TABLE OF CONTENTS

1. Educational Opportunities of a 1 : 1 Notebook Program ........................................ 2
2. Overview of Student and Parent Responsibilities ......................................................... 3
3. Acceptable use of ICT resources - Policy .................................................................... 4
4. Acceptable Use Agreement – Form ............................................................................ 7
5. Student & Parent Notebook Computer Guidelines ................................................... 8
6. Student & Parent Notebook Computer Guidelines - Form ....................................... 10
1. EDUCATIONAL OPPORTUNITIES OF A 1 TO 1 NOTEBOOK PROGRAM

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. This sort of anytime, anywhere learning supported by access to portable technologies (eg laptops)

The Marymount College approach is developed out of the following emerging issues related to the National Secondary School Computer Fund (NSSCF) program and implications for contemporary learning and teaching in all schools in Brisbane Catholic Education.

Learning and Teaching:

- Learners and teachers create contemporary learning environments and quality learning outcomes as they shape and enrich their own and others’ worlds.
- Contemporary learning is personalised and provides anytime, anywhere access for students to portable technologies.
- Teachers’ access to the Australian Curriculum and supporting professional resources will be delivered online.
- Marymount College is establishing access to teacher and student online learning and teaching environments and content.

This is underpinned by the following assumptions:

- The world of students within and beyond the school is connected by the use of contemporary information processing, communication and collaboration tools.
- Teachers engage in continuous learning to enhance their professional practice and the practices of their students.
- School and organisation leaders create the conditions that enable the vision to be realised.
- Parents are empowered to become actively involved in their child’s education by accessing online communication, learning, reporting and monitoring systems.
- Planning and resourcing is future focused and flexibly delivered within the learning context of the school.
- Accountability and improvement are reviewed through the School Cyclical Review process, particularly in relation to Priorities 2 & 6 in the BCE Strategic Renewal Framework.

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21st century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities.”

MCEETYA – Contemporary Learning: Learning in an Online World (2005)

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2. OVERVIEW OF STUDENT AND PARENT RESPONSIBILITIES

“Learning will not take place only inside schools and colleges, but in communities, workplaces and families. The shift to thinking about learning beyond the classroom requires a shift in our thinking about the fundamental organizational unit of education...from the school, an institution where learning is organized, defined and contained...

...to the learner, an intelligent agent with the potential to learn from any and all of her encounters with the world around her.”

Tom Bentley, DEMOS

Students and parents will be responsible for the overall care of the notebook computer. Students will have full local administrator rights to the notebook computer and will be responsible for its ongoing maintenance including re-imaging. Students will be assisted to become competent users and maintainers of their assigned notebook computer.

A protective cover and bag will be supplied. Students will be required to carry the notebook computer within the bag at all times. In the interest of student safety, notebook computers should not be used in a public place. The notebook is to be treated with care and stored in the protective bag supplied when not in use. The College will implement regular hardware, software and data inspections as required. Students will be subject to the terms of the Acceptable Use of ICT Resources - Policy if there is any evidence of misuse or inappropriate usage.

Students will be supplied with a means of backing up their data. All students will be responsible for the regular backup of their data via the means recommended by the College.

All notebooks will include all necessary software to assist the learning of the student. Students will not be permitted to install any other applications without the permission of the College or delete any of these applications or any of the existing folders, however, they are permitted to add additional folders to assist with organising their work. Students will also be able to install additional home-based printers, scanners and other peripheral devices if they wish.

The notebook is a tool to assist learning and should not be used for any other purpose. Students must be aware of and abide by the Acceptable Use of ICT Resources - Policy (see section 3). Failure to abide by the user agreement could result in consequences as outlined in the College’s Student Behaviour Support Policy, or in the event of damage, a financial cost to the parent (refer to Section 4 - Student and Parent Notebook Computer Guidelines).

Notebook computers will be recharged at home each night ready for the next school day. The notebook can be connected to the student’s home internet at the parent’s discretion. Parents are encouraged to supervise proper usage of notebooks at home, especially whilst students are using the internet.
3. ACCEPTABLE USE OF ICT RESOURCES - POLICY

Acceptable Use of Information & Communications Technology Resources

Information & Communication Technology (ICT) has become of critical importance to schools in facilitating and supporting learning, teaching and other administrative activities for teachers, students, parents and administrators.

Marymount College has established significant computing and communication resources to support these activities. These resources include:

- All network services, computer equipment and software, owned, leased or used under license by Brisbane Catholic Education Centre & Marymount College;
- Computer facilities maintained by other bodies but available for use through an agreement or agreements with Brisbane Catholic Education.

Marymount College is bound by legislation and good stewardship of resources to ensure the appropriate use of its ICT.

