

SMART Classrooms

STANTHORPE STATE HIGH SCHOOL TAKE-HOME LAPTOP & STUDENT BYO LAPTOP CHARTER



2015

This document needs to be carefully read by the student, parent/caregiver before participating in either program.

Contents

Student Take-home Laptop Information	3
Loan equipment	4
Equipment ownership	4
Fee for provision of laptop	5
Laptop care	5
Damage or loss of equipment	6
Theft and loss	6
Accidental damage	6
Non-warranty damage	7
Software	7
BYO Laptop Information.....	8
Your BYO laptop	9
Fee for provision of internet and network access	10
Private laptop access.....	10
Departmental Information	11
BYO Laptop Usage.....	11
Network Security and Virus Software.....	11
Removal of departmental data	11
Biometric Access	11
Data security and back ups.....	11
Damage or Theft/loss of equipment	12
Software	12
Technical Support.....	12
Extra	12
Important information relating to both programs.....	13
Acceptable computer and internet use	14
Passwords	14
Cybersafety	15
Web filtering.....	15
Privacy and confidentiality	16
Intellectual property and copyright	16
Misuse and breaches of acceptable usage	16
Monitoring and reporting	17



Take-home

Laptop

Information

The information in this section relates to the School Supplied Laptop Scheme only.

Option 1 - Years 10 - 12



Loan equipment

The equipment referred to in this charter is the Acer 1830T laptop computer and power pack; protective carry case; and DETE's standard suite of software, including Microsoft Office.

Each laptop will be:

- protected by anti-virus tools and automated updates
- covered by a four year warranty, including the battery
- covered by accidental damage protection (excess applies)
- able to be connected to the school network and have filtered internet and email
- able to be used at home and at school for student learning
- installed with DETE's standard suite of productivity software
- protected by Computrace theft protection.

Equipment ownership

The laptop remains the property of the school at all times. At the end of the loan period, all laptops will be returned to the school. The laptops will have all licensed software and data removed and will be restored to their original factory state. DETE will make a decision regarding the disposal, sale or recycling of the used laptops, as appropriate at that time.

If the student completes their schooling or transfers from the school, the laptop must be returned to the original loan school. If the laptop is not returned, reimbursement will be sought.

It is also a requirement of using the laptop that students provide authorised school staff with access to the laptop and personal holdings associated with the use of the laptop if requested.



Fee for provision of laptop

To participate in the take-home laptop program parents and/or caregivers will be required to make a contribution of \$150. This will cover additional costs incurred by the school in providing and supporting the laptop.

The items below are included in the take-home laptop package:

Laptop item	Annual cost per student
Laptop	Included
Vendor-operated student help desk	Included
Crush-proof protective case	Included
Accident damage protection	Included
Theft protection software	Included
Internet filtering	Included
Windows 7 operating system	Included
Microsoft Office software suite	Included
Antivirus software	Included
3G connectivity	Included in some machines, special circumstances

Our school P&C has endorsed a co-contribution of \$150 to be charged per laptop, per annum.

Laptop care

The student is responsible for taking care of and securing the laptop and accessories in accordance with school policy and guidelines.

Data security and back ups

Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.

The student is responsible for the backup of all data. While at school, students are able to save data to the school's network which is safeguarded by a scheduled backup solution. They are also able to save data locally to the laptop for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external laptop, such as external hard drive or USB stick.

Students should also be aware that, in the event that any repairs need to be carried out the contents of the laptop may be deleted and the storage media reformatted.



Damage or loss of equipment

All laptops and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. In addition, laptops are against accidental damage, which is determined by the vendor. Please be aware that there is an excess charge to repair damaged laptops which is outlined below in the Accidental Damage section.

There is no cover for negligence, abuse or malicious damage. Students will be required to replace lost or damaged chargers at their own cost.

Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

Theft and loss

If the laptop is stolen outside of school, the parent/caregiver will need to report the incident to the police and ensure they have the following documentation when informing the school:

- Police crime number; and
- Statutory declaration (usually completed with the police).

On receipt of the necessary documentation, DETE will initiate recovery procedures via in the inbuilt theft protection software.

Should a laptop be unrecoverable – whether lost or stolen, the cost of replacement is as follows:

- First case: \$200
- Subsequent cases: full replacement cost.

Accidental damage

Where a laptop is accidentally damaged, the following costs apply:

- First incident: \$50
- Second incident: \$100
- Subsequent: \$150

Non-warranty damage

Non-warranty damage is where damage is not covered by warranty and not classified as accidental damage. The Acer warranty does not cover the laptop for any wilful damage, careless damage, theft or negligence.



