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# Student Notebook Computer Program

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## Policy and Guidelines Booklet

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## 1. EDUCATIONAL OPPORTUNITIES OF A 1 TO 1 NOTEBOOK PROGRAM

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. This sort of anytime, anywhere learning is supported by access to portable technologies such as laptops.

The St Joseph's Primary School approach is developed out of the following emerging issues related to the National Secondary School Computer Fund (NSSCF) program and implications for contemporary learning and teaching in all schools in Brisbane Catholic Education.

### *Learning and Teaching:*

- Learners and teachers create contemporary learning environments and quality learning outcomes as they shape and enrich their own and others' worlds.
- Contemporary learning is personalised and provides anytime, anywhere access for students to portable technologies.
- Teachers' access to the Australian Curriculum and supporting professional resources will be delivered online.
- Brisbane Catholic Education is establishing access to teacher and student online learning and teaching environments and content.

### *This is underpinned by the following assumptions:*

- The world of students within and beyond the school is connected by the use of contemporary information processing, communication and collaboration tools.
- Teachers engage in continuous learning to enhance their professional practice and the practices of their students.
- School and organisation leaders create the conditions that enable the vision to be realised.
- Parents are empowered to become actively involved in their child's education by accessing online communication, learning, reporting and monitoring systems.
- Planning and resourcing is future focused and flexibly delivered within the learning context of the school.
- Accountability and improvement are reviewed through the School Cyclical Review process, particularly in relation to Priorities 2 & 6 in the BCE Strategic Renewal Framework.

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21<sup>st</sup> century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities.”

*MCEETYA – Contemporary Learning: Learning in an Online World (2005)*

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## 2. OVERVIEW OF STUDENT AND PARENT RESPONSIBILITIES

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“Learning will not take place only inside schools and Schools, but in communities, workplaces and families. The shift to thinking about learning beyond the classroom requires a shift in our thinking about the fundamental organizational unit of education...from the school, an institution where learning is organized, defined and contained...

...to the learner, an intelligent agent with the potential to learn from any and all of her encounters with the world around her.”

Tom Bentley, DEMOS

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Students and parents will be responsible for the overall care of the notebook computer. Students will have full local administrator rights to the notebook computer and will be responsible for its re-imaging. Students will be trained to be competent users and maintainers of their assigned notebook computer.

Students will be required to carry the notebook computer within this sleeve at **all times**. In the interest of student safety, notebook computers are not to be used in a public place. The notebook is to be treated with care and stored in the protective bag supplied when not in use. The school will implement regular hardware, software and data inspections, Students will be subject to the terms of the *ICT Acceptable Use Policy* if there is any evidence of misuse or inappropriate usage.

Students will purchase as part of their booklist a St Joseph’s USB as a means of backing up their data. All students will be responsible for the regular backup of their data via the means recommended by the School.

All notebooks will include all necessary software to assist the learning of the student. Students will not be permitted to install any other applications without the permission of the School or delete any of these applications or any of the existing folders, however, they are permitted to add additional folders to assist with organising their work. Students will also be able to install additional home-based printers, scanners and other peripheral devices if they wish.

The notebook is a tool to assist learning and should not be used for any other purpose. Students must be aware of and abide by the *ICT Acceptable Use Policy* (see section 3). Failure to abide by the user agreement may result in disciplinary action, or in the event of damage, a financial cost to the parent (refer to *Section 4 - Student and Parent Notebook Computer Guidelines*).

Notebook computers will be recharged at home each night ready for the next school day. The notebook can be connected to the student’s home internet at the parent’s discretion. Parents are encouraged to supervise proper usage of notebooks at home, especially whilst students are using the internet.



## Acceptable Use of Information & Communications Technology Resources

Information & Communication Technology (ICT) has become of critical importance to schools in facilitating and supporting learning, teaching and other administrative activities for teachers, students, parents and administrators.

**St Joseph's Primary School** has established significant computing and communication resources to support these activities. These resources include:

- All network services, computer equipment and software, owned, leased or used under license by Brisbane Catholic Education Centre & the School;
- Computer facilities maintained by other bodies but available for use through an agreement or agreements with Brisbane Catholic Education.

**St Joseph's Primary School** is bound by legislation and good stewardship of resources to ensure the appropriate use of its ICT. Increased legislation relating to ICT is requiring all organisations to review their internal policies and procedures to ensure compliance.

