



MacKillop College

Information, Communications and  
Creative Technologies

# Essential Readings for the MacKillop Notebook Program



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**IMPORTANT:** We encourage the individual where doubt exists to seek advice and clarification about this document from relevant ICCT Helpdesk staff.

## Section 1: Terms and Conditions of Borrowing

### 1. Ownership

The computer remains the property of MacKillop College, Werribee and is loaned to the student. The borrower shall not loan, assign, encumber or otherwise deal with the computer. The notebook shall only be used by the student in support of his/her schoolwork.

### 2. College Policies

I/We agree to fully support the College in the implementation of rules, policies and procedures relating to student use of notebook computers – refer to Digital Technologies Policy and Student Acceptable User Agreement.

### 3. Modifications

The borrower shall **not modify or add to** the hardware, software or configuration of the computer (please note exceptions in “Rules for Student Use of College Notebook”). Home networking for printer/wireless access is acceptable.

### 4. Repairs

All repairs and warranty matters shall be arranged through the College’s ICCT Service Centre. The borrower agrees that notebook will be taken to the ICCT Service Centre **immediately** in the event that it is not operating correctly or it sustains any damage.

This is especially important in the case of screen damage. Immediately means within the designated timeframes on the actual day (before school, lunchtime and after school) unless authorized by the supervising teacher. Repairs to the notebook **must not** be made by any external Repair Centre or by you under any circumstance.

5. **Annual Maintenance and Re-imaging**

All notebook computers will be returned to the school at a time during a designated period each year for annual maintenance and re-imaging. Computers will then be returned to the student within a 24hr time period.

6. **Care and Security**

The borrower shall at all times take reasonable care of the computer and not expose it to undue risk of damage or theft. The borrower agrees to follow the College requirements on notebook care as outlined in the Notebook Care and Security document (see attached). **In particular, the borrower agrees that the computer will not be lent to others, left in a vehicle or in unlocked premises.** If stolen, the borrower shall advise the ICCT Services Manager immediately.

7. **Term of the Arrangement**

This arrangement is from when the students first receives the College notebook until either the end of the 3<sup>rd</sup> year of notebook life or when the student leaves MacKillop College whichever is earlier. However, the College may terminate the arrangement if there is a serious breach of these Terms and Conditions.

8. **Return of Computer**

When the term of this arrangement expires or is terminated the borrower shall immediately return the computer, complete with its carry bag, to the College in good working order and repair (minor wear and tear excepted). Upon return, the school will re-image the notebook to its original configuration but without school-licensed software. This notebook cannot be used as the replacement for the next three-year student notebook program if borrower continues on at the College.

9. **College not Liable**

The College is not liable for any loss or damage of information resulting from actions in relation to repair of the computer. All students are expected to back up their data.

## Section 2: Rules for Use of College Notebook

### Introduction

This document outlines the rights and responsibilities of MacKillop College students in relation to the use of the College notebook. This applies not only within the College but also outside of the College when students are using any of the College notebooks and/or associated digital resources. At all times the overall use, care and ownership of the notebooks should reflect our values and responsible actions we expect of a MacKillop student.

### Overview

MacKillop College recognises that teaching and learning will continue to change as computers, telecommunications and other new technologies alter the ways in which information is gained, manipulated, communicated and transferred. The College also

recognises that electronic information skills are now regarded as essential for members of our society.

In responding to these changes, the College actively supports student access to a wide variety of information, in conjunction with the development, by staff, of appropriate knowledge and skills to analyse, evaluate and utilise these resources.

Such wide access to differing resources requires responsible use of the College computer facilities by all students. Students should be aware of the trust placed in them to use these resources in a suitable manner. Students should also be aware that their use of computer facilities must not jeopardise others' opportunities to access these facilities. Careless or mischievous use of College computer equipment and its software applications can have dramatic consequences, with the potential to substantially harm members of our College community (including teachers and parents) as well as seriously jeopardising the College's reputation.

Student access to the College's notebook is provided to support the College's teaching and learning principles and key strategies. Student use of the notebook is subject to these rules, the College's Student Use Agreement, other relevant College policies, ethical standards, CEO or CECV policies and procedures and government regulations.

