introduction

Ballarat Clarendon College introduced a compulsory notebook program in 1995 for students in Years 5 to 9. The program was implemented as a platform to infuse technology into the curriculum.

policy

For students in Years 5 to 10 a notebook computer is compulsory.

For students in Years 5 to 9, notebook computers must be obtained through the school’s supplier through either rental, lease or outright purchase.

For students in Year 10, a notebook computer can be obtained through the school’s supplier or they can provide their own notebook computer providing the specifications meets the minimum requirements of the College ICT Department, including licensing and insurance provisions.

For students in Years 11 or 12 a notebook computer is not compulsory but is highly recommended. Notebook computers may be obtained through the school’s supplier by either rental, lease or outright purchase. Students can provide their own notebook computer providing the specification meets the minimum requirements of the College ICT Department, including licensing and insurance provisions.

Please note, students wishing to study VCE Accounting and/or VCE Information Technology must have a notebook computer or access to computer facilities at home.

A copy of the minimum configuration requirements for notebook computers and the specified conditions of the ICT Department is available from the Senior School office or the college website.

The College encourages the acquisition of notebook computers from the school supplier to ensure functionality within the school environment.

Full details of the notebook policy can be found on the Ballarat & Clarendon College website.
NOTEBOOK COMPUTER POLICY

1. Delivery

Notebooks obtained through the College will be delivered to students upon receipt of payment in full or the provision of a signed rental or lease agreement and evidence of a bank deduction authority.

Serial numbers and MAC addresses will be recorded.

A carry bag will be provided and included in the total cost.

All items must have NAME of student and HOUSE including items listed under Identification (section 19.2).

2. Software

2.1 Overview

Notebooks either purchased, rented or leased through the College will come with pre-installed software from Computelec. From time to time the College may add extra software for specific purposes and delete the same. The licences for this software require that it be removed from the notebooks at the completion of the relevant unit of work.

The notebook will be installed with an OEM version of Windows XP Pro.

The College has also purchased licences to allow a number of commercial packages to be loaded onto a specific number of notebooks. These licences remain the property of the College. The terms of the licences vary between products, but generally they are issued on the proviso that not less than 80% of the usage of the software is for College purposes. This software must be removed when the student ceases to attend the College. These licences do not include the provision of original discs or software manuals. Guidebooks on how to use the software are available for short-term loan from the Notebook Support Centre. Most packages also come with a comprehensive tutorial and on-line help.

The following software is provided with all new notebooks:

<table>
<thead>
<tr>
<th>Software – Years 5 to 12</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrobat Reader</td>
<td>Computerised textbook viewer</td>
</tr>
<tr>
<td>Crossword genius</td>
<td>Crossword maker</td>
</tr>
<tr>
<td>FX Graph</td>
<td>Mathematics</td>
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<tr>
<td>Geometers Sketch Pad</td>
<td>Mathematics</td>
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<tr>
<td>Inspiration</td>
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<tr>
<td>MicroWorlds</td>
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<tr>
<td>Musicianship Basics</td>
<td>Music</td>
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<tr>
<td>Netware software</td>
<td>Network</td>
</tr>
<tr>
<td>Office Professional 2003</td>
<td>Word processor, spreadsheet, database, desktop publisher and presentation tools</td>
</tr>
<tr>
<td>Schoolkit</td>
<td>All subjects</td>
</tr>
<tr>
<td>Mentals and Tables</td>
<td>Maths</td>
</tr>
<tr>
<td>Typing Tutor</td>
<td>Typing Tutor</td>
</tr>
<tr>
<td>Sophos Anti Virus</td>
<td>Virus Protection</td>
</tr>
<tr>
<td>Science Software</td>
<td>Various titles</td>
</tr>
<tr>
<td>JWP</td>
<td>Japanese</td>
</tr>
<tr>
<td>WinZip</td>
<td>File compression and decompression</td>
</tr>
</tbody>
</table>
Licensing costs for Office, MicroWorlds, Pinnacle Studio 8 and a one-year subscription to SchoolKit are itemised in the total package cost. The remainder of the licensing costs for software are included in the total package cost.

