

## Student Laptop Conditions of Use Policy

### Purpose

This policy applies to all students and their Parents/Guardians.

### Scope

This policy applies to use of electronic resources owned, managed, or contracted by OLSH College including:

- Network – Computers and peripherals that are connected to the local network, including connections to the internet.
- Computers – Including desktop, laptop computers and other mobile devices that are assigned to individuals or available for shared use.

### Policy

The provision of the laptop is related to the current enrolled student and could change at the discretion of the College. The laptop is always the property of the College and must be supplied to the Principal/IT Manager or authorised representative when requested.

The laptop will be used in accordance with all Codes of Conduct, as established by the College, or governing authority, presently, or in the future, in particular the College Information and Computer Technology Policy, which includes strict compliance with the *Australian Copyright Act 1968*.

Responsibility for maintaining backup copies of personal files resides with the student. In the case of treatment of serious hardware or software malfunction, the IT Department, while taking every care, cannot guarantee restoration of the files and programs back to anything other than that of a standard laptop image.

The laptop will be configured with a standard suite of programs that are appropriate for the type of computer that you received based upon the College's software standards and requirements. Installation of personal software, other than what is contained on the standard image (programs), is the responsibility of the student.

All damage and faults will be reported to the IT Department within a reasonable time to permit repair under warranty conditions.

No unlicensed software may be installed into the laptop, and any single user license, that is the property of the College, may not be loaded onto the more than one laptop at any time. Laptop users shall not disable or alter security safeguards, such as virus detection software, firewall or encryption software. All OLSH College owned software must be loaded by the IT Department.

Major reconfiguration of the Operating System, or to the Configuration System, may be treated as negligence if undertaken without due care.

Security of the laptop is at all times the responsibility of the student. In particular it should:

- Not be left in unattended offices or classrooms
- Not be left in a situation so as to permit any other student access
- Be locked away if left overnight on the school premises
- Be stored in a secure, safe location when used outside school or during transportation
- Be locked in the boot of a motor vehicle
- For personal safety whilst travelling in a motor vehicle, should be securely located in the vehicle to avoid any personal injury.

The physical safety and care of the laptop computer also needs to be managed appropriately:

- The machine must always be transported in the purpose-built case
- They are not to be used in the vicinity of food, drinks or chemicals
- They should not be cleaned with any products other than those recommended by the IT Department.

Password protection and network security must also be maintained. Students will adhere the IT Department's strategies introduced to protect the integrity of the network, including password protected screensavers, password changes and remote access guidelines.

By acceptance these conditions, the Parent/Guardian agrees to accept the responsibility to pay the College's administration costs were deemed appropriate by the Principal in the event that the laptop is lost, stolen, or damaged, through that persons own negligence, careless use that is outside of warranty conditions and not attributable to normal wear and tear.

The flexibility of the student laptop program allows for the shared use between work and home. The laptop must be present at the College at the student's timetabled periods.

General maintenance of the laptop is required to ensure best performance. It is the responsibility of the students and parents/guardians for the following:

- that the battery is conditioned as per the documentation provided with the laptop before being used.
- the laptop is charged on a daily basis.
- the laptop is fully charged before start of the school day.



## Student Laptop Conditions of Use Acceptance Form

We, as Parents/Guardians, and our daughter have read the Student Laptop Conditions of Use Policy. We understand our responsibilities with the policy and the following conditions:

1. It is the responsibility of your daughter to ensure the laptop is kept in a clean and working condition.
2. The laptop is to be conditioned as per the provided documentation before being used at School.
3. The laptop is to be charged at home on a daily basis and must be fully charged before start of Period 1 to ensure it will last a full school day.
4. We will notify the ICT Department immediately of any damage to or loss or theft of the laptop.
5. The laptop at all times remains the property of the College (Our Lady of the Sacred Heart College, Bentleigh), and must be surrendered to the Principal/IT Manager immediately upon request.
6. We understand that breach of this Policy and or any other Policies may result in a suspension or privileges and/or any other consequences deemed appropriate by the College.

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**Student Name**

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**Student signature**

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**Date**

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**Parent Name**

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**Parent signature**

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**Date**