Examples of items not covered are:

- Any keys being removed from the notebooks keyboards due to excessive force applied.
- Leaving objects (such as pens) on the keyboard when closing the notebook lid, and as a result the LCD display is damaged.
- Leaving the notebook unattended and as a result it was damaged by someone or something else other than the user or assigned owner.
- No explanation whatsoever can be provided for how the resulting damage occurred.
- Repeating cases for the same Notebook which may have previously been termed as accidents.

Faults are reconciled by the hardware vendor, and are subject to change. The final determination of warranty coverage is made by the hardware vendor.

Where a laptop is deemed non-warranty damaged, the following costs apply:

- Repair, excluding repair or replacement of LCD screen: \$147 excluding GST
- Repair, including repair or replacement of LCD screen: \$257 excluding GST

NB: Where a school determines that damage has been intentionally caused to a laptop, the full cost or replacement of the laptop may be charged.

Software

The software loaded on the laptop is licensed to the DETE or the school. The parent or caregiver must ensure that the software is not copied, deleted or transferred, without prior written consent from the school. Unauthorised use may breach copyright laws and the parent or caregiver may be held liable for any damages incurred.

Students may have the ability to install additional software onto the laptop. However, only licensed software can be installed. The student must hold a valid licence for any software installed and the licence must be appropriate for installation on the laptop. Laptops may be audited by a school requiring students to present a valid software licence for any personal software installed.

Laptops may be rebuilt at any time for numerous reasons without consultation with students or parents and all local data may be lost in this process. Backups are very important and should be done regularly.



BYO

Laptop

Information

The information in this section relates to the BYO Laptop Scheme only.

Option 2 - Years 10 - 12



Your BYO laptop

Bring Your Own laptop is the simple idea where students are allowed to bring their own laptop to school to help them learn and work.

But why Bring Your Own to school?

Student familiarity

If you own your own laptop, it is very likely that you will know how it works and what you can do with it. In short, this means that, from a learning perspective, you lose less time getting to understand and wrestle with the hardware and gain more time focused on the actual learning in class.

Bridge between formal and informal learning

We all agree that one way to improve your learning is to access learning materials anywhere and at anytime. You can access subject content from home via eLearn sites as well as saved directly onto your laptops 24/7.

Choice of laptop

BYOD offers you choice — choice of laptop, choice of software and choice of place and method of purchase. Some students work well on tablets, others prefer standard laptops but with different software programs. BYOD offers you the flexibility to choose a laptop that suits your individual learning needs.

Minimum Specification

Machine type	Laptop
Platform	PC/Mac
Screen size	12 inches or more
Processor	Intel i3 or higher AMD Athlon II or higher
RAM	2GB or higher
Hard drive	160GB or higher
Operating system	Windows 7 Professional or higher, Mac OSX 10.6 or higher
Wireless	802.11g or higher
Ports	2 USB ports, audio in/out, in-built microphone, VGA
Battery life	6+ hours (6+ cell or higher)

Fee for provision of internet and network access

To participate in the BYO laptop program parents and/or caregivers are required to make a contribution. This will cover additional costs incurred by the school in providing internet and network access.

The items below are provided by SSSH:

Laptop item	Annual cost per student \$90
Student information and help desk	Included
Network and wireless access	Included
Internet access and filtering	Included
Network setup and configuration	Included

Our school P&C has endorsed a co-contribution of **\$90** to be charged per laptop, per annum.

Private laptop access

While operating private laptops connected/connecting to the DE TE (school) network you must ensure you:

- Maintain availability, confidentiality and integrity of departmental information stored on these laptops
- Manage departmental information stored on these laptops in accordance with the level of sensitivity for that information
- Use these laptops in a lawful, responsible and ethical manner
- Secure passwords and have the required security applications installed before connecting to the departmental or school network
- Maintain the department's required level and type of security and virus software
- Back-up departmental information stored on these laptops
- Completely remove all departmental files from these laptops when it is no longer required for departmental work purposes
- Ensure all software and other material complies with Copyright and Intellectual Property legislation and regulations
- Where biometric access control is provided on the particular laptop, this cannot be used as the primary method for securing the equipment
- Be fully aware that the department is not responsible for any technical support or upgrade of these laptops

- Be fully aware that the department reserves the right to restrict access of any private laptop where that laptop is used on departmental premises and/or is connected to the department's wide area network.

Departmental Information

Maintain availability, confidentiality and integrity of departmental information stored on these laptops.

Manage departmental information stored on these laptops in accordance with the level of sensitivity for that information.

BYO Laptop Usage

You must use your private laptop in a lawful, responsible and ethical manner.

Network Security and Virus Software

You must maintain the department's required level and type of security and virus software.

BYO laptops must have a current and up-to-date Anti-virus installed. Virus definitions must be current and machines should be patched with latest operating system updates.