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.

The *Conditions of Use of ICT Resources* have been developed to inform users of their rights, responsibilities and obligations when using ICT resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

### Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.



# Conditions of Use

## St Joseph's Primary School

### ICT Resources

- i. By accessing and using the ICT resources provided by **St Joseph's Primary School**, you are agreeing to abide by this Conditions of Use of ICT Resources statement.
- ii. These conditions apply to all **St Joseph's Primary School** ICT resources, regardless of how they are accessed. This includes access at all installed computers, through users own hardware (for example, personal laptops, PDAs or other similar technology) whether wired or wireless, or remote access over the internet through users' own resources.
- iii. While staff and students (in particular, ICT staff engaged by individual schools) may be called upon in the course of their duties to undertake activities beyond those permitted by the terms of this Agreement, it is expected that any such activities undertaken must be done in accordance with the spirit of this statement.

#### **Ethical, Legal and Responsible Use of ICT Resources**

- iv. **St Joseph's Primary School** requires all users of its ICT resources to do so in an ethical, legal and responsible manner.
- v. Users of **St Joseph's Primary School** ICT resources must be aware that use of these resources are subject to the full range of laws that apply to the internet, communications and to the use of computers, and **St Joseph's Primary School** policies. Such law and principles includes users' 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.
- vi. **St Joseph's Primary School's** ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using **St Joseph's Primary School** ICT resources must comply with the terms of any licence agreed to for the use of software programs and other online resources.

#### **Copyright and Intellectual Property Rights**

- vii. Users must not, through the use of **St Joseph's Primary School** ICT resources, copy, download, store or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, videos or any other form of media.
- viii. Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on our educational institution and community as a whole. This is particularly relevant where users post or submit material in a way that makes it publicly available over the internet.

## Security and Privacy

- ix. Users have a role to play in ensuring the security and privacy of information transmitted by use of the ICT resources. Users are issued with unique usernames and passwords, which should be kept strictly confidential at all times.
- x. Users 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 authorised software;
  - Reporting any breach or prospective breach of network security to the appropriate technical personnel or **the ICT Services Help Desk**;
- xi. Unacceptable conduct by users which could result in a breach of security or privacy includes:
  - Disclosing your username and password details to another person; sending photos or images which are inappropriate
  - Disclosing other private or confidential information to unauthorised persons;
  - Gaining unauthorised access to any systems by any means;
  - Using **St Joseph's Primary School** ICT resources to attack or compromise another system or network;
  - Downloading, installing or using unauthorised software programs;
  - Deliberately installing computer viruses or other malicious programs;
  - Accessing or intercepting others' electronic communications without permission.
- xii. 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 **St Joseph's Primary School's** control to prevent such instances from occurring.
- xiii. Users are reminded that email should not be used to send sensitive and confidential information.
- xiv. 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. **St Joseph's Primary School** 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.

## Additional Conditions Relating to Specific Resources

- xv. The uses of the following resources are subject to additional conditions of use, which must be read in conjunction with this document:
  - [Email](#);
  - [World Wide Web](#);
  - [Web Publishing Tools](#).

### **Breaches of these Conditions of Use**

- xvi. The breach of these Conditions of Use will be taken seriously and may result in disciplinary action being taken.
- xvii. Examples of possible consequences range from loss or restriction of access to ICT resources, to formal disciplinary action for breach of School Discipline 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.



## St Joseph's Primary School

### ICT Resources Access Consent Form - Students

This Consent Form must be signed and returned prior to students being granted access to the internet and other information and communication technology resources.

Parents/guardians are encouraged to review and discuss the contents of the *Acceptable Use of Information & Communications Technology Resources* statement with the student and answer any questions that they may have.

By signing this Consent Form, both parents/guardians and students are agreeing to the terms of access as set out in the *Acceptable Use of Information & Communications Technology Resources* statement and acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

Any queries in relation to this material should be directed to the **Principal**

#### User Acceptance

I, the student named below hereby agree to comply with all requirements as set out in the *Acceptable Use of Information & Communications Technology Resources* statement and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and school network.

NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

#### Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for the student named above to access the various information and communication technology resources (including email and the internet).

I understand that access is granted to students subject to the restrictions contained in the *Acceptable Use of Information & Communications Technology Resources* statement and that if breached, appropriate consequences may follow.

