongly recommended that parents/caregivers insure their student's laptop under their personal home and contents cover in case of loss or theft.

4) Accidental Damage Protection (ADP) Policy

- a. All laptops are provided with an Accidental Damage Protection (ADP) Policy.
- b. The detailed terms of ADP policy are provided by the vendor available upon request.
- c. The terms allow for 1 free accidental claim each year, from the date of purchase, for the like of the laptop. The laptop's like is 3 years.

5) Monitoring

- a) Students' activities on school laptops are monitored using AB Tutor to ensure a safe and productive learning environment. This software allows staff to oversee students' online behavior and usage of applications in real-time onsite. AB Tutor can also generate reports on inappropriate use, providing detailed insights into any concerning activities at any time. If any activity is found to be inappropriate or concerning, it will be promptly escalated to the relevant Pastoral Leader or school administration for further investigation and action. This monitoring helps maintain a secure digital space and supports students in adhering to the school's acceptable use policies.

6) Ownership

- a. Laptops are the property of San Damiano College, Yarrabilba. Students are permitted to use the laptop while they are enrolled at the College. Upon leaving the College, students must return the laptop, protective case, and accessories in good condition at the time of their departure.

7) Breaches

- a. Violations of the Laptop Policy are taken seriously and may result in disciplinary action. Possible consequences include:
 - i. Loss or restriction of access to digital technology.
 - ii. Confiscation of the laptop for a period of time.
 - iii. Formal disciplinary through our School Student Behaviour Support

Plan.

- b. In cases of serious, deliberate, or criminal breaches, including failure to return a laptop when requested by the College, the matter may be referred to external authorities.

8) Receipt

- a. A laptop will only be issued to a student once the Student Laptop Registration Form, signed by the parent/caregiver, is received by ICT Services.

9) Policy Update

This policy will be updated, as necessary. While every effort will be made to adhere to the stated policy, certain circumstances (such as technological advancements) may require the Principal to deviate from it. POLICY VERSION: v1.10