



LUCINDALE
AREA SCHOOL



Government of South Australia
Department for Education

LAPTOP PROGRAM HANDBOOK

Student Laptop Policy and Procedures

Dear Parent/ Caregiver,

Students from Year 5 and upwards are encouraged to participate in our laptop program. Families can opt to purchase a new Lenovo Thinkpad L13 or hire an older laptop.

PURCHASING

- The outright purchase cost is \$1300.00 including a laptop bag – device cannot be issued without prior payment.
- 3 Year Payment Plan Total Cost \$1380.00. This equates to \$115.00 per term, this amount is to be paid each term for 3 years. – device cannot be issued without prior payment.
- Direct Debit or other payment arrangements for the remaining amount can be made by contacting our finance department during office hours
- All new laptops are covered by a three-year manufacturer's warranty and batteries are covered by a one-year warranty.
- The warranty covers manufacturer defects but does not cover negligence, abuse, malicious or accidental damage (eg cracked LCD screens are not covered under warranty). Where damages occur or repairs are needed for non-warranty claims, all costs will be at the student's expense.

TERM HIRE

- The term hire cost is \$100 per term.
- No device can be issued without payment being made

GENERAL INFO

- All laptops have the required software for classes and access to online textbooks. These devices will be fully supported by the school.
- Powering or charging of devices at school is not possible due to WHS compliance advice.
- Any damage incurred whilst the laptop is being purchased or hired, will be at the student's expense.
- The purchase laptop remains the property of the school until the student leaves the school.

Please indicate on the attached sheet, if you will be purchasing or hiring a laptop and return to the school at your earliest convenience. Alternatively, you can email IT Support with your name, student name, and whether you would be opting to purchase or hire a laptop from 2023 onwards: Bianca.Black596@schools.sa.edu.au
If you have any further questions or queries about this program, or payment arrangements, please do not hesitate to contact the school.

Regards

Louis de Jager
Acting Principal

ICT & SAFETY ACCEPTABLE USE POLICY

The comprehensive computer network at Lucindale Area School supports the teaching and learning program and is intended to extend students' learning. As a student of Lucindale Area School, access to the computer network will enable students to complete course work and develop skills using our IT resources.

Responsibilities

Each student has a responsibility to take care of the computing resources and use them in a careful and constructive way.

It is essential that students:

- logon to the network using their own account only
- leave all equipment in place unless they have teacher permission to do otherwise
- report equipment problems - do not tamper with systems settings, switches, buttons or cables

User Name and Password

Each student will be allocated an EdPass account (User Name and password) to access the network resources. This will give the user access to:

- all networked printers
- the internet through a high speed filtered connection
- personal (electronic mail) email account

The password protects storage space and Internet access. Its confidentiality is a student's responsibility and it must not be divulged to anybody. The school maintains comprehensive monitoring and logging procedures. To ensure security, integrity and responsible use of the resources and as part of maintenance, systems management will monitor all student activity, particularly Internet activity.

USB, Flash Drives, External Drives and Viruses

Flash drives are a major source of viruses into the network. You should use a flash drive ONLY if you need to transfer school-related work files to and from home for further development and as a backup. Flash drives can be unreliable. All our files may be checked for virus contamination before they are opened. Management reserves the right to check any flash drives within the school and confiscate those that pose a threat to the performance of our resources.

The school updates its virus software very regularly but gives no guarantee that it is 100% virus free at any point in time. If students use a flash drive on the school network, they may be asked to display the contents to Systems Management.

The Internet

Use of the Internet has become an integral part of our teaching and learning programs. The Internet is available from networked computers in the school through a highspeed content filtered connection. It should only be used during class time for the completion of research and assignments. Students are expected to work within the guidelines set out by the subject teacher.

The school has implemented a comprehensive monitoring and management infrastructure for Internet access. All Internet access, will be logged against a user's ID. This is an important reason students should ensure their password is never divulged to anyone.

- Students are only permitted to use the supplied e-mail client to send and receive e-mail.
- Students will not access sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or is illegal in any way.
- Download volumes will be monitored so that bandwidth is only used for school related content.

Engaging in chat lines and/or downloading programs is ONLY allowed at direction of class teachers. Inappropriate use of the internet is a serious matter and can have significant consequences, eg sending a message over the Internet using someone else's name may be a criminal offence.

Sanctions

Students who are found to be using the computing facilities in an unacceptable way will be dealt with according to the Behaviour Management Policy.