This document sets out what the College considers acceptable and unacceptable use of the College notebook. This list may not be exhaustive and where doubt exists, the onus is on individuals to seek advice from relevant teaching or ICCT Helpdesk staff.

It addresses the appropriate use of the notebook at the College's premises or other locations.

### **Acceptable Use of the College Notebook**

The College provide students with a notebook to enhance teaching, learning and communication. When using computer facilities around the College students are expected to:

- be polite, considerate and use appropriate language;
- use equipment only for school related activities;
- be responsible and treat equipment with care and respect;
- maintain the Standard Operating Environment (SOE) described below;
- keep equipment clean and in good working order
- report faulty or damaged equipment immediately
- adhere to the Student User Agreement policy
- abide by all other relevant College policies, guideline and procedures

This list should not be taken as exhaustive.

### **Prohibited Use**

Students must not use or remotely access another person's loan notebook or access another person's network account. Passwords should not be divulged to anyone.

Under no circumstances shall the College's notebook be used inappropriately, including the following:

- to alter, re-configure, interfere with, mistreat or damage equipment;
- to depart from the Standard Operating Environment (SOE) described below;
- in breach of the Student Use Agreement

- to access or transmit any material that is defamatory or obscene (e.g. violent, racist, sexist, pornographic) or in violation of any law or government regulation (e.g. equal opportunity regulations);
- to breach copyright;
- in connection with the violation or attempted violation of any laws;
- to attempt to penetrate or block computer or network security of the College or any individual, company or other system;
- for unauthorised access (or attempted access) to any other person's computer, network account, email accounts or equipment
- use of social media sites
- in breach of any other College policy.

This list should not be taken as exhaustive.

## Viruses

All College notebooks have school approved virus / malware protection, which is automatically updated when on the network. Students must take reasonable steps to ensure that they do not introduce or propagate computer virus infections within the College community. Such reasonable steps include:

- regularly (at least monthly) conduct a full scan of their computer's hard disk drive
- regularly scan any memory keys or CDs/DVDs used for transporting or distributing files
- not opening files from insecure sources or sources where security is unknown or questionable
- not opening email that is of a questionable or dubious origin
- only opening email attachments that are expected or from trusted sources.

**Do not install** any additional antivirus / malware software as it will conflict with the existing school approved software.

## Monitoring

The College reserves the right to monitor and log the use of its computer facilities and to take appropriate action where use is a breach of College policies, poses a threat to security, and/or damages the College's reputation. Student use of the College notebook must be related to schoolwork. Access to and time spent using these notebooks are constantly logged and monitored when on the network.

## Standard Operating Environment

The information below relates to the Standard Operating Environment of the College's student notebooks.

**Computer name:** Your computer name is a unique character string based on your notebook and network user identity. You are not permitted to change the computer name.

**Administrator privilege:** Student loan notebooks are configured so that users have limited administrator privilege to their loaned computer. This set of privileges is necessary to install software and configure peripheral devices. Students must not use their administrator privilege to alter other aspects of the computer's configuration (e.g. engaging personal firewalls, uninstall pre-installed programs). If the configuration is changed and requires attention from the ICCT Service Centre staff, the responsible student may have a number of imposed penalties applied, including loss of administrative status on their machine.

**Peripherals:** Users are welcome to connect home printers, digital cameras, scanners and other peripheral devices to their notebook. However, they should check that the device is compatible with Windows 10 (64 bit) and has an appropriate, signed driver. If you have any concerns, please contact the ICCT Helpdesk for clarification or assistance.

**Backgrounds and Themes:** The College uses the standard Windows 10 theme. Students are not permitted to change this setting or apply other themes. The mouse cursor must be one of the standard (arrow type) mouse cursors. Students are permitted to vary the desktop wallpaper but in doing so must not infringe copyright nor infringe the Student Acceptable Use Agreement.

**File system shares:** Students are not permitted to create any file system shares between themselves and other computers. A number of freeware file sharing products are available on the Internet. You are not permitted to install these products.

**Using Bluetooth:** Students are permitted to use the Bluetooth functionality of their loaned notebook to send and receive after seeking the teacher's permission.