The school may add and remove software as required. The permission for any additional software must be sought from the Head of Information and Communications Technology. Our staff will remove unauthorised software. This also applies to any other device considered by the Head of Information and Communications Technology to come under this ruling.

2.2 General Configuration

The operating system has been configured to maximise performance and reliability when the notebook computer is attached to the school network. Students should not alter the configuration without the permission of the Head of Information and Communications Technology.

2.3 Windows Configuration

To optimise the performance of the notebooks and to conserve memory, some Windows features have been removed or switched off. The Head of Information and Communications Technology should approve any additional features.

2.4 Penalties for breaches of the above

If students are found to have breached any of the above rules, their notebook will be reinstalled at a cost to the parents of $50. A letter will be sent home informing parents a breach of the rules has occurred.

2.5 Procedures for reinstalling machine status

When the machines are reinstalled, the ‘My Documents’ folder is copied from the notebook to a backup area. The hard disk is then reformatted, all original software loaded and the data folder copied back. All other programs/files/applications will thus be lost. It is important that students save material into the correct area.

3. Supplier

The notebook selected for use at College in 2005 is the Toshiba Protégé A100 Education Notebook. The basic configuration is as follows:

Mobile Intel® Pentium® M 1.4GHz Processor, 40GB HDD, 256MB RAM, 12.1” XGA TFT, Built-in 10/100 Ethernet, V.90/K56flex Modem, Wireless Mini PCI card, DVD/CD-RW, Li-Ion Battery, 2.2KG, Touchpad, Toshiba TufaPak bag, Anti-theft Plate, 3 yr Warranty and Insurance, Windows XP Professional, Britannica Std Edition CD

The supplier of this machine is Computelec of Seaford, Melbourne. The Notebook Support Centre (NSC) has been established at College for minor repairs and the purchase of additional accessories. This Centre will be the initial point of contact if parents wish to communicate with the suppliers. Parents may order components such as additional RAM or a spare battery from this Centre.
4. Warranty

The new notebooks for 2004 are supplied with a 3-year manufacturers warranty covering parts and labour. Details of this are found in the handbook provided by Computelec.

Any machines in need of repair should be taken to the Notebook Support Centre. Minor repairs and adjustments will be conducted at school. More complex work will be sent to the Computelec workshop. Wherever possible, a loan machine will be made available by Computelec to students whose notebook will take longer than 48hrs to repair.

Toshiba notebooks purchased outside of the SNAP program after September 2003 and used within the College will not be covered under the Manufacturers limited express warranty supplied with the notebook.

Extract taken from the Toshiba Notebook Warranty

The notebooks used by students in the school environment are typically subjected to usage patterns and cycle above the design tolerances of notebooks intended for the general market.

Toshiba (Australia) Pty Ltd (Toshiba) only recommends notebooks designated as SNAP* models as suitable for student use.

Whilst the SNAP approved models are the most suitable for student use, Toshiba’s limited express warranty will not apply if the Notebook has been damaged due to operation outside the specified limits. These limits are defined in the documentation supplied with the SNAP program and is available on Toshiba’s Internet site.

GENERAL MARKET DISCLAIMER FOR NOTEBOOK USE IN THE SNAP ENVIRONMENT

The disclaimer below has been included in the Warranty documentation for the general market.

Toshiba Notebooks:
This product is designed for general business office or home use. Toshiba does not recommend this product for school student use and the Manufacturers limited express warranty supplied with this Notebook does not apply if such use is undertaken. Toshiba has specifically designated product for Education use, available under the SNAP program. Contact Toshiba on 13 30 70 for details on SNAP product.

* Note: SNAP= School Notebook Access Program

5. Insurance

5.1 Cover

The notebooks are supplied with insurance cover for 3 years.

The insurance policy covers both accidental and malicious loss or damage with a small number of exclusions. (See Computelec Document Package for more detail). An excess of $100 is applicable to any claims. Further details are contained in the handbook provided by Computelec.

