LAPTOP GUIDELINES & POLICIES

ST PAUL'S 1:1 LEARNING VISION

At St Paul's, Learning Technology will enable, enrich, enhance and transform learning opportunities for students. Students will develop literacy in assessing, evaluating, creating and communicating information. Furthermore, they will be able to employ digital tools effectively and ethically.

AUSTRALIAN NATIONAL GOALS FOR SCHOOLING IN THE 21ST CENTURY

Goal 1.6

"When students leave school they should be confident, creative and productive users of technologies, particularly information and communication technologies, and understand the impact of those technologies on society"

The Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA)

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1.0 OVERVIEW

St Paul's School is a technology rich school, which aims to integrate technology into all aspects of learning and teaching. We believe that students at St Paul's School should be equipped to deal with the digital world in which we live.

The adoption of the 1:1 program at St Paul's School has extended the learning environment from the physical constraints of the classroom to give our students the capability to collaborate, share information and experiences, work across disciplines and take control of their learning. Students and teachers, now have access to a range of tools which assist in making learning richer and more engaging.

1:1 learning, equips each student with a wireless laptop to use at school and at home, enabling communication and collaboration among peers and teachers.

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2.0 THE 1:1 LAPTOP PROGRAM

2.1 The Laptop

The School will supply a new Laptop computer to students in Years 7 and 10 in 2016 through a technology levy. The laptops are purchased by the school, remain the property of the school and are fully maintained by TechZone support staff. Students will use the Laptop at school and take it home each evening, in the protective bag provided.

The Laptop specifications are available on the Laptop Rollout page of the School's website.

2.2 Programs and Resources

All machines have a very broad suite of software to support teaching and learning at St Paul's. Below is the list of software but is subject to change.
The following standard software will be installed on the laptops:

- Microsoft Office 2013
  - Word
  - Excel
  - PowerPoint
  - Outlook
  - OneNote
  - Publisher
- Adobe Master Collection (CS6)
  - Adobe Acrobat
  - Dreamweaver
  - Fireworks
  - Flash
  - Illustrator
  - Photoshop
  - Premier Pro
  - Indesign
  - Audition
  - After Effects
- System Center Endpoint Protection
- Live Movie Maker
- Calibre
- Adobe Digital Editions
- Google Earth
- Quicktime
- Community Clips
- Swinger
- On The Edge
- Roland Cutstudio
- Google Sketchup
- Corel Draw

- Proscope
- VLC
- Shockwave
- Java
- Flash Player
- Human Body Systems 1,2 and 3
- Eating For Life
- Real Player
- Cyberlink Power DVD
- ESword
- Cyber Safety Help Button
- Dartfish
- Rethinking Drinking
- Casio Classpad
- Graph 4.23
- Logger Pro
- Worldwide Telescope
- Math Type 6.7
- Acid-Base Titrations
- Drosophila Genetics
- Pea Plant Genetics
- Digital Blue Qx3

Students will not be permitted to install any other applications that interfere with the Laptop being used as a teaching and learning tool without the permission of the school.

2.3 Ownership

The notebook remains the property of the school. Students are expected to abide by the Acceptable Use Policy and Agreements.

All material on the laptop is subject to review and monitoring by authorised School staff. If the student leaves the School, the laptop must be immediately returned to the School.

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3.0 LAPTOP CARE & PROTECTION

It is imperative that students use their laptops in an acceptable manner and as a learning tool. Programs which allow students to access the internet, online chat and email, should be used in a responsible manner.

3.1 Student Responsibilities

Usage, when it can be used, by whom and purpose
- Laptops should not be used by any other student or family member except for the parent or caregiver when assisting with school work.

Additions and deletions to software
- Students are not permitted to delete any software or install additional software that impacts on the performance of the machine as a learning tool. If in breach of this, your laptop will be reimaged.
- Installation of home printers, scanners and internet are acceptable.
- Students will not bring 3G/NextG or other network connectivity devices to use at school (including Personal Hotspots etc.) which bypass the internal control systems.

Offensive images and audio
- Students are prohibited from accessing or storing offensive images and audio on notebooks or other digital storage devices.