**Ad hoc Wi-Fi:** Although your wireless network interface can operate in ad hoc mode (client to client), the configuration is AP mode (access point). Students are not permitted to change these settings. If students need to move files from one PC to another, they should use the Bluetooth capability or USB memory stick. Students are also prohibited from bringing wireless broadband devices to school or using the broadband capability of their mobile phone at school.

**Music:** Students are permitted to have music files on their loaned tablet or notebook, however they must be stored in their Music folder. Of course, any music files you have on your PC can only be copies of your legally owned music. The copyright act prohibits users from storing music under copyright (music owned by others). The contents of your Music folder should not exceed 10 GB. It is the student's responsibility to back-up their music collection.

**Playing CDs or music files at school:** Students are not permitted to play or view CD/DVD's during class time unless it is for educational purposes and with permission from the supervising teacher.

**Photographs and picture files:** Students are permitted to have these types of files on the loan notebook, however they must be stored in their Pictures folder. The Copyright Act 1968 prohibits users from storing images under copyright (images owned by others). The contents of your Pictures folder should not exceed 10 GB. It is the student's responsibility to back-up their photo collection. The viewing of personal photographs / films is not allowed in class time unless it has an educational purpose and the student has permission from the supervising teacher. The nature of the material stored should reflect the values instilled and upheld by the College.

**Movie files:** Students are permitted to have these types of files on the loaned notebook, however they must be stored in their Videos folder. The Copyright Act 1968 prohibits users from storing movies under copyright (movies owned by others). The caveats already outlined above regarding obscene or offensive material obviously apply. The contents of your Videos folder should not exceed 10 GB. It is the student's responsibility to back-up their movie collection. Students are permitted to install additional high compression video/audio codecs not included in the notebook image. The viewing of personal movie files are not allowed during class time unless permission from the supervising teacher has been given. The nature of the material stored should reflect the values instilled and upheld by the College.

**Games:** Students are not permitted to install or play games on the notebook.

**Installation of additional software:** Students are permitted to install additional software on their notebook providing:

- The software relates directly to the educational use of the notebook;

- The student owns a genuine license for the software;
- Use of the software does not contravene any College policy, guideline or procedure; and
- The installation of extra notebook tools and utilities is not permitted.
- The installation of firewall/port-blocking software is also prohibited

**Media Players:** The notebook SOE includes Windows Media Player, iTunes and Media Player Classic. These should suffice for all multimedia needs. Students are permitted to install Real Player for Real media streaming if required. Installation of other media players may corrupt standard Windows settings and is therefore not permitted.

**Web Browser:** The College's preferred web browser is Microsoft's Internet Explorer. While users are permitted to install other browsers, they are not supported and Internet Explorer must remain the default browser.

**Webcams:** The notebooks are equipped with webcams. Under no circumstances can a student use the webcam at school unless all of the following conditions have been met:

- The use of the webcam and what it produces (moving and still image) fits inside the school curriculum;
- You have the permission of your supervising teacher;
- You have permission to take an image or video of all people associated
- Images or video taken with the webcam must not portray anyone in a situation which is offensive, demeaning or defamatory.

**Instant Messaging:** Students are not allowed to use any form of instant messaging within the College network. The college blocks all student access to Internet instant messaging. In addition, students are not permitted to use any form of network messaging.

**Peer to Peer (P2P) Networking:** Installation of p2p clients are prohibited. Examples of p2p clients are: BitStream, BitTorrent, Utorrent, iMesh, WinMX or BearShare. This list is not exhaustive.

## Student Notebook Computers

**All students must bring the notebook to class unless otherwise advised. It is a College expectation that they bring the notebook fully charged for the next day's workload.**

**Care:** Students are responsible for the care of their loaned notebook, which must be treated as a valuable and fragile possession. Students must ensure that all operating procedures are followed as well as making certain that the Notebook Care and Security instructions issued with the machine are always observed.

Operating problems must be reported on the day that they occur. Staff at the College ICCT Service Centre will attend to hardware and other technical problems. Students may only approach the ICCT Service Centre during the following times:

- Before school: 8:15 am – 8:30 am
- Recess: 10:35 am – 10:50 am
- Lunchtime: 12:40 pm – 1:15 pm
- After school: 3:20 pm – 4:15 pm

**Please Note:** Students are not permitted to alter the configuration of the operating system and software or install unauthorised software on the notebooks. If a notebook needs to be repaired because a student ignores this requirement, penalties will apply which may include loss of notebook administrative status or costs of repair.