In the event of a total loss of a computer, the insurance may replace the machine with a machine of equal specification and capacity. It is NOT a “new for old” policy.
5.2 Claims

If a machine is lost, stolen or damaged the College should be notified immediately by contacting the Head of Information and Communications Technology. The Head of Information and Communications Technology will provide a claim form with relevant details completed for the parent or guardian. The parent or guardian must sign the claim form; attach a cheque for the policy excess of $100 made payable to "Computelec" and post the form and cheque to Computelec.

6. Batteries

Notebooks must be brought to school each day in a fully charged condition. The battery should fully charge from low power condition in 1.5 – 2.5 hours. With appropriate power conservation settings and use of the "suspend" function, a fully charged battery should last for approximately 2 hours. Provision will be made available in class for connection of the AC adaptor to the mains power in cases where extensive use of the notebook during the day has caused batteries to become discharged. Provision will be made in the NSC for some notebooks to be recharged eg during lunchtime.

7. Classroom support

Given prior knowledge classroom support can be organised by the Head of Information and Communications Technology.

8. Student Access to the Notebook Support Centre (NSC)

The normal operating hours of the NSC are from 8.00am until 4.30pm at Sturt St and 8.00am until 11.00am at Mair Street.

At Sturt Street students may only visit the Centre before school, recess, lunchtime and after school. Students are not permitted to be in the NSC during class time or the break between periods, except with the written permission of the classroom teacher. Year 12 students are allowed access to the NSC during study periods.

Junior School students are allowed to drop off and pick up notebook computers at the discretion of their Classroom teacher.

9. Printing

Secondary School

Students print over the network to the high quality laser printer in the Library or Senior Computer Lab. Students will be charged 5 cents per printed page.

It will be the responsibility of the student to collect the work from the printer. The library staff will collect any work printed in class time at regular intervals, however the individual student must collect work at the earliest appropriate time and staff are unable to take responsibility for work that cannot be accounted for. There is a number of spare network points available within the library for students to access the network and print instantaneously.

Students may pay for their printing via the library staff. It is preferred that students pay in advance so that they have a bank of credit available before they print. If a student runs out of credit, the print job will stay in the print queue until the student has credit available.
Colour, laser and higher quality printing is available at the discretion of the staff at a higher cost.

**Junior School**
Students print to networked laser printers at the discretion of the staff. Students have a ream of paper charged on their booklist at the start of each year to cover printing costs.

10. **Bringing notebooks to class**

Unless specifically advised by their teacher, Head of House or Head of Information and Communications Technology, students must bring notebooks to all classes. Many classes will require the formal use of notebooks, whilst others will provide informal opportunities to use technology to complete tasks efficiently. It is imperative that the computer resource is available for use at the teacher's direction.

11. **Notebook left at home**

If students inadvertently leave their notebook computers at home they are to report to the Head of House or class teacher (Junior School). Where appropriate, they will be required to complete the day’s work by hand and then re-type it at home.

12. **Storage**

Students are expected to take their notebooks to all classes unless they have previously received advice that they are not required. The notebook should be placed in the student's locked locker whilst not being used. The notebook computer should then be taken home at the completion of the day’s activities.

Notebooks must not be left unattended in classrooms or in other places around the campus.

13. **Access to the school network**

Students may access the school Novell Network from their classrooms or the library when required.

14. **Floppy discs**

Students may purchase blank, pre-formatted, high density discs through the Bookroom or supply their own.

The 2005 SNAP Program model does not have a Floppy Disk Drive.

15. **Word processing Conventions**

The following conventions will be used by students for all word processed documents:

- two spaces after a full stop, colon, question mark or exclamation mark;
- one space after all other punctuation;
- body of text to be left aligned;
- a blank line to be placed between paragraphs;
- a footer containing the author's name, homeroom, filename, date and page numbers (if more than one page);
- Times New Roman, size 12 is the school’s default setting for fonts.
16. **File Management Conventions**

On delivery the notebooks are set up with a data storage area called My Documents that contains sub-directories for each subject a student is studying and sub-directories for private files and College related documents. Files created in any application should be stored in one of these sub-directories rather than in the application's directory. Each application supplied with the notebook on delivery has been set to look in My Documents. Additional DATA sub-directories may be added to My Documents by the student.