I acknowledge that some material available on the internet may be objectionable and that in addition to the *Acceptable Use of Information & Communications Technology Resources* statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the internet.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



# St Joseph's Primary School

## Student and Parent Notebook Computer Guidelines (Draft 1)

### 1. Education Purposes

- a. Students are to use their notebook computer for educational purposes.
- b. The notebook computer comes pre-installed with all the necessary software for student use. Only School authorised software is to be stored on the notebook computer.
- c. Non educational software **or data** should be stored on a student's private home computer.
- d. The School reserves the right to carry out software, hardware and data inspections of notebook computers at anytime.

### 2. Student Responsibilities

- a. The notebook computers are covered by Dell Complete Cover, (please see brochure) however each student should be responsible to keep their notebook computer secure.
- b. Notebooks are to be kept clean and free from graffiti and stickers.
- c. It is the student's responsibility to charge their notebook computer at home each evening. A limited number of spare batteries and charging facilities will be available, however a cost may be involved for the use of these services.
- d. Students are not to remove any identification barcode labels from their notebook computer.
- e. While travelling to and from school notebook computers are to be carried in school bags.
- f. Notebook computers are not to be taken out of school bags and used during recess and lunch. They should be kept **inside the student's bag or classroom**.
- g. The software loaded on the notebook computers is licensed to the School. Students are not permitted to copy, transfer or delete software.

### 3. Parent Responsibilities

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Supervise student use of the computer when at home including their Internet use.
- c. Ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.
- d. 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 7.

### 4. Data Backup and Software Upgrading

- a. Students are responsible for the backup of all data as recommended by the School.
- b. Students are responsible to ensure that all software is kept up to date. (eg. Operating System and installed Virus Software).

### 5. Technical Support

- a. Students will be given full local administrator rights of their notebook computer.
- b. Students will be trained on how to support and maintain their notebook computer.
- c. In the event of a software malfunction students may contact **the School ICT Department** for assistance. **However, students may be responsible for the total cost of reimaging their notebook computer.**

## 5. Use of the School Wireless Network and Internet Access

- a. The use of the School Wireless Network and all associated infrastructure are available for educational use with student notebook computers.
- b. The internet is only to be accessed through the School Wireless Network.
- c. The downloading of large files is not permitted due to bandwidth restrictions.
- d. Students are not to remove the virus software provided and replace it with another type of virus software.
- e. Specific network settings are not to be removed or altered as this could affect the notebook computers ability to connect to the School Wireless Network.

## 6. Loss, Theft and Repairs

- a. All instances of loss, damage or theft must be reported to the School Principal as soon as possible.
- b. All instances of loss, damage or theft are the responsibility of the student. The cost of repairs and replacement could be up to **\$600**.
- c. Student notebook computers are covered by a three year warranty. This warranty **does not** cover accidental/malicious damage, loss or theft.
- d. In the event of a hardware malfunction a report must be made to the School as soon as possible for warranty repair to be organised.

## 7. Assessment and Homework

- a. Students are encouraged to use their notebook 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. Students will be instructed to keep files in multiple places to minimise loss of work.

## 8. Classroom Usage

- a. Student notebook computers are to be brought to school each day, however the classroom teacher will manage the use of the notebook computers in the classroom.
- b. No student is to take out or use a notebook computer without the permission of the classroom teacher.
- c. ***When in use, the notebook should be placed on a table or desk, not on laps. The notebook should not be carried around whilst the screen is open.***

## 9. Ownership

- a. Students have use of the notebook computer whilst they are enrolled at the School. When leaving the School, students are to return the notebook computer and accessories in good order.



## St Joseph's Primary School

### Student and Parent Notebook Computer Registration Form

1. I confirm that I have read, understood and agree to abide by the *Student and Parent ICT Acceptable Use Policy* in the School Diary and the attached *Student and Parent Notebook Computer Guidelines*.
2. I understand that the assigned Student Notebook Computer *username* and *password* are confidential and **I will not allow my password to be disclosed to others.**
3. I understand that the notebook was tested before I took possession of it and was in full operational order with respect to both hardware and software.
4. I will **not** leave my notebook computer logged-on when it is not under my direct supervision.
5. I confirm that I have received the following:

**Dell Latitude 2110 Notebook Computer**

**Power Supply and Cord**

**Documentation (including System DVD) and Manuals**

Surname:		Notebook Serial No.:	
First Name:		School Asset ID:	
Student ID:		Barcode:	
Class:			

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## 6. ADDITIONAL CONDITIONS RELATING TO EMAIL

As part of access to the ICT resources provided by BCE, users will be provided with access to an email account. These conditions also apply to any email service provided by an individual school directly.