Stickers and permanent markers
- Stickers and permanent markers can be used on the laptop Tekskin (protective sticker on outside of screen) only.
- However, inappropriate images/slogans/words are not acceptable and will be removed.
- Your student name is to be shown clearly on the Tekskin to allow easy identification.
- The Tekskin is to remain on your laptop at all times.

Food and beverages
- Students are not permitted to eat or drink whilst using laptops.

Charging the battery
- It is the students' responsibility to ensure their laptop battery is fully charged each night.
- Battery chargers should not be brought to school unless specifically directed by a teacher to do so.
- Once a week fully flatten your battery. Then re-charge the battery fully. This will extend battery life.
- Do not tamper with the connections.

Storage at home and school
- When not in use, laptops should be stored in a safe place within the protective bag.
- The laptop should be stored in a safe placed, out of reach of younger children and away from areas of excess heat.
- During lunch and recess breaks or when laptops are not being used, laptops should be stored in the locker/classroom provided.
- Laptop must not be stored in lockers overnight.
- Do not leave your laptop unsupervised outside of the classroom.
- Do not leave the laptop on the ground.
- If you lose your laptop, you must report this to TechZone immediately. If the laptop cannot be located quickly after a search of the area an email will be sent to the relevant staff and parents are contacted.
- If you find a laptop unsupervised this must be returned to TechZone. This allows for a single point of management for laptop recovery.

Organisation of files
- Students are permitted to create folders to assist them in the organisation of their work.
- Certain folders will be backed up and synchronised with the school system for the safe storage of schoolwork. These 'safe' folders will have size restrictions/limits in place.
- Have a structure to your file storage and name documents correctly. This will make it easier to find them.
- Make regular backups.
- Electronic textbooks are to be stored on your local machine.
- All material stored on the laptop must not breach copyright rules and regulations.
- The material stored on the laptop must be age appropriate and not of an offensive nature.
- Excessive storage of non-educational material is not permitted on the laptops.

Back up
- Students are required to back up their work regularly. Backup should be done at home or on a portable storage device such as USB thumb drive or portable hard drive.
- Loss of data will not be an immediate excuse of late submission of assignment and other work.
- Remember to store back up away from the laptop just in case the laptop goes missing.

Laptop use

What should go in your laptop bag
- Please be careful not to store anything except your laptop in your bag.
- The extra items could result in damaging your laptop.

Handling your laptop
- When in use, the laptop should be placed in a secure and safe position.
- The laptop should not be carried around whilst the screen is open.
- Try to avoid moving your laptop around when it's on. Before switching on gently place your laptop on a stable surface.
- Your laptop should be carried in the laptop bag while being moved at all times.
- You still need to be careful with your laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the bag down gently.
- Students are not permitted to eat or drink whilst using the laptop.
- Be careful not to store items on top of your laptop or bag that can cause damage.
- Laptops should be switched off before placing into the bag.
- Always pick your laptop up by the base of the laptop to avoid damaging the screen and casing.
- While the bag provides some protection, some damage may occur.

Care of laptop bag
- The bag should be fully zipped before being carried.
- Your laptop should be carried in the especially designed protective bag.
- The bag must be fully unzipped before removing the laptop.
- The bag and key ring provided must be used at all times.
- No other bag is to be used.
- The bag should be named using the key ring provided.
- The bag must be free from graffiti.

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Passwords
- The password policy allows for students to regularly change their passwords.
- This password should not be given to anyone else or written down in the immediate vicinity of the laptop.
- It is recommended that this is a combination of letters and numbers.
- TechZone recommends not using words that are obviously related to the users.
- If you suspect someone of knowing your password, change it immediately.

Wireless
- Make sure your wireless is on and you are connected to the student's wireless connection.
- When bringing your laptop from home remember to completely shut down your machine before returning to school so the machine can pick up the school's network details.

Operating conditions

Please do not place objects on top of your laptop and never carry it around while it is turned on. Avoid exposing your laptop to:
- Direct sunlight or sources of heat such as a desk lamp.
- Dust, dirt, rain, liquids or moisture.
- Heavy shock or vibration.
- Your laptop should not be near any magnetic currents.