Removal of departmental data

Once a user no longer requires the use of departmental data it is to be removed from their laptop. Department data is not to be shared outside the school network.

Biometric Access

Where biometric access control is provided on the particular laptop, this cannot be used as the primary method for securing the equipment.

Data security and back ups

Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.

The student is responsible for the backup of all data. While at school, students are able to save data to the school's network which is safeguarded by a scheduled backup solution. They are also able to save data locally to the laptop for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external laptop, such as external hard drive or USB stick. **Backups are very important and should be done regularly.**



Damage or Theft/loss of equipment

Damage or loss of a personally owned laptop must be directly reported to the Office. The School takes no responsibility in the loss or damage of a personally owned laptop. The School recommends you obtain accidental damage insurance for your laptop. Please contact your preferred insurance agent.

Software

A basic suite of applications typically includes, but is not limited to:

- Anti-virus (must be up-to-date and is a requirement before network access is granted)
- Word processor
- Spreadsheet software
- Presentation software
- Audio, video and picture playback and editing
- Web browser (more than one type is recommended due to version and website differences)
- Accessibility options that include screen reading and text-to-speech abilities
- Common plug-ins like Java, Flash, Acrobat reader
- Dedicated software makes common tasks integrate more effectively into a learning environment (e.g., digital storytelling, Google Earth).
- Note: The above list is not all inclusive. As it focuses on teaching and learning, it does not include technology systems such as student information and learning management systems. Nor, does it address specific curricular needs that may require special programming software such as HTML editing, design software like AutoCAD or animation software.

Technical Support

Be fully aware that the department/school is not responsible for any technical support or upgrade of privately owned laptops. Although the school will endeavour to assist in connecting to the school network and updating your laptop so it is compliant with school standards.

Extra

Be fully aware that the department reserves the right to restrict access of any private laptop where that laptop is used on departmental premises and/or is connected to the department's wide area network.

Important
information
relating to
both
programs

The information in this section relates to both the Take-home Laptop Program and the BYO Laptop Program.



Acceptable computer and internet use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within [ICT-PR-004 Using the Department's Corporate ICT Network](#).

This policy also forms part of this Student Laptop Charter. The acceptable-use conditions apply to the use of the laptop and internet both on and off the school grounds.

Communication through internet and online communication services must comply with the Responsible Behaviour Plan available on the school website.

There are a few conditions that students should adhere to. Students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- use unauthorised programs and intentionally download unauthorised software, graphics or music
- intentionally damage or disable computers, computer systems or Queensland DETE networks
- use the laptop for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

Passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user.

Personal accounts cannot be shared. Students should not allow others to use their personal account for any reason.

Students should log off at the end of each session to ensure no one else can use their account or laptop.

Cybersafety



At any time, if a student believes they have received a computer virus or spam (unsolicited email), or they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent and/or caregiver as soon as is possible.

Students are encouraged to explore and use the '[Cybersafety Help](#)' button to talk, report and learn about a range of cybersafety issues.

Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other messages, containing:

- A message sent to them in confidence
- A computer virus or attachment that is capable of damaging the recipients' computer
- Chain letters or hoax emails
- Spam (such as unsolicited advertising).

Students must never send or publish:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- Threats, bullying or harassment of another person
- Sexually explicit or sexually suggestive material or correspondence
- False or defamatory information about a person or organisation.

Web filtering

An internet filtering solution provides DETE with the ability to restrict access to inappropriate material on DETE's ICT network.

Content filtering is active 100% of the time on the Computer for Student (CFS) laptops. The filtering system is installed on each laptop, and will work regardless of whether the laptop is connected to a school, home or other network.

To help keep students safe when using the DETE network (including the 3G connection), DETE imposes a 'high' level of internet access filtering. A 'high' level provides a greater level of protection and therefore a high level of restriction. Sites that are blocked under a high level of internet access include:

- Social networking sites such as Facebook
- Open/Mixed Content such as YouTube



- Language translation sites
- Internet telephony sites such as Skype
- Alternative sexuality/lifestyles
- Intimate apparel/swimsuit.

Parents, in partnership with the school, may choose to allow students a 'medium' version of web filtering when working on a non-departmental network, such as a home wireless. The medium level filter provides a more relaxed level of protection for students. Students are able to access all of the types of sites listed above.

It is important to remember filtering systems are not foolproof and do not replace the need for parental supervision when students are online. Parents, caregivers and students are encouraged to visit the Cybersmart website at www.cybersmart.gov.au.

Privacy and confidentiality

It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission.

The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.

It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

Intellectual property and copyright

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged.

Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.



Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the laptop is subject to audit by authorised school staff. If at any stage there is a police request, DETE may be required to provide the authorities with access to the laptop and personal holdings associated with its use.