Users should use email for learning or administrative activities only.

**Users will, upon an email account being established, be allocated a data quota which will represent the maximum space a user is permitted to use to store emails of the BCE ICT network. Users should not exceed this quota.**

Users must not use email to:

- create or send email under another's name without express authorisation;
- create, send or forward electronic chain letters or commercial emails (spam);
- create, send or forward obscene, abusive, fraudulent, threatening or repetitive messages or those containing foul language (swearing);
- harass, threaten, defame, vilify or discriminate against any person or group;
- intentionally or irresponsibly damage or disable BCE or school ICT resources;
- use email for the purposes of transferring excessively large files;
- intentionally introduce computer viruses or other malicious programs to hardware or software or physically damaging systems;
- cause interference with or disruption to any computer, computer network, information service, equipment or any user;
- engage in any activity for personal monetary gain or commercial purposes;
- send copies of electronic works in contravention of copyright or other intellectual property laws;
- disseminate personal contact or other confidential information without appropriate authorisation or consent; or
- engage in any other activity that is prohibited by the Conditions of Use or local, state or Commonwealth law.

## 7. ADDITIONAL CONDITIONS RELATING TO WORLD WIDE WEB

As part of access to the ICT resources provided by BCE, users may be provided with access to the World Wide Web.

Users should use the World Wide Web for learning or administrative activities only.

Users must not use the World Wide Web to:

- (a) access illegal, inappropriate or immoral content;
- (b) download excessive amounts of data;
- (c) download or install unauthorised programs or other material;
- (d) create, display, or transmit threatening, racist, sexist, or harassing language and/or materials;
- (e) access or author unauthorised "blogs" or other personal webpages;
- (f) access or administer unauthorised discussion forums;
- (g) disseminate personal contact or other confidential information without appropriate authorisation or consent;
- (h) attempt to guess, capture, "hack", or decrypt any security details of any other person or user;
- (i) access any internal or external server with the use of any stolen, guessed or hacked security details or other private data obtained without consent;
- (j) engage in any activity for personal monetary gain or commercial purposes;
- (k) engage in any activity that is prohibited by the Conditions of Use for ICT Resources or local, state or Commonwealth law.

If a user accidentally comes across material in breach of the Conditions of Use, the window should be minimised and the classroom teacher should be notified immediately.

## 8. ADDITIONAL CONDITIONS RELATING TO WEB PUBLISHING TOOLS

Through the access of ICT resources, users may be granted access to products and technologies that enable users to publish and share material over the intra/internet ("web publishing tools").

Users' access to the web publishing tools is subject to reasonable download restrictions. Users should not use BCE ICT resources to upload or download large numbers of unnecessary files or files that are excessive in size.

Users must not use web publishing tools to:

- (a) post or distribute illegal, inappropriate or immoral content;
- (b) upload excessive amounts of data;
- (c) post or distribute obscene, abusive, fraudulent or threatening material;
- (d) harass, threaten, defame, vilify or discriminate against any person or group;
- (e) engage in personal attacks upon any user or person;
- (f) post material or content involving foul language (swearing); or
- (g) engage in any activity that is prohibited by the Conditions of Use for ICT Resources or local, state or Commonwealth law.

Users must also ensure that they do not use web publishing tools in a manner that would breach, or would cause BCE to breach the terms and conditions of any applicable software licenses.

If a user comes across material in breach of the Conditions of Use, the window should be minimised and the classroom teacher should be notified immediately.

### **Supervision and Moderation – Teachers and Parents**

Given the unique nature of the resources web publishing tools provide, as well as the responsibilities of users to ensure compliance with the Conditions of Use, teachers and other supervisors have a responsibility to ensure the resources are being used in a safe and appropriate manner.

Teachers and parents should actively browse and scrutinise material being posted and submitted by users through web publishing tools to ensure compliance with these Conditions of Use. Any material a teacher suspects to be in breach of this Policy should be either removed or if appropriate, quarantined and suitable, other parties notified.