17. **Backup Procedures**

It is the student's responsibility to backup data on his/her computer. A backup procedure must be used by all students. A cycle involving a full backup once a week and regular incremental backups is recommended.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Lost files will not be accepted as an excuse for missing homework or late submission of assignments.

Only data files (files that have been created by the student) need to be backed up since the applications can be reinstalled from the original discs at school if a problem occurs. Instructions on how to use WinZip to backup the My Documents folder can be located on the student's laptop.

**Virus protection**

The notebook will be set up with the SOPHOS virus protection software. This package will scan the hard drive and floppy drives on boot up for known viruses. Students should scan for viruses daily.

Updates of the virus checker are available on the Network. Students should update their virus checker on a regular basis.

19. **Security**

19.1 **General**

*It is our opinion that a computer not stored in an appropriate manner may not be covered by the insurance policy.*

After consultation with police and staff we are asking that parents ensure that the following items are placed on all equipment associated with the computer:

19.2 **Identification**

All items must have NAME of student and HOUSE

- Key tag for bag
- Sticky label for computer
- Sticky label for charger
- Sticky label on charger cords
- Sticky label on blue network cable
- Sticky Label on network card (where appropriate)
19.3 **Lockers**

We urge parents to insist that the computer be brought home each night for charging / security during weekdays and on the weekend. It is not compulsory for students at the Junior School to bring home the computer each night. Further points to note:

- Students lockers must be locked at all times.
- Combinations should not be given to other students.
- Students must not share lockers.
- During after school sport computers must be stored in a locked locker or staff supervised office.

20. **School Policy**

20.1 **Unattended Computer**

In the first instance the Head of Information and Communications Technology is handed the unattended machine. The student is notified and a breach of security letter is sent home to parents. A copy of this letter is forwarded to the respective Head of House. A similar process applies in the Junior School, except that the machine is handed to the Deputy Head of the Junior School.

If a student has left the computer unattended on more than one occasion then a meeting with the Head of House will be arranged and a further note sent home (or parents will be asked to meet with the Head of House / School).

A more severe penalty will be discussed with Head of School / Head of Information and Communications Technology if a student has left the computer unattended on more than two occasions.

20.2 **Lost Note Book Computers**

The procedure for reporting a lost notebook is as follows:

- Student reports the loss of computer to a staff member.
- The student is asked to see Head of Information and Communications Technology
- A search is undertaken.
- Parents are contacted.
  - Parents should report the loss to the police and get a Police Report.
  - Staff and students are informed.
  - If the machine is not found within five days it will be declared missing.
  - An insurance claim is made. Parents incur an excess fee.

20.3 **Games / Inappropriate Material**

The school recognises that games are played on student machines. However, no games are to be played on student or school computers between 8.30pm and 3.30pm. After the first warning the student should be given a Friday detention. It is inappropriate that games be played during any academic time at school.
The following rules apply:

At no time are games allowed to be played across the Network. Playing of games across the Network will result in loss of rights to Network facilities.

If a student is found playing games between 8.30am and 3.30pm he/she will be given a detention by Head of School, and the Head of House will be contacted. The machine will be reconfigured. A charge will apply.

If games / changing icons have been found to alter the standard settings of the computer, the computer will be reconfigured. A charge will apply. This includes the installation of screen savers other than those provided, icons, pointers and other software.

It is inappropriate (against Copyright Laws) for students to copy material that is under licence. If a student is found to be participating in such activities then the material will be confiscated and parents contacted.

20.4 Parent Advice

Screen Savers, Mouse Pointers, Icons

Many students have executable screen savers, non-standard icons / pointers and passwords other than the network login screen on their computers.