Students must understand that:

- They must never change or alter in any way, technical, network, IP address information, MAC Address info or the like
- Their passwords MUST remain confidential and NOT be used or acquired by any other student
- They will not use another student's password to access IT resources
- They are responsible for the content of storage space
- All Internet activity will comply with the standards outlined in this policy
- Failure to use the computing resources properly will be dealt with according to the "Behaviour Management Policy" and will at least result in access privileges being withdrawn.
- Computer activity is monitored
- They will not install or store any program files onto school computers
- They are not permitted to download programs, music, video or view inappropriate material
- They are not permitted to play games on school computers unless at the direction of teachers
- Their external storage device may be confiscated if it contains any files that are not appropriate
- They are not permitted to use networking to store and access files in any other way than via their server space using my login and password
- Ultimately, they are responsible for ensuring their files are safe, accessible and available by subject deadlines

Ownership, Model and Cost

Lucindale Area Schools Laptop program has successfully been in place since 2022. The school purchases specific laptops on behalf of parents who then opt to purchase and pay for over a maximum of three (3) years.

All students have the same laptop model, ensuring a consistent platform, which in turn has the following benefits:

- Laptops can be taken home for after-hours access with appropriate software already installed.
- Three-year warranty
- Software licensing is covered by DfE agreements
- Management and support of devices with onsite repairs and a 'hot swap' loan machine when necessary
- Students have a consistent brand and model of laptop that is imaged by the school to connect efficiently to the school's wireless network

The laptops cost also includes:

- Infrastructure costs
- Technical support costs
- Accessories
- Warranty
- Software

A term hire option (for an older laptop) is also available for students who do not opt to purchase.

Elements of This Policy and Procedures booklet apply depending on the ownership structure.

Insurance and Warranty

Students who are purchasing a laptop through the school are covered by the three-year (3) manufacturer's warranty, but any losses caused by non-warranty damage are borne by the student.

New Lenovo laptops have a three (3) year on-site warranty, but this does not cover any non-warranty loss, theft or damage at home or travel to and from school. It is strongly advised that the laptop be added to a household policy or that separate cover is taken out against accidental damage, theft, or loss. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse, malicious or accidental damage. (eg cracked LCD screens are not covered under warranty).

Cost of Laptop

The cost of the laptop is \$1300 outright including a laptop sleeve, or on a 3-year plan equating to \$115.00 per term. The term hire option is available for \$100 per term. Term hire laptops cannot be taken home during the holiday periods.

Laptops that are being purchased by the student, remain the school's property and at the end of the student's schooling, and if all laptop fees have been paid, it will then be owned by the student.

The \$100 term hire fee paid per term is for laptop supply, support, software and general maintenance, troubleshooting, replacement batteries and power cords etc for the laptop, and is not a fee charged towards gaining ownership of the laptop.

Guidelines for Participation

Prior to devices being issued to students:

- Parents will need to choose an option (loan or purchase) and sign the appropriate form agreeing to the terms and conditions of the program
- Each device will be imaged with the permitted school image and registered in the school laptop database with a unique identifier against the student's name
- The laptop must be available for use at school each day
- Parents can have access to the student's password and laptop

End of Lifecycle Process

The laptop remains the school's property for the life of the device until the end of the device's signed agreement whereupon, if all laptop fees have been paid, it will then be owned by the student.

Device Specifications

All new laptops will be of the same specification, to assist in management, imaging, and curriculum development. Students are not permitted to change the device specifications, make modifications, or add their own upgrades. Please note that the device warranty is VOID if attempts are made to change the hardware.

Loss and Damage Policy

If a laptop is lost or damaged in any way, it must be reported to the IT Manager immediately.

Technical Support, Faulty Laptops and Repairs

- If a laptop is faulty or needs repair, please advise the IT Manager immediately. If appropriate, a 'hot swap' replacement laptop will be provided while the machine is being repaired.

The warranty will be void if laptops are taken outside the school to repair.

- Students experiencing technical and/or software faults such as a hardware fault, mouse pad, screen or keyboard not working, machine jamming, programs not loading, internet not working etc, should take the laptop to the IT Manager to determine what repairs are needed. For significant performance issues a re-image may be necessary which will completely reset a laptop to original settings and delete all personal files stored on the computer or desktop.
- It is the student's responsibility to BACK UP FILES BEFORE RE-IMAGING, and it is important for files to be saved appropriately on the school's network or OneDrive.