ICT resources are supplied in line with the following principles:

- access to ICT is provided subject to need and availability of resources;
- privacy, confidentiality and respect of the personal rights of others is maintained;
- the importance of the cost-efficient use of the ICT is recognised;
- users engage in ethical, legal and responsible use of ICT.

The Conditions of Use of Marymount College ICT Resources has been developed to inform users of their rights, responsibilities and obligations when using ICT resources, consistent with Brisbane Catholic Education’s and Marymount College’s requirements that all such resources are used in an ethical, legal and responsible manner.
i. By accessing and using the ICT resources provided by Marymount College, you are agreeing to abide by this Conditions of Use of ICT Resources statement.

ii. These conditions apply to all Marymount College ICT resources, regardless of how they are accessed. This includes access at all installed computers and devices, whether wired or wireless, or remote access over the internet.

iii. Only devices issued or authorised by Marymount College will be permitted to connect to the College network, via wired or wireless connection. Authorisation must be granted by a member of the College Administration team, i.e. Principal, Deputy Principal or Assistant Principal. This includes all student personal computers and devices.

Ethical, Legal and Responsible Use of ICT Resources

iv. Marymount College requires all users of its ICT resources to do so in an ethical, legal and responsible manner.

v. Users of Marymount College ICT resources must be aware that use of these resources is subject to the full range of laws that apply to the internet, communications and to the use of computers, and Marymount College policies. Such law and principles includes users' obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws.

vi. Marymount College's ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using Marymount College ICT resources must comply with the terms of any licence agreed to for the use of software programs and other online resources.

Copyright and Intellectual Property Rights

vii. Users must not, through the use of Marymount College ICT resources, copy, download, store or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, videos or any other form of media.

viii. Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on our educational institution and community as a whole. This is particularly relevant where users post or submit material in a way that makes it publicly available over the internet.

Security and Privacy

ix. Users have a role to play in ensuring the security and privacy of information transmitted by use of the ICT resources. Users are issued with unique usernames and passwords, which should be kept strictly confidential at all times.

x. Users must protect systems, information and accounts by:
   • Choosing a secure password which is changed regularly (a secure password is one that is difficult to guess, for example, containing a combination of letter and numbers and not simply a name or date of birth)
• Using access to ICT resources only as authorised;
• Respecting the privacy and confidentiality of information that they may come across through access to the resources;
• Only downloading, installing or using authorised software;
• Reporting any breach or prospective breach of network security to the appropriate personnel or the ICT Services Help Desk;

xi. Unacceptable conduct by users which could result in a breach of security or privacy includes:
• Disclosing your username and password details to another person;
• Disclosing other private or confidential information to unauthorised persons;
• Gaining unauthorised access to any systems by any means;
• Using Marymount College ICT resources to attack or compromise another system or network;
• Downloading, installing or using unauthorised software programs;
• Deliberately installing computer viruses or other malicious programs;
• Accessing or intercepting others’ electronic communications without permission.

xii. Users should not, as a general rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues (for example, by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside Marymount College's control to prevent such instances from occurring.

xiii. Users are reminded that email should not be used to send sensitive and confidential information.

xiv. Users must, however, be aware that the operation and maintenance of ICT systems often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. Marymount College may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of ICT resources is required.

Additional Conditions Relating to Specific Resources

xv. The uses of the following resources are subject to additional conditions of use, which must be read in conjunction with this document:
• Appendix 1 - Additional Conditions Relating to Email
• Appendix 2 - Additional Conditions Relating to Web Publishing Tools
• Appendix 3 - Additional Conditions Relating to the World Wide Web
• Appendix 4 - Cybersafety -
  • www.education.qld.gov.au/actsmartbesafe
  • www.netalert.gov.au
  • www.cybersmart.gov.au
  • www.thinkuknow.org.au

Breaches of these Conditions of Use

xvi. The breach of these Conditions of Use will be taken seriously and consequences will be as outlined in the Student Behaviour Support Policy and can include reduced access to the College computer network and suspension from the College computer network.

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

ICT Resources Access Consent Form - Students

This Consent Form must be signed and returned prior to students being granted access to the internet and other information and communication technology resources.

Parents/guardians are encouraged to review and discuss the contents of the Acceptable Use of Information & Communications Technology Resources statement with the student and answer any questions that they may have.

By signing this Consent Form, both parents/guardians and students are agreeing to the terms of access as set out in the Acceptable Use of Information & Communications Technology Resources statement and acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary steps may result. Any queries in relation to this material should be directed to a member of the College Administration Team, i.e. Principal, Deputy Principal or Assistant Principal.

User Acceptance

I, the student named below hereby agree to comply with all requirements as set out in the Acceptable Use of Information & Communications Technology Resources statement and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and Marymount College network.

NAME: _______________________

PASTORAL CLASS: _____________

SIGNATURE: ___________________

DATE: _________________

Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for the student named above to access the various information and communication technology resources (including email and the internet).

