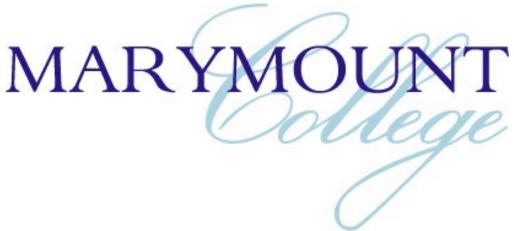# Student Macbook Program

Policy and Guideline Booklet

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 and 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 ICT is recognised;
- Students engage in ***ethical, legal, and responsible use*** of ICT.

The *Conditions of Use of Marymount College ICT Resources* has been developed to inform Students 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

1. By accessing and using the ICT resources provided by Marymount College, you are agreeing to abide by this Acceptable Use of ICT Resources policy.

2. 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.

3. Only devices issued or authorised by Marymount College will be permitted to connect to the College network, via wired or wireless connection.

Ethical, Legal and Responsible Use of ICT Resources

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

5. Students using 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 include 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.

6. 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

7. Students must note that material on the Internet is protected by copyright and must check the terms and conditions on websites before copying and/or downloading material. Students must not, with 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.

8. Students 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. This is particularly relevant where users post or submit material in a way that makes it publicly available over the internet.

Security, Confidentiality and Cybersafe

9. Students have a role to play in ensuring the security and confidentiality of information transmitted by use of the ICT resources. Students are issued with unique usernames and passwords, which should always be kept strictly confidential.

10. Students must protect systems, information, and accounts by:
    - Keeping your password secure and change 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.
    - Lock the device when not in use and log off at the end of sessions.
    - 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 security to a teacher or the appropriate technical personnel or the ICT Help Desk.

11. Unacceptable conduct by Students which could result in a breach of security and confidentiality 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.
    - Buying or selling items or services over the Internet.
    - Accessing or entering chat rooms.
    - Accessing, posting, or sending inappropriate Internet or email content, especially content that is illegal, dangerous, obscene or offensive.
    - Amend documents created by another student without that student's consent.
    - Deliberately installing computer viruses or other malicious programs.
    - Using another student's name and password to access resources.
    - Accessing or intercepting others' electronic communications without permission.

12. Students are reminded that email should not be used to send sensitive and confidential information.

13. Students should be aware that material posted on Internet sites (including social media sites) is public. The content of public posts may have personal implications for students. The content of posts also reflects on our school and school community. Once information is on the Internet it may not be possible to remove it.

14. Students must not display personal information about themselves or others in a way, which is public. 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.

15. Students must not post anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students must not distribute someone else's personal information or photograph without their permission.

16. Students should be aware that persons on the Internet might not be who they say they are and must not arrange to meet persons who they have met on the Internet.

17. Students should be aware that Brisbane Catholic Education monitors use of devices.

18. Students should be aware that cloud-based tools and services may be used for data storage and learning opportunities. These services may store data on servers located outside Australia.

19. Students 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.

Cyberbullying and defamation

20. Students must not use email or the Internet to bully and/or harass others.

Breaches of these Conditions of Use

21. 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, remote locking or confiscation of the device.

22. Students and parents/legal guardians may be financially liable for damage caused to resources.

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

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 school licensed software is to be stored on the Macbook computer.
    c. The College reserves the right to carry out physical laptop inspections and remotely monitor student usage of Macbook computers at any time.

2. **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 install any form of VPN, tunnelling or proxy software designed to bypass the school network. Any device with the above software will be locked out and banned from the network as determined by the Pastoral Coordinator.

3. **Student Responsibilities**

    a. Students are supplied with a Macbook, charger, hard cover, and laptop bag.
    b. Macbook chargers are to be left at home and are not permitted to be used in the classroom. It is the student's responsibility to fully charge their Macbook computer at home each evening. A limited number of charging bays are available in the ICT Department if required.
    c. Macbook hard covers are not to be removed from the computer under any circumstances.
    d. While travelling to and from school, Macbook computers are to be carried in the school issued protective laptop bag and placed inside school bags. While at school Macbook computers are always to be carried in the school issued laptop bag.
    e. Macbook, hard cover and laptop bag are to be kept clean and free from graffiti and stickers. The student may use an identifying name label on the bag that can be removed when returned.
    f. Laptop bags sole use is to transport the laptop. No books are to be stored inside the bag.
    g. Students are not to remove any identification labels from their Macbook computer.
    h. It is the student's responsibility to shut down their Macbook regularly.
    i. Before and after school, and during break times, students are not permitted to use the laptop in any area other than a supervised classroom or in the Library and Resource Centre. Whilst in the Library and Resource Centre, devices are to be used on the library tables only.
    j. When not in use, Macbook computers are to be locked in the student's locker at recess and lunchtime and during afternoon sport.
    k. Macbook computers are not to be stored in lockers overnight, on weekends or during holidays. The device must be taken home every afternoon.
    l. The software loaded on the Macbook computers is licensed to the College. Students are not permitted to copy, transfer, or delete school authorised software.
    m. A three-year warranty and the College repair process for non-warranty repairs cover the Macbook computers; however, each student is responsible for keeping their Macbook computer secure.