LCD screen
- LCD screens are delicate – they don't liked being poked, prodded, pushed or slammed.
- Never pick up your laptop by its screen.
- Please make sure all obstructions such as pen are removed from your keyboard before closing your screen.
- Do not slam the screen closed.
- Clean your screen regularly. To clean your screen:
  - Switch off your laptop
  - Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion
  - Do not directly apply water when cleaning the screen
  - Avoid applying pressure to the screen

AC adaptor
- Your AC adaptor should be left at home. Unless specifically directed by a teacher.
- Connect your adapter on to your laptop.
- Do not step on your power cord or place heavy objects on top of it.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord tightly around the adaptor box.

Keyboard
- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.

Issues
- All issues big or small should be reported to TechZone. Any delay may result in your receiving a charge. Due to further complications.
- TechZone door is always open please stop in with any concern you have.

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Student emails
- Students will be required to use Microsoft Office for all school emailing and are encouraged to check it on a daily basis.
- Outlook provides many functions the students can utilise including the "Calendar" where they can (set up their timetables) and set up meeting or appointment times.

Security

Spyware
Spyware is described as:

Any software that covertly gathers user information through the user's internet connection without his or her knowledge, usually for advertising purposes. Spyware applications are typically bundled as a hidden component of freeware or shareware programs that can be downloaded from the Internet; however, it should be noted that the majority of shareware and freeware applications do not come with spyware.

Once installed, the spyware monitors user activity on the Internet and transmits that information in the background to someone else. Spyware can also gather information about email addresses and even passwords and credit card numbers.

Spyware is similar to a Trojan horse in that users unwittingly install the product when they install something else. A common way to become a victim of spyware is to download certain peer-to-peer file swapping products that are available today.

Since it is quite difficult to detect and build a tool to automatically filter/ remove spyware at this stage, we ask that due diligence and a "common sense' approach is taken to downloading/visiting websites.

Anti- Virus software
- The laptops all have System Center Endpoint Protection. Please do not install any other anti-virus software on the laptop as this may cause issues with the supplied software.

- If you receive a virus warning from any other provider please do not click on the message and immediately shut the machine down. If this message continually appears please report this to TechZone immediately.

- Regular scans are set up throughout the day, but can also be run manually.

- If you are inserting a USB or portable hard drive device that you suspect has a virus you are able to conduct a manual scan on this device using forefront.

3.2 Missing Laptop Procedure and Strategies

I have lost my laptop, what should I do?

We understand that losing your laptop can be stressful, try and stay calm and complete the following steps.

1. Quickly begin searching the area in which the laptop was last seen.
2. Ask teacher or local receptionist in the immediate vicinity of the area if they have had your laptop handed to them.
3. If you are then unable to find the laptop you are to report this to TechZone immediately.
4. The staff in TechZone will then ask you to fill out a missing laptop checklist form, gathering key information from you to help in the recovery of your device.
5. All staff will then receive an email to inform them of the missing laptop to help with the continued search for the device.
6. You will then be sent back to class. The staff members in Techzone will then notify your head of sub school who will co-ordinate a search for the laptop. You are to report to staff in TechZone at break/lunch times.
7. If the device has not been recovered by the end of the day. Please inform your parents of the loss of the school-owned laptop.

If you locate the device during the day you are immediately to report this to TechZone so they are able to inform staff that the laptop has been located.

I left my laptop on public transport

1. Immediately contact the transport provider.
2. Report this to the staff at TechZone.
3. The staff in TechZone will then ask you to fill out a missing laptop checklist form, gathering key information from you to help in the recovery of your device.
4. The transport company as well as your parents will be contacted.

I have found a laptop left in an unsecure location, what should I do?

All Laptops found unattended on the school grounds must be returned to TechZone. This will allow for a single point of management for laptop recovery. TechZone on receipt of the laptop will use the details on the laptop to locate the owner of the laptop and endeavor to contact the owner as quickly as possible. This will help speed up the recovery of the device and lessen the anxiety of the user.

