Related Policies

St Clare's College:

Student Cyber safety and Acceptable Computer Use Policy

Student Laptop User Agreement

Responsible Care and Security

In order to ensure that laptops are kept in good working order, these guidelines must be followed:

Usage

- Do not use the laptop on soft surfaces (e.g. sofa, bed or carpet) because it can restrict airflow and cause overheating.
- Avoid dropping or bumping the laptop.
- Do not place laptops in areas that may get very hot or damp.
- Always shut down computers through the 'Start – Shutdown' mechanism.
- Always package, transport and store laptops in the case provided.
- Do not place objects on top of the laptop and never carry it around while it is turned on.
- Avoid exposing the laptop computer to: direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration.
- Do not have food or drink near the laptop.
- Take particular care when packing the laptop in a school bag. Make sure that it is in a safe position in the school bag and that the screen cannot be damaged.

LCD Screen

LCD screens are delicate:

- Do not poke, prod, or push the screen.
- Never pick up the laptop by its screen.
- Do not slam the screen closed and always be gentle when putting the laptop down.
- Ensure there are no objects e.g. earphones lying on the screen before closing.

To clean the LCD screen:

- Switch off the laptop computer.
- Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
- Do not directly apply water or cleaner to the screen.
- Avoid applying pressure to the screen.

AC Adapter

- Connect the adapter only to the laptop computer.

- Do not step on the power cord or place heavy objects on top of it. Keep the cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap the cord tightly around the adapter box.
- Do not use the adaptor if the cord or plug is damaged.

Keyboard

- Gently brush the keyboard with a clean soft bristled paint brush or similar to remove dirt.
- If any key tops are missing or keys are in a damaged state, take the laptop to the IT Help Desk immediately to be repaired. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

Laptop Case Care

- Use a damp non-abrasive cloth.
- Gently rub the laptop casing with the moistened cloth to remove any dirty marks.
- Do not place stickers on the lid of the laptop.

Batteries

- Only batteries and chargers supplied by the College are to be used with the Laptop.
- Do not permit a loose battery to come in contact with metal objects, such as coins, keys or jewellery.
- Do not crush, puncture or put a high degree of pressure on the battery as this can cause an internal short-circuit, resulting in overheating.
- Do not get the battery wet. Even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.

Faulty Laptop – Warranty Repairs

Students are to take laptops which appear faulty to IT Support where an assessment of the laptop will be made. If the issue is covered by warranty a replacement laptop will be issued (if available) until repairs can be undertaken. Non-warranty repairs must be paid for before the laptop will be repaired.

Charging Laptops

- Laptops must be brought to school fully charged every day.
- Charging laptops during class time will only be permitted with the consent of the teacher and if safe to do so.
- In order to conserve the battery during the school day:
  - Avoid using the laptop to play music before class or during breaks
  - Avoid draining the battery with non-school activities

o   Dim the brightness of the screen to the minimum level required for the environment.

Collection of Laptops

- The College may at any time recall the laptop for system maintenance or upgrades. Failure to return the laptop when requested may result in access to the network being withdrawn.

- The student is responsible for ensuring that all data stored on the laptop is backed up to other locations (school work must be saved to the G: drive and personal material to the H: drive both of which can be accessed remotely from home through Filr).

Storage of Laptops

- The student is responsible for ensuring that the laptop is kept secure at all times.

- The laptop must be stored securely in the student's locker when not in use.

- Do not take the laptop to practical classes such as PE unless the teacher has requested otherwise.

- Do not put heavy objects on top of the laptop.

Troubleshooting

If problems are experienced with using the laptop:

- Check with peers first – they may have had a similar problem which they were able to resolve.

- Ask a teacher – a teacher may have encountered the problem before or know of a person who can fix the problem quickly.

- Contact the IT Help Desk – log support requests through the eHelpDesk system. Send an email to ehelpdesk@stcc.act.edu.au or visit the IT Help Desk in person.

Transport

When transporting the laptop between school and home it should be placed in the laptop bag and the laptop bag placed low and centrally in the school bag. The school bag should be worn appropriately with both shoulder straps in place to distribute the weight of the bag evenly and the waist strap done up.

Items for transport should be organised so that the weight carried does not exceed 10 -15% of bodyweight. The school locker should be used for storage and homework programs planned in advance.

Printing

Students are able to print from their laptops to the Student Library Central Printer. Students must take careful note of the following:

- Students may send jobs to the printer at any time during the day. They are encouraged to collect their print jobs before school, at lunch or after school. The print job has to be printed from the release station in the library.

- Students have 24 hours to collect their printing. After this time the job will be automatically deleted.
- Students are allocated $20 for printing per term. It costs 10 cents to print one page and colour pages cost 50 cents. If this allocation runs out, students can purchase printing credit.
- Students may only collect printing from the library during a lesson with the permission of the classroom teacher and after having their diary signed.

Internet Filtering and Anti-Virus Software

All laptops have anti-virus and malware protection software installed. This software updates automatically via the internet. Do not install additional anti-virus software, as having multiple packages causes conflicts which would decrease the level of protection, and impact badly on the performance of the laptop.

When the laptop accesses the internet via the College network, internet filtering is applied in the same way as for desktops. However, if the laptop is connected to the internet in other ways such as via a home network, the College's filtering does not apply. Should you wish to have filtering in these circumstances, you would need to install filtering software. This software should be configured so that it is not active when the laptop is using the College's network, as otherwise it could block access to things that are specifically required from within the College.

Ergonomic Advice

The following should be used as a guide to using the laptop computer.

Seating

- Sit on a chair with the laptop computer on a desk.

Posture

Posture is important:
- Shoulders should be relaxed.
- The spine should be straight or slightly curved.
- The forearms and hands should be in a horizontal straight line.
- The lower back should be supported by the back of the chair.
- Thighs should be horizontal.
- Feet should be flat on the floor.
- Eyes should be about level with the top of the screen, or slightly above.
- The screen should sit at about arm's length.

Breaks

Regular breaks should be taken. If the laptop is used for a continuous period longer than 30 minutes, at least a 5 minute break should be taken. This break may be completing another activity such as reading or writing.

Repetitive Strain Injury

Continuous repetitive motions can cause an injury. One example of Repetitive Strain Injury (RSI) is Carpal Tunnel Syndrome, which occurs in the wrist. It is important that tasks are varied and regular breaks taken. It can be helpful to perform special exercises to lessen the impact of RSI.

Lighting

Lighting should be diffused and not directed toward the laptop screen or eyes.

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