**Storage:** On arrival at school students must immediately place the notebook in their locker. Students are not allowed access to notebooks before school, recess or lunchtime, except in

the Library. Students are not permitted to leave their notebook overnight at the College except in an emergency when it may be booked in with ICCT Helpdesk staff.

**Movement:** A padded notebook carry bag is provided with all College notebooks. This carry bag provides the notebook's primary protection against damage due to knocks and drops. Students must use this bag to carry the notebook around the College. Students must also be mindful of the risk of notebook damage or theft while they are travelling to and from the College each day. A backpack with an internal padded compartment for securing the notebook while still in its own bag, is part of the College uniform and students must use it when transporting the College notebook to and from school. Students must take great care with their backpack, keep it in their possession at all times while travelling and must not treat it carelessly or recklessly. Students must also ensure the backpack is worn correctly with the straps done up and properly adjusted. Failure to wear the backpack correctly is likely to result in musculoskeletal injuries.

Please Note: Notebooks must remain in the backpack and out of sight at all times while students are travelling to and from the College each day.

**Damage/Theft:** Where damage is caused as a result of an accident in which reasonable care has been shown by the student involved, the cost of repair will in most cases be covered by insurance (excess \$250). Should damage occur as a result of careless or irresponsible usage/behaviour, it may result in the need for the total payment of repair costs.

Deliberate notebook damage or theft will be deemed a serious incident and will be dealt with as such as part of the College's General Expectations Policy.

**Please Note:** Deliberate notebook damage, theft or misuse may involve referral to police and/or may lead to other serious College action.

## Section 3: Notebook Care and Security

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Students are responsible for the care of the College notebook that is allocated to them. The notebook must be treated as a valuable and fragile item and students will be held accountable for any damage that occurs. Please refer to the terms and conditions for borrowing a College notebook computer.

Students must ensure that all operating procedures are followed as well as making certain that the notebook care instructions provided in the manufacturer's handbook are always observed.

**Protective Skin:** The protective skin (Tekskin) on the top cover of the notebook must not be removed and will be replaced at the expense of the student if it is removed.

**Use in the classroom:** The notebooks are heavily used in class and it is easy for students to become complacent about the way they work in this environment. Notebooks should only be used at the student's table where it should be set out with books and other equipment in an uncluttered and orderly arrangement. Any leads and cords should be arranged neatly (if use is required) so that they do not create trip hazards or other dangers. Notebooks should not be used or left on the floor. If the notebook must be moved within the classroom, the screen should be closed and the notebook picked up by the base with both hands and carefully relocated. **A notebook should never be lifted by its screen.**

**Movement around the school:** A padded notebook carry bag is part of the notebook kit provided to each student. **Students must always use this bag to carry the notebook around**



**the College.** The main compartment of the carry bag should be used only for the notebook and should not be shared with books or stationary. The power cable **will not be usually required in class** and may be left in bag. Make sure that the power supply is taken home for the purpose of overnight re-charging.

**Storage at school:** Each student is allocated a personal locker for the storage of their books, equipment and the College notebook computer. The locker is secured with a sturdy combination lock. Obviously, a student should never divulge the lock's combination to other students. The notebook must be stored in the locker at recess, lunchtime or whenever it is not required for class (e.g. PE lessons or Sports afternoon). **Students are not permitted to leave the notebook at the College overnight** except in an emergency when it may be booked in at the Anderledy ICCT Service Centre. Library card will be left with the bag/notebook for ID verification.

**Using the College Backpack:** A backpack with an internal padded compartment is part of the College uniform. Students are required to use this compartment in the backpack for transporting the notebook, **in its carry bag**, to and from the College. Nothing else should be placed in the notebook compartment as this could lead to pressure damage to the notebook. In addition, students must be careful not to over pack their backpack as this could also lead to pressure damage to the notebook or back injuries from the excessive weight.