Are there any proactive strategies I can do to help stop my laptop going missing?

1. Make sure your laptop and bag are clearly named.
2. When the laptop is not in use store the laptop in the lockers/classrooms provided.
3. Unfortunately your laptop may go missing, so make sure back-ups are not stored with them.
4. Write down your laptops serial number to give to authorities (if you are unsure ask the staff in TechZone).
5. Personalise your laptop so it stands out from the crowd.

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3.3 Damage or Theft/Loss of Equipment

3.3.1 All laptops are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

3.3.2 All laptops are covered by an accidental damages insurance plan. This plan covers repairs associated to accidental breakage caused from drops and falls etc. It does not cover negligence, abuse or malicious damage. Claims for accidental damage may incur a $150 excess charge [II].

3.3.3 Any vandalism, damage, loss or theft of the laptop must be reported immediately to the School. The excess applicable and payable by the parent/guardian for the theft or complete loss of a laptop is $750 if claimed through the school insurance.

3.3.4 In the case of suspected theft, a police report must be made by the family and an even/log number provided to the school.

3.3.5 If a laptop is damaged or lost through neglect, abuse or malicious act, the Headmaster and/or Director of Business will determine whether replacement is appropriate and/or whether or not the student retains access to a laptop for home use [IV].

3.3.6 Students will be required to replace lost or damaged chargers, cases and accessories. This also includes damage to other student's laptops and accessories.

3.3.7 Laptop charges are added to school fees and will appear on the next fee statement [III]. Please note that it is the responsibility of the student to inform parents and guardians of these charges.

Table (A)

Age of laptop	Pro-rata Value
Less than 12 months	100%
Greater than 12 months but less than 24 months	65%

Age of laptop is to be determined by the IT Serviced Department

$150 Charges		$100 Charges	$20 Charges
Mainboard	Dropped	Battery	Tekskin
Hard Drive	Upper and lower casing	Power supply	
LCD screen	Graffiti or paint on laptop	Laptop bag	
Spillage	Ram	**$50 Charges**	**$10 Charges**
Keyboard Dock		Keyboard	Key Tag
		B113 protective casing	ID Cards
		Stylus pen	Excessive Internet Usage @ $10/GB

Notes:

I: Any other damages not listed above will be reviewed and a suitable charge will be issued by the I.T. Manager
II: Claims for accidental damage may incur a charge listed above
III   Accidental damage charges will automatically be added to the student school fees
IV: Cost of replacement is to be calculated on a pro rata value based on table (A)

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3.4 Substitution of Equipment

Loss or damage
If the laptop is lost, stolen or damaged the student must report it to the TechZone as soon as practical during school hours. When a laptop is replaced all efforts will be made to replace it with one of similar age.
Student Laptop Incident Report Form is to be completed and is available from the TechZone, Tooth or Middle School Reception. If loss or theft occurs outside of the school, the parent or caregivers should inform the police immediately. The Police Event Number will be required to complete the *Student Laptop Incident Report Form*. Personal information from a student may be required by the school or the police where appropriate. Action in response to damage or loss will be determined by the School.

Repair and turnaround time
St Paul's School aims for a one working day turn-around time for repair of laptops. However, this will depend on the extent of the problem. If the laptop has a hardware fault it will be sent to our laptop supplier's service division for repair or replacement of parts. Students may be given a replacement laptop where possible whilst waiting for repairs. It is important that students back up school related files regularly so that if problems occur, they do not lose their school work.

Accidental damage and Non Accidental Damage
There are two types of damage as defined by the school.
1. Accidental Damage
2. Non Accidental Damage

Accidental Damage: Where a laptop is damaged and the student and parent or caregiver have met all the requirements as outlined in "Student Responsibilities" (Section 3.1). Accidental damage is covered by insurance that is underwritten by the manufacturer (Acer) and is subject to an excess, payable on receipt of the repaired unit.

Non Accidental Damage: Where a laptop is damaged and the requirement stated in "Student Responsibilities" (Section 3.1) have NOT been adequately observed. Laptops that are lost or stolen are also termed as Non Accidental Damage in this case.

