

# notebook computer protocol

## introduction

Ballarat Clarendon College has a compulsory notebook program for students in Years 5 to 8. The program is 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. 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.

For students in Years 5 to 8, notebook computers must be obtained through the school's supplier through either lease or outright purchase.

For students in Years 9 to 12 a notebook computer can be obtained through the school's supplier by either lease or outright purchase. Students can provide their own notebook computer providing the specifications meet the minimum requirements of the College ICT Department, including licensing and insurance provisions.

Please note that 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 Notebook Support Centre.

## 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.



Owner:- Head of ICT & ICT Manager	Approved:- Principal	Notebook Computer Protocol	
Date Created:- 1 Oct 1994	Last Review:- 14 Feb 2019	Next review:- 1 Aug 2021	Page <b>1</b> of <b>3</b>

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.

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 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 \$150 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.



Owner:- Head of ICT & ICT Manager	Approved:- Principal	Notebook Computer Protocol	
Date Created:- 1 Oct 1994	Last Review:- 14 Feb 2019	Next review:- 1 Aug 2021	Page <b>2</b> of <b>3</b>

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 charger
- 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.

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.

---

**Supporting Documentation:** Student Electronic Communication Policy  
Copyright Policy  
Privacy Policy  
Respectful Behaviour Policy  
Communication Policy



Owner:- Head of ICT & ICT Manager	Approved:- Principal	Notebook Computer Protocol	
Date Created:- 1 Oct 1994	Last Review:- 14 Feb 2019	Next review:- 1 Aug 2021	Page <b>3</b> of <b>3</b>