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# Student MacBook Computer Program

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## Policy and Guidelines Booklet

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## Acceptable Use of Information & Communications

### Technology Resources

#### Rationale

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 & the 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.

#### Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

## Conditions of Use of Marymount College ICT Resources

- i. By accessing and using the ICT resources provided by Marymount College, you are agreeing to abide by this Acceptable Use of ICT Resources policy.
- 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 to use personal devices may 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 technical 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.

#### **Breaches of these Conditions of Use**

- xv. 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.
  
- xvi. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

## **2. STUDENT & PARENT MACBOOK COMPUTER GUIDELINES**



# Marymount College

## Student and Parent MacBook Computer Guidelines

### 1. Education Purposes

- a. Students are to use their MacBook computer for educational purposes.
- b. The MacBook computer comes pre-installed with all the necessary software for student use. Only appropriately licensed software is to be stored on the MacBook computer.
- c. Non educational software **or data** should be installed on a student's private home computer
- d. The College reserves the right to carry out software, hardware and data inspections of MacBook computers at any time.

### 2. Student Responsibilities

- a. The MacBook computers are covered by insurance; however each student is responsible for keeping their MacBook computer secure.
- b. MacBook's are to be kept clean and free from graffiti and stickers. The student may use an identifying name label that can be removed when returned.
- c. It is the student's responsibility to charge their MacBook computer at home each evening.
- d. Students are not to remove any identification labels from their MacBook computer.
- e. While travelling to and from school, MacBook computers are to be carried in the protective bag and placed in school bags.
- f. MacBook computers can only be used at lunchtime and recess in the Resource Centre for educational purposes and as per the Library Resource Centre's guidelines.
- g. MacBook computers must be kept in the student's locker, when not in use, at recess and lunchtime.
- h. MacBook computers are not to be kept in lockers overnight but must be taken home every afternoon.
- i. The software loaded on the MacBook 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 10).

### 4. Data Backup and Software Upgrading

- a. Students are responsible for the backup of all data as recommended by the College.
- b. 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 MacBook computer.

- b. Students will be assisted in maintaining their MacBook computer.
- c. In the event of a software malfunction students may contact the College ICT Department for assistance.

#### **6. 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 MacBook 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 MacBook computers ability to connect to the College Wireless Network.

#### **7. Loss, Theft and Repairs**

- a. All instances of loss, damage or theft must be reported to the Assistant Principal – Junior Curriculum or Assistant principal – Senior Curriculum on the next school day. In the event of theft it must also be reported to police and a police report obtained.
- b. All instances of loss, damage or theft are the responsibility of the student. The cost of repairs will incur a \$320.00 excess payment which is payable by the student’s family. Depending on the circumstances, the cost of repair or replacement could be up to a limit of a replacement MacBook.
- c. Student MacBook computers are covered by a three year warranty. This warranty does not cover malicious damage, loss or theft.

#### **8. Assessment and Homework**

- a. Students are encouraged to use their MacBook 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.

#### **9. Classroom Usage**

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

#### **10. Ownership**

- a. Students have use of the MacBook computer whilst they are enrolled at the College. When leaving the College, students are to return the MacBook computer and accessories in good order.



**Marymount College**  
**Student MacBook Damage Report**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Serial/I.D. No. \_\_\_\_\_ Year Level: \_\_\_\_\_  
 Report Type: Fault/ Damage / Loss Theft

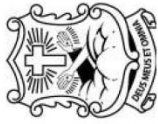
Component	Damage Reported (tick)	Possible Cost of Replacement
MacBook Air - Year 8 2GB		\$1,099
MacBook Air - Year 8 4GB		\$1,242
MacBook Air - Year 9		\$1,352
MacBook Pro		\$1,400
MacBook White		\$1,100
Screen		\$1,000.00 +
Keyboard		\$550
Hard Cover - Year 8 – 10		\$40
- Year 11 – 12		\$55
Case / Bag		\$45
Charger		\$95

Other issues which will incur a cost:

- Writing or deliberate scratching on surface of any component.
- Damage to USB ports or external connection ports.
- Damage to or cracking of MacBook casing.

**NB: Minimum parent contribution for damage is \$320.00 when the costs incurred exceed this amount. Maximum contribution is limited to cost of replacement.**

Details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**Marymount College**  
**Student MacBook**  
**Acknowledgement of Receipt**

Date: \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_  
 Serial/I.D. No. \_\_\_\_\_

Component	Initial On Receipt	Date Received	Possible Cost of Replacement
MacBook Air - 2 GB Ram - 64 GB Storage			\$1,099
MacBook Air - 4 GB Ram - 64 GB Storage			\$1,242
MacBook Air - 4 GB Ram - 128 GB Storage			\$1,352
MacBook Pro - 4 GB Ram - 500 GB Storage			\$1,400
MacBook White - 2 GB Ram - 250 GB Storage			\$1,100
Hard Cover - Years 8 - 10			\$40
- Years 11-12			\$55
Case / Bag			\$45
Charger			\$95

By initial, I acknowledge that I have received the above items which are in working condition without damage to any component.