4. **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 fully charged 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).

5. **Technical Support**

    a. Students will be given local administrator rights for their user account on their Macbook computer.
    b. In the event of a software malfunction students are to report to the College ICT Department for assistance.
    c. In the event of hardware failure students are to report to the College ICT Department for lodgement of a warranty claim.

6. **Saving and Data Backup including Assessments and homework**

    a. Students are given instruction on how to save all class work, homework, and assessment to OneDrive. This will ensure all work is backed up and recoverable in case of device failure. No personal effects are to be saved on the school laptop or OneDrive (photos, music, movies).
    b. It is advised that students keep a USB backup for all schoolwork in conjunction to OneDrive.
    c. The ICT department is only responsible for schoolwork saved on OneDrive. In the case of device failure only OneDrive can be recovered.
    d. Loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.

7. **Loss, Theft and Repairs**

    a. All instances loss, damage or theft are the responsibility of the student.
    b. All instances of loss, damage or theft must be reported to the ICT Department, Assistant Principal – Junior Curriculum or Assistant principal – Senior Curriculum on the next school day. In the event of theft, the loss must also be reported to police and a police report obtained.
    c. ICT Department will remotely lock the device if reported lost or stolen.
    d. Student Macbook computers are covered for manufacture faults by a three-year warranty. This warranty does not cover malicious damage, loss, or theft. Malicious or intentional damage may be liable for the full replacement cost of a new laptop if the device cannot be repaired. Full repair cost will be charged to families if a device can be repaired. All damage claims are assessed by Apple Certified Technicians who determine the outcome of a damage repair.
    e. Damaged devices are covered by Apple's Accidental Damage from Handling (ADH) service claims which is available over the life of the AppleCare + warranty. All ADH claims incur a claim payment as set out below:
        i. Tier 1 – Screen only ADH Damage or Casing and Enclosure ADH Damage $149
        ii. Tier 2 – All other ADH Damage $320 or multiple part replacement.
        iii. All ADH claims are subject to the terms and conditions under the AppleCare+ ADH Service which can be found at apple.com.au
    f. Replacement cost of a lost or stolen charger is up to $88.
    g. Replacement cost of a lost or broken hard cover due to unauthorised removal is $50.

h. Replacement cost of a lost or deliberately damaged (incl graffiti) laptop bag is $50. Accidental damage may be covered under warranty however warranty is void if used for any other purpose than transporting the Macbook i.e. no books/stationary are to be stored inside the bag.

i. All repairs must be organised by the College through the warranty process. Repairs carried out by non-authorised repairers will void the AppleCare Warranty and result in the device being written off by Apple. Parents will be invoiced for the replacement cost of the device in these circumstances.

j. The student will not receive a replaced or repaired laptop until the Parent Laptop Contribution has been paid in full or a payment plan approved by the Finance Department. Depending on the circumstances, the cost of repair or replacement could be up to a limit of a replacement Macbook.

k. The Student Macbook is not covered for loss, damage or theft **if taken overseas**. Parents will be responsible for full replacement cost of the laptop if lost or stolen overseas and damage costs will be assessed and advised. Laptops may be kept with the IT Department for safe keeping during holiday periods.

l. The Student Macbook computer is not covered for theft if the student leaves the Macbook computer unattended and/or unsecured. This includes but is not limited to:
   - Leaving device in an unlocked locker
   - Leaving device on school grounds either outside or undercover areas
   - Leaving device in the public carpark or bus stops
   - Leaving device on the bus

8. 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 is to be placed on a table or desk. The Macbook is not to be carried around whilst the screen is open. Students who move around the classroom while carrying their device must close the laptop. The laptop should never be carried by the screen. Devices will be confiscated if not complying.

9. Confiscation

Macbook computers will be confiscated if students are found to not comply with the guidelines as detailed in this booklet.

10. Ownership

The Macbook device always remains the property of the College unless ownership has been transferred. Students have use of the Macbook computer whilst they are enrolled at the College. If the student is leaving the College, the Macbook computer and accessories are to be returned to the IT Department before the day of departure. Macbook computers and accessories must be returned in good condition and in working order, free from damage. Macbook computers and accessories are subject to inspection by IT staff upon return. Repair costs for a damaged laptop will be invoiced to the parent and bond will be held until all accounts are settled.

If the Macbook and accessories are not returned to the College, the Macbook will be locked by ICT staff and may be reported to police as stolen. Costs incurred for retrieval will be invoiced to the parent.

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