# Mt Maria College Petrie

*Inspired by Maximillian Kolbe and Marcellin Champagnat*

## ONE TO ONE LAPTOP PROGRAM

Policy and Guidelines Booklet

## 1. EDUCATIONAL OPPORTUNITIES OF A 1 TO 1 LAPTOP PROGRAM

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

The Brisbane Catholic Education 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.

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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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*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.
- Brisbane Catholic Education 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.

## 2. OVERVIEW OF STUDENT AND PARENT RESPONSIBILITIES

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*"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*

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Students and parents will be responsible for the overall care of the Laptop.  Students will have full local administrator rights to the Laptop and will be trained to be competent users and maintainers of their assigned Laptop.

A protective case will be supplied and Students will be required to carry the Laptop within this case at **all times**.  In the interest of student safety, Laptops are not to be used in a public place. The Laptop is to be treated with care and stored in the protective case supplied when not in use. The College will implement regular hardware, software and data inspections, Students will be subject to the terms of the *ICT Acceptable Use Policy* if there is any evidence of misuse or inappropriate usage.

Students will be responsible for the regular backup of their data on their Laptop. They can use Skydrive, Google Drive or external storage devices.

All laptops will include all necessary software to assist the learning of the student. Students may not 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 laptop is a tool to assist learning and should not be used for any other purpose. Students must be aware of and abide by the *ICT Acceptable Use Policy* (see section 3). Failure to abide by the user agreement could result in disciplinary action, or in the event of damage, a financial cost to the parent (refer to *Section 4 - Student and Parent Laptop Guidelines*)**.**

Laptops will be recharged at home each night ready for the next school day. The laptop can be connected to the student's home internet at the parent's discretion. Parents are encouraged to supervise proper usage of Laptops at home, especially whilst students are using the internet.

# 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.

Mt Maria College Petrie 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.

Mt Maria College Petrie is bound by legislation and good stewardship of resources to ensure the appropriate use of its ICT. Increased legislation relating to ICT is requiring all organisations to review their internal policies and procedures to ensure compliance.

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 ICT Resources* have been developed to inform users of their rights, responsibilities and obligations when using ICT resources, consistent with Brisbane Catholic Education'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 Mt Maria College Petrie ICT Resources

i. By accessing and using the ICT resources provided by Mt Maria College Petrie, you are agreeing to abide by this Conditions of Use of ICT Resources statement.

ii. These conditions apply to all Mt Maria College Petrie ICT resources, regardless of how they are accessed. This includes access at all installed computers, through users own hardware (for example, personal laptops, PDAs or other similar technology) whether wired or wireless, or remote access over the internet through users' own resources.

iii. While staff and students (in particular, ICT staff engaged by individual schools) may be called upon in the course of their duties to undertake activities beyond those permitted by the terms of this Agreement, it is expected that any such activities undertaken must be done in accordance with the spirit of this statement.

**Ethical, Legal and Responsible Use of ICT Resources**

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

v. Users of Mt Maria College Petrie ICT resources must be aware that use of these resources are subject to the full range of laws that apply to the internet, communications and to the use of computers, and its 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. The College's ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using our College's 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 the College's 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:
- 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 Mt Maria College Petrie 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 Mt Maria College Petrie'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.  Mt Maria College Petrie 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:
- Email;
- World Wide Web;
- Web Publishing Tools.

**Breaches of these Conditions of Use**

xvi. The breach of these Conditions of Use will be taken seriously and may result in disciplinary action being taken.

xvii. Examples of possible consequences range from loss or restriction of access to ICT resources, to formal disciplinary action for breach of School Discipline policy (students) or Code of Conduct (staff).  Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

# Mt Maria College Petrie

## Student and Parent Laptop Guidelines

**1. Education Purposes**
    a. Students are to use their Laptop for educational purposes.
    b. The laptop comes pre-installed with all the necessary software for student use. Only College authorised software is to be stored on the laptop.
    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 laptops at anytime.

**2. Student Responsibilities**
    a. The Laptops are covered by insurance, however, each student is responsible to keep their Laptop secure.
    b. Laptops are to be kept clean and free from graffiti and stickers.
    c. It is the student's responsibility to charge their Laptop at home each evening.
    d. Students are not to remove any identification labels from their laptop.
    e. While travelling to and from school, laptops are to be carried in the Laptop case and placed in school bags.
    f. The software loaded on the laptops 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.

**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 laptop.
    b. Students will be trained on how to support and maintain their laptop.
    **c.** In the event of a software malfunction students should contact the College ICT Department for assistance.
    **d.** Laptops must not be given to an outside provider for software or hardware repair.

**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 Laptops.
    b. Whilst at the College 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, except as specified in training, as this could affect the Laptops 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 College ICT Support personnel as soon as possible.

b. All instances of loss, damage or theft will be assessed by the College insurer. The insurance excess is $100 for the first instance and $150 for the second and subsequent instances, however, deliberate damage is not covered by the insurance.

c. Student Laptops are covered by a four year warranty. This warranty **does not** cover accidental/malicious damage, loss or theft.

d. In the event of a hardware malfunction a report must be made to the College as soon as possible for warranty repair to be organised.

**8. Assessment and Homework**

a. Students are encouraged to use their Laptop 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 Laptops are to be brought to school each day, however the classroom teacher will manage the use of the Laptops in the classroom.

b. No student is to take out or use a Laptop without the permission of the classroom teacher.

c. ***When in use, the Laptop should be placed on a table or desk, not on laps. The Laptop should not be carried around whilst the screen is open.***

**10. Ownership**

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