**Transport to and from school:** Students must be mindful of the risk of notebook damage or theft while they are travelling to and from the College each day. The notebook and carry bag must remain in the backpack and out of sight at all times while travelling to and from the College. Students must take great care with their backpack and keep it in their possession at all times while travelling. When using public transport, the backpack should be on the student's lap while sitting or between the legs when standing. **If a notebook sustains damage on public transport because it is not in the student's possession, the damage may not be covered by insurance.** The notebook must never be displayed or used in public while travelling.

Some students travel to and/or from school by car. Again the notebook and carry bag must remain in the backpack and the backpack should be transported in the boot. The backpack should never be left in an unattended vehicle unless it is stored in the boot.

**Use and storage at home:** At home, students should have a regular place to do their homework. This place should be properly set up with a desk or table, adjustable chair, good lighting and easy access to a power point. The notebook should only be used at the student's desk/table where it should be set out with books and other equipment in an uncluttered and orderly arrangement. Any leads and cords should be arranged neatly so that they do not create trip hazards or other dangers. Notebooks should not be used on a couch, bed or on the floor. When the notebook is not in use, it should be stored in the carry bag out of sight in a drawer or cupboard. This is especially important when the home is unattended. It is important to also store the power supply out of sight. A power supply left lying around is a pointer to a nearby notebook.

Some very useful information about protecting your home can be found on the [Victoria Police website](#). Also, Crime Prevention Victoria has produced an excellent brochure titled [Home Burglary: What you can do to avoid it](#).

**What to do if a notebook is damaged or stolen:** If a student misplaces a notebook at school, they must immediately notify their homeroom teacher or Year Level Leader.

If a notebook is stolen from your home or car, please notify police immediately. In addition, please notify the ICCT Services Manager, Mr Guy Anderson 8734 5200.

Any damage to a notebook must be reported to the ICCT Service Centre on the next school day. Most instances of accidental damage are covered by insurance. Please note that as part of the conditions of using a College loan notebook, parents have agreed to pay the excess arising out of any insurance claim lodged concerning the loan notebook. Should damage occur as a **result of negligent or irresponsible behaviour**, it is most unlikely the damage will be covered by insurance and the student responsible will be invoiced for the full cost of repairs.

It is most important that students report any damage as soon as possible. While most hardware/software failure is under warranty if no accidental damage has occurred, they can be associated to an existing insurance claim if not reported immediately. If this occurs then the "warranty cost" may be unnecessarily associated to the insurance claim.

All repairs are registered against the notebook in detail.

## Section 4: Top Causes of Notebook Damage

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Here are the top causes of notebook damage and how to avoid them.

### Screen Damage

1. Over packing of the College backpack causes pressure damage (bruises) to the notebook screen. Placing too much content in the backpack places excessive pressure on the notebook carry bag squashing the notebook screen into the keyboard and top cover. This leaves permanent bruises on the notebook screen and can even lead to the screen cracking. Placing other items in the notebook section of the backpack will also have this effect. Damage of this type is accidental and can be made good with an insurance claim. To prevent this type of damage, do not over-pack the backpack or place other items in the notebook section of the backpack.
2. Leaving a pen or other item on the keyboard when closing the screen creates bruises or cracks the screen. This type of damage is accidental and can be made good by insurance. To prevent this type of damage, always check for items on the keyboard or top cover before closing the screen.
3. Touching the screen too firmly (with a finger, pen or other object) leaves a small but obvious bruise on the screen. This type of damage is accidental and can be made good by an insurance claim. If cleaning the screen only use an accredited cleaning wipe.
4. Mistreating a College backpack while it contains a notebook may cause damage to the notebook. Any significant impact/dropping of the backpack while it contains a notebook will likely result in damage to the notebook. As the screen is the most fragile part of the notebook, it is usually the screen that is damaged. Transporting the notebook out of its carry bag, while inside the backpack can also cause unintentional damage. Damage of this type, while negligent, is usually accidental and so can be made good with an insurance claim. To prevent this type of damage, always treat the back pack with care and do not leave it in situations where it is likely to be mistreated or mishandled.