I understand that access is granted to students subject to the restrictions contained in the Acceptable Use of Information & Communications Technology Resources statement and that if breached, appropriate consequences may follow.

I acknowledge that some material available on the internet may be objectionable and that in addition to the Acceptable Use of Information & Communications Technology Resources statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the internet.

NAME: _______________________

DATE: _________________

SIGNATURE: ___________________
5. STUDENT & PARENT NOTEBOOK COMPUTER GUIDELINES

MARYMOUNT COLLEGE

Student and Parent Notebook Computer Guidelines

1. Education Purposes
   a. Students are to use their notebook computer for educational purposes.
   b. The notebook computer comes pre-installed with all the necessary software for student use. Only College authorised software is to be stored on the notebook computer.
   c. Non educational software or data should be stored on a student’s private home computer.
   d. The College reserves the right to carry out software, hardware and data inspections of notebook computers at anytime.

2. Student Responsibilities
   a. The notebook computers are covered by insurance, however each student is responsible for keeping their notebook computer secure.
   b. Notebooks are to be kept clean and free from graffiti. The student may use an identifying name label that can be removed if returned.
   c. It is the student’s responsibility to charge their notebook computer at home each evening. A limited number charging facilities will be available at the College.
   d. Students are not to remove any College identification labels from their notebook computer.
   e. While travelling to and from school notebook computers are to be carried in the protective bag and placed in school bags.
   f. Notebook computers can only be used at lunchtime and recess in the Resource Centre for educational purposes and as per the Library Resource Centre guidelines.
   g. Notebook computers must be kept in the student’s locker, when not in use, at lunchtime and recess.
   h. Notebook computers are not to be kept in lockers overnight but must be taken home every afternoon.
   i. The software loaded on the notebook computers is licensed to the College. Students are not permitted to copy, transfer or delete software.

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 a condition that will enable it to be usable for any educational purpose.
   d. Comply with the policy of the school in relation to the return/transfer of the device in the event of the student leaving the school prior to the end of Year 12. (see section 9).

4. Data Backup and Software Upgrading
   e. Students are responsible for the backup of all data as recommended by the College.
   f. Students are responsible to ensure that all software is kept up to date. (eg. Operating System and installed Virus Software).
5. Technical Support
   a. Students will be given full local administrator rights of their notebook computer.
   b. Students will be assisted in maintaining their notebook computer.
   c. In the event of a software malfunction students may contact the College ICT Department for assistance or the appropriate resources as provided by the College, i.e. Apple Care Protection Plan. Version 1.0.

5. Use of the College Wireless Network and Internet Access
   a. The use of the College Wireless Network and all associated infrastructure are available for educational use with student notebook computers.
   b. The internet is only to be accessed through the College Wireless Network.
   c. The downloading of large files is not permitted due to bandwidth restrictions.
   d. Students are not to remove the virus software provided and replace it with another type of virus software.
   e. Specific network settings are not to be removed or altered as this could affect the notebook computers ability to connect to the College Wireless Network.

6. Loss, Theft and Repairs
   a. All instances of loss, damage or theft must be reported to the Deputy Principal or Assistant Principal – Pastoral Care, as soon as possible. In the event of theft it must also be reported to the Police and a police report obtained.
   b. All instances of loss, damage or theft are the responsibility of the student. The cost of repairs and replacement could be up to $1,100, depending on the circumstances, or as per the insurance policy.
   c. Student notebook computers are covered by a four year warranty. This warranty does not cover malicious damage, loss or theft.

7. Assessment and Homework
   a. Students are encouraged to use their notebook computer for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.

8. Classroom Usage
   a. Student notebook computers are to be brought to school each day, however the classroom teacher will manage the use of the notebook computers in the classroom.
   b. No student is to take out or use a notebook computer without the permission of the classroom teacher.
   c. *When in use, the notebook should be placed on a table or desk, not on laps. The notebook should not be carried around whilst the screen is open.*

9. Ownership
   a. Students have use of the notebook computer whilst they are enrolled at the College. When leaving the College, students are to return the notebook computer and accessories in good order.
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Student and Parent Notebook Computer Registration Form

1. I confirm that I have read, understood and agree to abide by the Student and Parent ICT Acceptable Use Policy in the College Diary and the attached Student and Parent Notebook Computer Guidelines.

2. I understand that the assigned Student Notebook Computer username and password are confidential and I will not allow my password to be disclosed to others.

3. I understand that the notebook was tested before I took possession of it and was in full operational order with respect to both hardware and software.

4. I will not leave my notebook computer logged-on when it is not under my direct supervision.

5. The following will be supplied:
   - MacBook
   - Power Supply and Cord
   - Notebook/Bag
   - Documentation (including System DVD) and Manuals

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Student Signature  Parent Signature  Date