

notebook computer protocol

introduction

Ballarat Clarendon College has a compulsory notebook program for students in Years 7 to 9. The program is a platform to enrich the curriculum through the use of technology and supports our strategy for learning. This Notebook Computer Protocol details all of the technical, financial, usage rules, warranty and insurance information related to the program. It should be read in conjunction with the Student Electronic Communication Policy, which outlines the expectations in terms of appropriate behaviour and use of technology.

Students in Years 7 to 9 are required to have a school-managed or school-owned computer through the Ballarat Clarendon College program. Students in Years 10 to 12 wanting to connect a computer to Clarendon's network at school may purchase one through Clarendon's program or bring their own Microsoft Windows device to be school-managed. From 2028, all notebooks for Year 7 to Year 9 students will be school-owned.

School-managed devices will attract no levy but are managed by the school and students do not have administrator rights. A school-owned laptop is purchased by the school on your behalf. You pay a levy of ~\$150 each term for three years. At the end of that three-year period, you own the laptop, and you keep the device. Please note the cost of the levy may change from year-to-year when beginning a new three-year lease according to the models, supplier and brand available at the time of purchase/lease.

It is advised that students wishing to study VCE Accounting and/or VCE Information Technology should have a notebook computer or access to computer facilities at home to support their learning.

delivery

Notebooks obtained through Clarendon for students within the school-owned program will be delivered to students upon receipt of payment of the levy. The delivery day is usually prior to Term 1 commencement.

hardware and software

Hardware Overview

Notebooks chosen for student use at Clarendon are selected on the basis of performance, reliability, warranty and insurance. Full specifications can be requested from the Notebook Support Centre.

Software Overview

Notebooks will come with pre-installed software. From time-to-time Clarendon may add extra software for specific purposes and delete the same. The licences for this software require that it be removed from the notebook at the completion of the relevant unit of work.

The notebook will be installed with the latest original equipment manufacturer (OEM) version of Microsoft Windows.

Clarendon 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 Clarendon. 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 Clarendon purposes. Software other than Microsoft Windows Pro and Microsoft Office Suite must be removed when the student ceases to attend Clarendon. 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 school may add and remove software as required. Our staff will remove unauthorised software. The Notebook Support Centre can provide a full listing of installed software at request or the list of general software programs can be viewed [here](#) on Hub.

Clarendon will, through authorised personnel, monitor any and all aspects of its computer system and users' devices including, but not limited to, monitoring any internet sites visited or accessed by users, monitoring social media, chat groups and news groups, reviewing material downloaded or uploaded by users and reviewing email messages sent and received. Subject to any applicable telecommunications and privacy laws, users waive any rights to privacy which they may have in respect of anything which they create, store, send, or receive on or through the Clarendon computer system or within Clarendon grounds.

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.

Penalties for Breaches of the Above

If students are found to have breached any of the above rules, their notebook will be reinstalled and costs associated may be on-charged. Parents will be contacted if a breach of the rules has occurred.

warranty

New notebooks are supplied with a three-year manufacturer's warranty covering parts and labour, all warranty repairs are completed by the Notebook Support Centre staff.

insurance

The notebooks are supplied with insurance cover for three years. An excess of up to \$100 may be applicable to any claim. 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. Insurance does not cover theft.

student access to the notebook support center

The normal operating hours of the Notebook Support Centre are from 8am until 4:30pm at the Sturt Street campus.

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

backup procedures

It is the student's responsibility to back up data. A backup procedure must be used by all students. A cycle involving a full back up 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 at school if a problem occurs.

security

After consultation with police, it has been recommended that parents ensure the following security identification items are placed on all equipment:

- key tag for bag;
- sticky label for charger; and
- sticky label on charger cords.

Students, in order to protect their insurance and warranty, must act responsibly when storing computers. Each student is given a locker with a unique combination code and must always ensure the computer is stored in a locked locker when not in use during school days.

If a lost computer is handed to the Notebook Support Centre, the student will be notified, and a breach of security letter may be sent home.

If a student has left the computer unattended on more than one occasion, then a meeting with the Head of School, Year Level Coordinator or House Teacher may be arranged between the parent and the student.

The procedure for reporting a lost notebook is as follows:

- Student reports the loss of computer to the Notebook Support Centre or their school office (Middle or Senior School Office).
- Parents are contacted.
- Parents should report the loss to the police and get a Police Report if the loss is suspected or due to theft.
- Staff and students are informed.

Supporting Documentation:

Student Electronic Communication Policy
Copyright Policy
Privacy Policy
Respectful Behaviour Policy
Communication Policy



Owner: ICT Manager & Head of ICT	Approved: Principal	Notebook Computer Protocol
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