Technical Maintenance

- Students and parents are reminded that updating and maintaining the laptop is essential in minimising problems.
- The school will require the laptop periodically to perform routine maintenance, upgrades and checks. Some of these tasks are performed whilst the student is logged onto the school network and on shutdown each day.
- Maintenance may include re-imaging of the laptop if there are significant operational issues. This means that the laptop will be returned to its original configuration and consequently, all data on the hard drive will be deleted.
- Technical Support for the laptop will only be given during school hours for school equipment.

The school is not responsible for Technical Support at home (ie. Internet and printer setup, and configuration for home use).

Safety Maintenance

- Allow adequate space around laptop for ventilation purposes.
- Do not rest the laptop on your lap as it can overheat.
- Do not use near food or drink.
- Do not expose or use near sun, sand and water and store in a padded sleeve or bag for protection
- If there is a Hardware or Software issue with the laptop, it must be reported immediately to the IT Support Manager.

Data

Laptop users are responsible for ensuring their data is backed up using the prescribed method. Saving files to Office 365 OneDrive is highly recommended.

Best practice suggests that backing up should be done at the end of each day. Be aware that if a laptop goes to IT Support for repair it may have the hard drive erased and the programs reloaded. This means that all student data will be erased. Students are responsible for their own data which should be saved appropriately on the school network and their backup drive.

Students also have access to Office 365 which includes OneDrive where files can be saved and accessed on any device by logging into office.com with the student email address.

Security

Laptop users are responsible for the following:

- Taking laptop home each night and charging. (They should NOT be left at school).
- Not leaving laptop in vehicles or unattended
- Laptops are not to be shared with or used by another student.
- Are responsible for all data downloaded onto the hard drive of their laptops.
- Should ensure the integrity of their passwords. The school and respective parents are the only other parties who should have access to the laptop.
- Laptop name labels must be in place and visible. If they become damaged or worn, they must be replaced immediately by IT Support.

Operation

- Laptops are to be charged at home, so they are ready for use at school each day. An overnight charge is recommended.
- Students are to save their work often and a good guide is every 10 minutes.
- Be aware that flash drives (USB) and external drives are prone to failure, without any warning.

Batteries

- Batteries are rated to last up to 11 hours (dependent on usage).
- It is student's responsibility to charge the laptop every night. Laptops CANNOT be charged in classrooms at school, as it is against WHS guidelines due to potential trip hazards.

Users and Security

- Each student has an individual username and password for logging into the school network. The password cannot be divulged to any other party.
- Students are to use their laptops according to the rules in the Acceptable Use of Information Technology Resources Policy.
- We encourage that laptops are stored in student lockers during recess and lunch.

Virus Protection

- Anti-virus software and monitoring software is loaded onto the laptop through the initial imaging process. Updates of this software may be scheduled at various times.
- Students should ensure that anti-virus software is kept up to date on their laptop and regularly check for viruses. This can be done at no cost at the school.
- As students have the right to personally use their laptop and connect to the internet from home, they need to take all steps to protect the laptops from virus attacks.
- Viruses can enter laptops through removable media such as CDs, DVDs and USB memory sticks, emails, browsing on internet through FTP programs and chat rooms.

Private Devices and Internet Usage

Lucindale Area School has a fully functional internet system. Students can access the internet through the school's network while on site.

Whilst using the school internet, every student is monitored and protected by the strict filtering guidelines. This means that any unsafe or inappropriate sites, images, downloads, data etc cannot be accessed at school on our system. Personal devices such as mobile phones, dongles etc CANNOT be used for hot spotting as this bypasses security measures both school and department have put in place to protect our students.

Students may also use the internet for their personal use at home after setting up the laptop to access it through their home Internet Service Provider, but students are reminded that inappropriate downloads can be detected when the laptop is connected to the school's network.

Great information pages:

<http://www.cybersafetysolutions.com.au>

<http://www.acma.gov.au>

<http://www.kidshelp.com.au>

<http://www.bullyingnoway.gov.au>

Other

The school will supply one laptop, case, and power adaptor. The laptop is the property of the school, and it is the responsibility of the student to ensure the correct use of the laptop.

Failure to follow this policy and Computer Use: Acceptable Use of Information Technology Resources Policy may result in some of the following sanctions:

- Confiscation of the laptop for a period
- Removal from the School network
- Restriction of internet and mail use
- School Behaviour Management Policy

Other Electronic Devices not endorsed by the school are NOT permitted on the network.