



# Laptop Policy (Year 7-12)

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## Policy Statement

SCCC provides Year 7-12 students with a Dell laptop as part of the College Computer Program. The laptop computer remains the property of SCCC until Year 12 graduation.

## Rationale

Laptop computers are versatile and portable devices that are used in class to enhance teaching and learning. There are guidelines that must be adhered to if students are to get the maximum benefit from the laptop computer program. This policy has been developed to ensure the laptop computer is used for educational purposes, is respected and in good working order.

## Scope

This policy applies to College staff, students and parents.

## Principles

### 1. Educational Purposes

- a. Laptop computers issued by the College are to be exclusively used for educational purposes. The Laptop computer comes with a complete set of productivity and security applications for student use.
- b. The software loaded on the Laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete College software installed by the College.
- c. The College reserves the right to carry out software, hardware and data inspections of Laptop computers at any time. Non-educational software and data stored on College Laptops will be deleted. **This service will incur a cost if reimaging is required.**
- d. Students are encouraged to use their Laptop computer for homework and assessment tasks. Where an extension is sought to a piece of assessment the loss of data or hardware malfunction cannot be grounds for requesting an extension.

### 2. Student Responsibilities

The Laptop computers are covered by accidental damage protection insurance; however, each student is responsible for keeping their Laptop computer secure and in a safe place in its protective case.

- a. The device may not be personalised by altering the external appearance of the laptop computer or protective case. Students are not to remove, deface or cover-up any identification labels or tags from their Laptop computer or bag.
- b. Laptop computers must be charged at home in preparation for the school day. Charging stations are provided in the library and limited access in the classroom. These may only be accessed at the discretion of staff.
- c. When battery life drops below 4 hours students should return their Laptop to the Laptop Help Desk to be checked for a possible replacement battery.

- d. While travelling to and from school or transitioning on campus the Laptop computer is to be carried in the protective bag supplied. The warranty may be voided where Laptops are damaged without being in their College supplied protective case.
- e. The warranty is void if damage occurs when students carry their Laptops across water or have them stored in the cargo hold of planes.
- f. Damaged Laptops must be reported to the help desk immediately.

### 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 full working order, to enable them to participate in learning.

### 4. Data Backup and Software Upgrading

- a. Students are required to back-up to a Network Drive or on-Line storage Space (Googledrive / Skydrive).
- b. Students must ensure that all software updates are conducted when prompted to ensure that all software is kept up to date (e.g. Operating System and installed Virus Software).
- c. Students are to restart their computers on campus at least once a week.

### 5. Technical Support

- a. Students will be given sufficient local administrator rights to their Laptop computer.
- b. In the event of a malfunction during term time, students must seek assistance at the next break in the school day or the following day, if at home, from the Laptop Help Desk on campus. During the holiday periods students should make contact with the Dell Pro Support using the phone number (1300 662 087) supplied on Laptop casing.
- c. Should the need eventuate laptops may be reimaged without consultation. Reimaging incurs a cost if it is the result of a deliberate action on the user's behalf.

### 6. Hotswaps

- a. When a student presents their Laptop for repair, it will be replaced by a Hotswap subject to availability.
- b. When student laptop is repaired, students are expected to collect it and return their Hotswap within 24hours of the first notification.

### 7. Loss, Theft and Physical Damage

- a. All instances of loss, theft or physical damage must be reported to the relevant House Pastoral Leader before going to the Laptop Help Desk. Reporting should occur immediately.
- b. Student Laptop computers are covered by a four year warranty when issued in Year 7. This warranty does not cover malicious damage, loss, theft or general surface wear and tear.
- c. **All instances of loss, theft or physical damage are the responsibility of the student.** The cost of repairs and replacement could be as high as \$1,000.

### 8. Classroom Usage

- a. Student Laptop computers are to be brought to school each day. The classroom teacher / supervisor will manage the use of the Laptop computers in the classroom and in other educational spaces. Laptops will be monitored during class time.
- b. No student is to take out or use a Laptop computer without the permission of the classroom teacher / supervisor.
- c. ***When in use, the Laptop will be placed on a table or desk, not on laps. The Laptop should not be carried around whilst the screen is open.***

## 9. Ownership

- a. Laptop computers remain the property of Southern Cross Catholic College, Scarborough. Students have use of the Laptop computer whilst they are enrolled at the College. If students leave the College before the end of Year 12 the Laptop computer, protective case and accessories must be returned in good order at the time of termination.

### Breach

A breach of the Laptop Policy will be taken seriously and may result in disciplinary action. Examples of possible consequences include;

- Loss or restriction of access to digital technology
- Confiscation at lunch
- Formal disciplinary action for breach of the Student Behaviour Code
- Suspension

Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

### 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.*



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## Southern Cross Catholic College Student and Parent Laptop Computer Registration Form

I confirm that I have read and agree to abide by the *Student and Parent Laptop Computer Regulations*. I have also read and agree to abide by the *SCCC Digital Technology – Acceptable Use Guidelines*.

I confirm that I have received the following:

- Laptop Computer Model \_\_\_\_\_
- Power Supply and Cord \_\_\_\_\_
- Laptop Protective bag \_\_\_\_\_
- Other \_\_\_\_\_

Surname:		Laptop Serial No.:	
First Name:		College Asset ID:	
Student ID:			
Pastoral Class:			

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

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Parent Name**