The following are some examples of NON accidental damage or loss:
*   Damage as a result of not carrying the laptop in the appropriate protective bag.
*   Loss or theft of the laptop.
*   Laptop placed in baggage in the hold of an airplane (notebooks must be taken as carry on luggage).
*   Scratching of the casing and/or bruising/cracking of the screen as a result of misuse.
*   Theft or loss of ac adaptor, power or network cords.
*   Lack of appropriate care taken when transporting the laptop to and from school.

4.0 MAINTAINING A SAFE ENVIRONMENT

4.1 Digital Safety

The School shares responsibility with parents or caregivers, government and the community to protect our children from the impact of inappropriate material on the internet. This protection at St Paul's School comes in the form of a number of mechanisms to block inappropriate content.

St Paul's School has activated web and email filters to ensure the safety of your child whilst working within the School's network.

The School also encourages active supervision of your child at home. The internet is a fantastic learning tool and enables access to information that supports all areas of the school curriculum. However, it can be a real time waster if misused.

Whilst using the laptop at home, we recommend the suggested guidelines be followed:

- Supervise your child in a public room like the lounge room.
- Avoid your child accessing computers in their bedroom or rooms that they can 'close' off to other members of the family.
- Don't be afraid to know your child's password or particular websites e.g. Facebook, Twitter, etc. This could be a condition of use.
- Most internet browsers have a 'History' menu that you can access to allow you to see the sites that they have visited recently, and possible use of parent controls.
- Never provide personal information on a global system or to identify friends or themselves in photos.

Ideally, we would all like to simply trust our children but it is good to be more aware of what they are doing and take an interest in what they are accessing on the internet. Educate yourself and your children about potential dangers online and how to make the right choices about online behaviour. Good advice is available from the Federal Government website: www.NetAlert.gov.au

4.2 Healthy Habits

We recommend that students follow these healthy habits when using their laptops at School and at home.

- Sit on a chair at a desk.
- Keep good posture.
- Relax arms, neck and shoulders.
- Don't sit too close to the screen.
- Take regular breaks when sitting for longer than 30 minutes.
- Make sure there is enough light.

4.3 Cyberbullying

Electronic communications, including that via the laptop, presents an avenue for bullies to harass other students. The school sees this as no different to any other form of bullying and is not accepted.

4.4 Internet usage within the school

Students are provided with free access to the internet for purposes reasonably connected with their studies. Internet usage will be monitored and may be restricted or withdrawn at the discretion of the I.T. Manager. If usage is found to be excessive or unacceptable (greater than 500MB per day), charges ($10 per 1000MB) may be applied.

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5.0 HANDWRITING, WRITING SKILLS & LAPTOPS

The nature of school and state wide testing continues to dictate that students are required to take the bulk of tests by hand rather than with their laptops. With this in mind it is school policy that handwriting skills and handwriting activities will remain as regular activities across the curriculum.

This is particularly the case in senior years as students prepare for the Queensland Core Skills test (QCST). However, this is not to say that the use of laptops for writing tasks causes a deterioration of handwriting skills. Though it may seem counter intuitive, research from a very large scale study (Silvernail and Gritter, University of Southern Maine, 2007) of the impact of 1:1 laptop use on writing skills in the US state of Maine over a five year period has found that laptop use has had a positive impact on writing skills.

It is argued that as students learn to take advantage of computers for writing, their writing strategies change. Revisions of drafts become easier and accepted as a normal part of the process, improving the overall quality of writing. The study concludes that using laptops for developing and producing writing helps students to become better writers both when using a laptop and when writing in longhand.

The research report may be found at:
http://www.usm.maine.edu/cepare/Impact_on_Student_Writing_Brief.pdf

Ready access to on-line resources provides students with a wealth of material to assist their writing. Students are expected to approach writing tasks using their laptop with the same attention to spelling, grammar, text type and format as they do when handwriting. Spelling and grammar checking functions on the laptop are important learning tools as they provide students with immediate feedback on their writing. St Paul's School uses "Turn it in" software which enables the teacher to check for plagiarism.