Student Signature: \_\_\_\_\_  
 Parent Signature: \_\_\_\_\_



Marymount College

LAPTOP NO: \_\_\_\_\_

Student Laptop Program - Year 12

LAPTOP CONDITION CLEARANCE FORM

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

Pastoral Password: \_\_\_\_\_

Laptop	Satisfactory	Unsatisfactory	Note
Start up	<input type="checkbox"/>	<input type="checkbox"/>	
Software	<input type="checkbox"/>	<input type="checkbox"/>	
Security	<input type="checkbox"/>	<input type="checkbox"/>	
Ports	<input type="checkbox"/>	<input type="checkbox"/>	
Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	
Trackpad	<input type="checkbox"/>	<input type="checkbox"/>	
Screen (Display)	<input type="checkbox"/>	<input type="checkbox"/>	
Screen hinges	<input type="checkbox"/>	<input type="checkbox"/>	
Casing:			
- Bottom laptop casing	<input type="checkbox"/>	<input type="checkbox"/>	
- Top laptop casing	<input type="checkbox"/>	<input type="checkbox"/>	
- Rubber Base	<input type="checkbox"/>	<input type="checkbox"/>	

**Recommendations:**

Cleared

Cleared: future repair under insurance required (\$320 parent contribution)

Cleared: future repair under warranty required

Not cleared: repair under insurance (\$320 parent contribution)

Not cleared: repair under warranty

Further assessment required

**Accessories**

Bag	<input type="checkbox"/>	<input type="checkbox"/>	
Hard shell	<input type="checkbox"/>	<input type="checkbox"/>	
Top	<input type="checkbox"/>	<input type="checkbox"/>	
Bottom	<input type="checkbox"/>	<input type="checkbox"/>	
Charger	<input type="checkbox"/>	<input type="checkbox"/>	
Extension power cable	<input type="checkbox"/>	<input type="checkbox"/>	
Wall plug	<input type="checkbox"/>	<input type="checkbox"/>	

**Recommendations:**

Cleared

Not cleared:  Bag needs replacing (\$45) / repair

Not cleared:  Hard shell needs replacing \$55

Handbells and bags are available from the College Bookshop

Staff signature: \_\_\_\_\_



Marymount College

LAPTOP NO: \_\_\_\_\_

Student Laptop Program - Years 8 - 11

LAPTOP CONDITION CLEARANCE FORM

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

Pastoral Password: \_\_\_\_\_

Laptop	Satisfactory	Unsatisfactory	Note
Start up	<input type="checkbox"/>	<input type="checkbox"/>	
Software	<input type="checkbox"/>	<input type="checkbox"/>	
Security	<input type="checkbox"/>	<input type="checkbox"/>	
Ports	<input type="checkbox"/>	<input type="checkbox"/>	
Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	
Trackpad	<input type="checkbox"/>	<input type="checkbox"/>	
Screen (Display)	<input type="checkbox"/>	<input type="checkbox"/>	
Screen hinges	<input type="checkbox"/>	<input type="checkbox"/>	
Casing:			
- Bottom laptop casing	<input type="checkbox"/>	<input type="checkbox"/>	
- Top laptop casing	<input type="checkbox"/>	<input type="checkbox"/>	

**Recommendations:**

Cleared

Cleared: future repair under insurance required (\$320 parent contribution)

Cleared: future repair under warranty required

Not cleared: repair under insurance (\$320 parent contribution)

Not cleared: repair under warranty

Further assessment required

**Accessories**

Bag	<input type="checkbox"/>	<input type="checkbox"/>	
Hard shell	<input type="checkbox"/>	<input type="checkbox"/>	
Top	<input type="checkbox"/>	<input type="checkbox"/>	
Bottom	<input type="checkbox"/>	<input type="checkbox"/>	
Charger	<input type="checkbox"/>	<input type="checkbox"/>	
Extension power cable	<input type="checkbox"/>	<input type="checkbox"/>	
Wall plug	<input type="checkbox"/>	<input type="checkbox"/>	

**Recommendations:**

Cleared

Not cleared:  Bag needs replacing (\$45) / repair

Not cleared:  Hard shell needs replacing \$40

Handbells and bags are available from the College Bookshop

Staff signature: \_\_\_\_\_





## MARYMOUNT COLLEGE

### Student and Parent MacBook Computer Registration Form

1. I confirm that I have read, understood and agree to abide by the *Student and Parent ICT Acceptable Use Policy* and the attached *Student and Parent MacBook Computer Guidelines*.
2. I confirm that I have read, understood and signed the Computer Network and Internet Acceptable Use Agreement as a compulsory part of enrolment at Marymount College (see over).
3. I understand that the assigned Student MacBook Computer *username* and *password* are confidential and **I will not allow my password to be disclosed to others.**
4. I understand that the MacBook will be tested before I take possession of it and that it will be in full operational order with respect to both hardware and software.
5. I will **not** leave my MacBook computer logged-on when it is not under my direct supervision.
6. I understand that I will receive the following:
  - MacBook Computer
  - Power Supply and Cord
  - MacBook Bag
  - MacBook Hard Cover

Surname:	
First Name:	
Student ID:	
Pastoral Class:	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## ICT RESOURCES USER ACCEPTANCE

The use of technological resources is core to the learning process for students. The Computer Network and Internet Acceptable Use Agreement provides the information required to enable the understanding of the responsibilities associated with use of these resources. These must be read and understood before signing this agreement.

### Parent/Caregiver Consent

As the parent or legal caregiver 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/We understand that access is granted to students subject to the restrictions contained in the Computer Network and Internet acceptable Use Agreement and that if breached, appropriate consequences may follow.

I/We acknowledge that some material available on the Internet may be objectionable and that in addition to the Computer Network and Internet Acceptable Use Agreement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the internet.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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