Executable screen savers and non-standard icons / pointers lower the performance and ability of your child to operate the computer. We recommend that these items be removed, as they are responsible for much of the supposed break down of machines.

No machines should have password protection as this stops repairs and updates being effectively made by the Technical Support team. If your child does not know how to remove the password the Technical Support team will be willing to assist.

20.5 Assignments and Work Related Tasks

Junior School
It is expected that wherever possible the notebook computer will be used to help produce and develop assignment and class work.

Middle School
Where appropriate, it is compulsory at the Middle School to produce all assignments and work requirements on the notebook computer.

Senior School
Where appropriate, it is compulsory for students at Years 9 and 10 to produce all assignments and work requirements on the notebook computer.


21.1 Overview

The following guidelines are intended to help students use the on-line services in a way which is acceptable both to the school and to their parents. Ballarat & Clarendon College includes the following in its definition of on-line services: the Internet, Intranet, e-mail, Newsgroups, Internet Relay Chat or school network related material.
Ballarat & Clarendon College is committed to the provision of high quality, relevant educational experiences for all its students. Information and Communications Technology has resulted in a major change in the way in which information is stored, retrieved and used in education. Students who have the knowledge and expertise to efficiently access, retrieve, evaluate and use information via on-line services will have an advantage in the ‘information age’. Vast amounts of information can be shared almost immediately and the networking facilities allow for valuable and meaningful dialogue between students and teachers around the world. The multi-media capacity provides stimulus and enjoyment.

The Internet (the most commonly used on-line facility) is an enormous and still expanding computer network, which contains a great deal of information that can be useful to students in their studies. There is no easy way of guaranteeing the accuracy of this information. The Internet also contains information which is abusive, dismissive of human rights, pornographic or in other ways undesirable. Ballarat & Clarendon College recognises that the Internet can be a powerful educational tool and therefore encourages students to use it.

Students should be aware that any computer on the school network can be monitored by the network administrators. Students should conduct themselves so that they do not feel uncomfortable with the possibility of such monitoring.

21.2 Students with a work related task always have priority over casual users of school equipment.

21.3 Protocols
Students should not:
- Give personal contact information to anyone on the Internet.
- Agree to meet anyone they have met on-line.
- Post or send personal information about other people.
- Attempt to gain access to any computer system other than by the use of legitimate access procedures.
- Print unnecessarily.

21.4 Plagiarism
Students are encouraged to seek guidance from teaching staff about the most appropriate use of material from the Internet.

Students should be aware of the increasing problem of plagiarism (the unacknowledged use of the work of others). Plagiarism is an offence both in morality and in law. It is legitimate to use the work of others provided it is clearly acknowledged. Students preparing documents for assessment should be particularly careful to understand the implications of handing in the work of others as their own.

Please check the Library Homepage for the Ballarat & Clarendon College Reference and Bibliographic format.

21.5 Guidelines for student use of on-line services

No student shall actively access, search for or send offensive, pornographic, subversive or dangerous material at any time from any workstation or his/her notebook computer throughout the school.
Secondary students may only use on-line services for educational purposes during class time.

Secondary students may use the on-line services for limited recreational purposes before and after school and at lunchtime: however, students wishing to use the on-line services for educational purposes have priority at all times.

Junior School students using on-line services must be supervised at all times.

Individual students may access the Libraries’ terminals for a reasonable amount of time as determined by the library staff or supervising teacher.

Any student caught by a staff member accessing or sending inappropriate material on-line, shall face the consequences outlined below.

On-line services must not be used for playing, transferring or downloading games.

21.6 Consequences for non-compliance (Refer to Acceptable On-line Service Usage in Library)

- The student shall be banned from using on-line services for two weeks for the first offence.
- The student shall be banned from using on-line services for a term for the second offence.
- The student shall be banned from using on-line services for a semester for the third offence.
- After each offence the student’s parents shall be informed in writing of the incident and the consequences.
- Excessive use of on-line services shall result in a charge being levied (as determined by the Systems Manager or Head of ICT).

