



Related Policies

St Clare's College:

Student Cyber Safety and Computer Acceptable Use Policy

General Information

The laptop is provided as a tool to assist student learning at school, and is generally also available for use at home.

Students and parents/carers must carefully read this Agreement prior to signing. Any queries should be addressed to the Business Manager or a member of the College Executive before the Agreement is signed.

Equipment

Ownership

- The laptop remains the property of the College.
- A laptop provided under the College Laptop Program is available to a student in Years 10 to 12.
- A loan laptop for a student in other years is provided on a per-semester basis after a needs-based application process.
- The College can request the laptop be returned for any reason at any time.
- Upon the student's departure from the College, the laptop and peripherals must be immediately returned to the College in good order at the time of departure.
- At the end of the semester, or in the event of the student leaving the College, a loan laptop and peripherals must be immediately returned to the College, in good order.
- All material on the laptop as well as material accessed using the College network is subject to review by College staff.
- A loan laptop is supplied with the Windows 7 Operating System installed. The installation of any other software is the responsibility of the user. Note that Office 365 is available free for use on student computers.
- A laptops supplied under the College Laptop Program comes with our standard college software installed. This does not include some specialist software that is only available on College desktop computers.

Damaged or Lost Equipment

- All laptops are covered by a manufacturer's warranty for the first four years. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover loss, negligence, abuse or malicious damage.
- Loss of or damage to the College laptop must immediately be reported to the IT Support Department and/or the College Business Manager. A quotation for repair or replacement will then be arranged for the parent/carer.
- The parent/carer will be required to pay for the cost of repairs or for a replacement machine before repairs or replacement can be undertaken.
- In the case of loss or non-return of the College laptop, the replacement costs incurred will be as follows:
 - In the first year: 100% of the original cost of the laptop
 - In the second year: 75% of the original cost of the laptop



- In the third year: 50% of the original cost of the laptop
- In the fourth year: 25% of the original cost of the laptop
- For a loan laptop, a charge of \$300 will be made
- In the case of theft or malicious damage caused by another person off-site from the College, a police report must be made by the family and an incident number provided to the College Business Manager.
- Students will be required to replace lost or damaged chargers or other peripherals.

Faulty Equipment

Students who experience problems with either hardware or College supplied software must notify the IT Help Desk. Warranty issues will then be addressed and the laptop then returned to the student. Where there is an issue with software, the main course of action will be to re-image the laptop; frequent data back-ups are therefore strongly recommended.

Substitution of Equipment

When a laptop is replaced, it will be replaced with one of a similar age and specification where possible.

Student Responsibilities

- The student is responsible for:
 - Bringing the laptop fully charged to school every day.
 - Taking the laptop to every class unless instructed otherwise by a teacher.
 - Adhering to the St Clare's College Student Cyber Safety and Acceptable Computer Use Policy and the Electronic Equipment Policy which are available on the College's Intranet.
 - Backing up data securely on the school network and at home.
 - Ensuring that the identification sticker is not removed from the laptop.
 - Keeping the laptop secure when not in use at school by placing it in a secured locker that has an operational College-issued padlock at all times.
 - Ensuring that settings for virus protection or spam filtering that has been installed are not disabled.
 - Following appropriate safety and care procedures as outlined in the St Clare's College Laptop Operation Guidelines with key procedures including:
 - Transporting the laptop in the case provided at all times.
 - Not packing the laptop at the bottom of a bag under heavy textbooks that could cause the screen to crack.
 - Handling the laptop carefully and taking care not to drop it.
 - Ensuring that food and drinks are kept well away from the laptop.
 - Making sure that nothing is put on the laptop, e.g. stickers etc.
 - Ensuring that no items e.g. earphones are left lying on the screen before closing.

A student who does not fulfil these responsibilities may not be able to use the laptop except at the College. In this instance, the student may instead be expected to sign out a laptop in the morning and sign it back in of an afternoon for classroom use only. The laptop would not be available for use at home.



In the case of a loan laptop, a student who does not fulfil these responsibilities may have her laptop loan arrangement cancelled.

Parent/Carer Responsibilities

The student's parents/carers are responsible for:

- Supervising the student's laptop and Internet use at home to ensure that the student is using the laptop safely and responsibly and in accordance with the Student Cyber Safety and Acceptable Computer Use Policy.
- Paying any costs incurred by the College in repairing or replacing any laptop (unless as a result of a warranty issue). Failure to make payment may result in debt recovery action being undertaken including referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Carer.

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St Clare's Contact Officer	Network Manager Business Manager