

# notebook computer protocol

## Introduction

Ballarat Clarendon College has introduced a compulsory notebook program for students in Years 5 to 9. The program was implemented as a platform to enrich the curriculum through the use of technology.

This notebook computer protocol details all of the technical, financial, usage rules, warranty and insurance information related to the program.

## Delivery

Notebooks obtained through Clarendon 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. 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 notebooks 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. 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 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.

## **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 at a cost to the parents of \$50. A letter will be sent home informing parents 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 \$100 is 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.

## **Student Access to the Notebook Support Centre**

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 written 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 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.

## Security

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

- 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)

Students, in order to protect their insurance and warranty, must act responsibly when storing computers. Each day student is given a locker with a unique combination code and must always ensure the computer is stored in a locked locker.

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

If a student has left the computer unattended on more than one occasion then a meeting with the House Coordinator or Learning Mentor 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.
- Parents are contacted.
- Parents should report the loss to the police and get a Police Report.
- Staff and students are informed.

## Acceptable behavior and appropriate use of notebook computers

Every machine has unique serial numbers and these are recorded and can be used to track the machine if inappropriate use is suspected or discovered.

The following rules are intended to help students use the on-line services in a way which is acceptable both to the school and to their parents. Clarendon includes the following in its definition of on-line services: the Internet, Intranet, e-mail, Newsgroups, Internet Relay Chat or school network related material.

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.

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
- Play games during class time.

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.

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

Any student caught by a staff member accessing or sending inappropriate material on-line, shall face disciplinary action and in some cases referral to the police.

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

All students and teachers must be aware of the Copyright laws in regard to print and non-print resources, as detailed in the Copyright Policy.

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<b>Supporting Documentation:</b>	Communication Policy Copyright Policy
<b>Document Owner:</b>	Head of ICT & ICT Manager
<b>Document Approved by:</b>	Principal
<b>Document created:</b>	October 1994
<b>This version effective:</b>	July 2012
<b>Next review date:</b>	July 2014