22. Copyright

All students and teachers must be aware of the Copyright laws in regard to print and non-print resources. Please keep this sheet in your Notebook Computer case and check with the teacher librarian if you have questions about Copyright.

This document is also on the library homepage:

Go to: Help for Staff and Students http://www2.clarendon.vic.edu.au/lib/index.htm

ATTACHMENT ‘A’

PRESCRIBED FORM OF NOTICE FOR SECTIONS 39A AND 104B OF THE COPYRIGHT ACT 1968,
IN RELATION TO THE REPRODUCTION OF WORKS AND THE COPYING OF PUBLISHED EDITIONS
COMMONWEALTH OF AUSTRALIA
Copyright Regulations 1969
WARNING

Copyright owners are entitled to take legal action against persons who infringe their copyright. A reproduction of material that is protected by copyright may be a copyright infringement. Certain dealings with copyright will not constitute an infringement, including:
- A reproduction that is a fair dealing under the Copyright Act 1968 (the Act), including a fair dealing for the purposes of research or study; or
- A reproduction that is authorised by the copyright owner.
It is a fair dealing to make a reproduction for the purposes of research or study, of one or more articles on the same subject in a periodical publication, or, in the case of any other work, of a reasonable portion of a work.

PRINT: In the case of a published work in hardcopy form that is not less than 10 pages and is not an artistic work, 10% of the number of pages, or one chapter, is a reasonable portion.

NON-PRINT: In the case of a published work in electronic form only, a reasonable portion is not more than, in the aggregate, 10% of the number of words in the work.

More extensive reproduction may constitute fair dealing. To determine whether it does, it is necessary to have regard to the criteria set out in subsection 40 (2) of the Act.

A court may impose penalties and award damages in relation to offences and infringements relating to copyright material.

Higher penalties may apply, and higher damages may be awarded, for offences and infringements involving the conversion of material into digital or electronic form.
## 23. Who to contact

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<thead>
<tr>
<th>Position</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Information and Communications Technology</td>
<td>Andrew Stewart Oversees all matters to do with Information and Communications Technology at Ballarat &amp; Clarendon College. Teacher</td>
</tr>
<tr>
<td>Network Manager</td>
<td>Andrew James Is responsible for the running and design of the Novell network across both campuses. Teacher</td>
</tr>
<tr>
<td>Internet / Intranet Manager</td>
<td>Andrew James Oversees the development of Internet and Intranet. Teacher</td>
</tr>
<tr>
<td>Head of Information Resources</td>
<td>Heather Jackson Oversees the function of the Library facilities and information literacy. Teacher</td>
</tr>
<tr>
<td>Deputy Head Junior School - Information and Communications Technology</td>
<td>Colin Esdale Coordinates Information and Communications Technology at the Junior School in conjunction with Head of Information and Communications Technology. Teacher</td>
</tr>
<tr>
<td>Help Desk and Technical Support</td>
<td>Ian Peele Student’s first port of call for all computer issues not related to the notebook. Situated western wall, just south of staffroom. Administration Staff</td>
</tr>
<tr>
<td>Notebook Technician (Senior School) – NSC</td>
<td>Alan Davis Technical support for the Notebook Program and situated in the Notebook Support Centre at the Senior School. Administration Staff</td>
</tr>
<tr>
<td>Notebook Technician (Junior / Senior School) NSC</td>
<td>Eric Keable Technical support for the Notebook Program and situated in the Notebook Support Centre at the Junior School (morning) and Senior School (afternoons) – Administration Staff</td>
</tr>
</tbody>
</table>

**Curriculum / General Issues**

For curriculum related issues please make contact with either Colin Esdale (Junior School) or Andrew Stewart (Senior School). If they are unavailable please feel free to contact Andrew James.

Please feel free to contact Andrew Stewart if you wish to clarify or discuss any issues to do with Information and Communications Technology.

**Technical Support - Notebooks**

Enquires regarding maintenance of notebook computers should be made to Alan Davis, Eric Keable or Ian Peele (Warranty work)*.