

Notebook Care and Security

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.

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 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 their notebook around the College.** The main compartment of the carry bag should be used only for the notebook. The carry bag pouch is deliberately small and should only be used for the power supply, power cord and, if the student has one, a small mouse. 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 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 the 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 the 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 home work. 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

http://www.police.vic.gov.au/content.asp?Document_ID=9541

Also, Crime Prevention Victoria has produced an excellent brochure titled [Home Burglary: What you can do to avoid it.](http://www.nhw.com.au/building/img/Home_Burglary.pdf)

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What to do if a notebook is damaged or stolen: If a student misplaces the 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 their son's/daughter's 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.

The ICCT Notebook Services will only be open to students during the following times:

Before Classes:	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

All repairs are registered against the notebook in detail.