### Tripping on the Power Cable

A significant number of incidents, both at home and at school can result in someone tripping on the power cable and causing damage to the notebook. This damage can include one or more of: damage to the DC port on the notebook; damage to the DC jack on the AC

Adapter; damage to the notebook case, screen or notebook internals because it is pulled onto the floor. In situations where the damage is minor and the costs is below \$250 (including labour), it is not worth lodging an insurance claim and the repair of the notebook will be undertaken as a chargeable job.

### **Lack of Care for the AC Adapter and Power Cable**

Through other large secondary schools' experiences we have learnt that not a school week goes by without at least one student having to purchase a replacement AC Adapter. The main reason for this is damage to the AC Adapter lead - that is, the lead's protective skin (casing) splits and exposes the electrical wiring. In some cases, this damage arises because the lead gets jammed in a door, stood on by the leg of a chair or chewed by the family pet. **However, in most cases students tightly winding the lead around the AC Adapter cause the lead's casing to split.** This problem is avoidable as students are instructed on how to properly **FOLD AND NOT WIND** the lead.

### **Failing to transport the notebook in its protective carry case**

Through our own experience we have learnt that some student's will attempt to transport their notebooks to and from home inside their school bag but not inside their notebook's protective case. This has led to significant physical damage being done to the notebook when the schoolbag has been roughly placed onto a hard surface. Also, some notebooks have been transported within the College with no protective case. This has again led to significant damage to the notebooks due to it being accidentally dropped.

In most occasions the notebook will be protected if kept inside its protective casing while being transported anywhere and at any time.

## **Section 5: Making an Insurance Claim**

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All MacKillop student-borrowed notebooks have insurance cover for loss and accidental damage. The insurance cover is provided as part of the notebook package. Please note that as part of the conditions of the loan, you have agreed to pay the excess of \$250 arising out of any insurance claim lodged concerning your son's/daughter's loan notebook.

The provisions of the insurance policy are generous and will cover most instances of loss or accidental damage but not loss or damage arising from gross negligence. As always, the best strategy is to try to avoid or prevent damage occurring in the first place.

Your son/daughter will be taken through a school program of "How to Care for My Notebook".

### **What happens when a notebook is damaged?**

If the notebook used by your son/daughter sustains damage/loss, the College will lodge an insurance claim for the cost of repairs/replacement of the notebook and you will be asked to complete an 'incident report'. The incident report form will be the basis of the insurance claim. Insurance claims are routinely lodged for any damage that is not covered by the manufacturer's warranty. If the incident involved other students or a breach of College rules, your son/daughter's Year Level Leader will also investigate it. The notebook Incident report form will be given to your son/daughter to take home. It would then be expected to be filled out by both you and your son/daughter. Students making an insurance claim will only be issued with a temporary loan notebook when the incident form has been returned back to the school.

### **How do I fill out the incident report?**

The insurance company requires certain information before we can process a claim. To increase the likelihood of a successful insurance claim, you will need to supply the requested details, describe the specific incident, which caused the damage/loss of the notebook and provide the names of any witnesses, if available. Please note, the insurance company will deny any claim that does not give clear details of how the damage/loss occurred.

### **What happens if the claim is accepted?**

In most cases, the insurance company will accept the claim and cover the cost of repairs/replacement. The repaired notebook will be returned to him/her upon payment of the excess. Loan notebooks are available for the student in the interim. Of course the same policies for insurance and alike occur with these interim loan notebooks as well. As part of the process the College Accounting Team will invoice you for the \$250 excess. Return of the College notebook to your son/daughter will occur after verification of payment has been made and the school administration has notified the Anderledy ICCT Service Centre. This will be done in as timely a manner as possible.

### **What happens if the claim is rejected?**

Insurance claims are rarely rejected. When they are, it is usually because of gross negligence in the care of the notebook. If the insurance company rejects your claim, you will be required to pay the total cost of repair/replacement of the notebook. A quotation for the cost of repair will be provided to you prior to the notebook being repaired.

### **Who can I talk to about this process?**

- If you have questions regarding the incident or responsibility for the damage to the notebook, please contact your son's/daughter's Year Level Leader.
- If you have questions regarding payment of the excess or the cost of repairs, then you should speak to a member of the College Accounting Team.
- If you have questions regarding the repair of the notebook, you should contact the ICCT Services Manager, Mr. Guy Anderson.