



Student Laptop
User Agreement

The laptop

- The security and use of the laptop is the student's responsibility. The student must comply with all directions we give in relation to the use of the laptop and produce the laptop for inspection whenever requested.
- This laptop is issued to the student for their educational use but remains the property of Mark Oliphant College and its supply to the student is conditional upon the student's continued enrolment at the College. If the student ceases enrolment at Mark Oliphant College, the laptop must be returned to the College.
- On the date we specify by notice to you, or on the date the student ceases to be enrolled at Mark Oliphant College, whichever is earlier, you must return the laptop to Mark Oliphant College in good working order and in good repair complete with the AC power adaptor.
- Failure to return the laptop in its original condition will result in Mark Oliphant College invoicing the student or parents/carers for the repair or replacement cost of the laptop.
- Mark Oliphant College does not give any warranty, representation or assurance as to the quality, fitness for purpose or safety of the laptop as this is covered by the Manufacturer.
- The laptop is also available for personal use provided this use does not affect the performance of the laptop for learning. All material on the laptop is subject to review by College staff.
- The laptop may not be used for any commercial purposes.
- This agreement is only valid in Australia. The laptop cannot be taken on holiday overseas.

Software, Copyright and Intellectual Property

- Each laptop will be loaded with a Mark Oliphant College approved software image configured for use on the College network.
- The image will include operating system software, anti-virus software and standard Microsoft and Apple software.
- Software installed by the College is copyright and must not be distributed or deleted without written permission from the College.

Games, Music & Non-College Applications

- Mark Oliphant College does not object to the installation of non-College applications and files on the College laptops provided that the installed applications and files:
 - Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads),
 - Are ethically and morally acceptable (including consideration of College appropriateness, age appropriate ratings and privacy issues),
 - Do not affect the efficient functioning of the laptops for educational purposes (i.e. they do not interfere with the speed and storage capacity of the laptop or the problems that might arise from increased battery use),
 - Do not affect the College's wireless network,
 - Do not interfere with the learning program.

- In particular, while some games have significant educational benefits, other games have little educational merit and may affect network function. As a result:
 - The use of network games is banned,
 - No ad-hoc networks are to be formed.
- Where there is a contravention of this policy, consequences will include re-imaging the laptop which may result in the loss of data if back-ups have not been kept up to date.
- Other sanctions may be imposed as appropriate and determined in consultation with ICT Management and the Principal.

Virus Protection

- Anti-virus software (McAfee) and monitoring software will be 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 happens automatically when they connect to the College network.
- As students have the right to personally use their laptops, and connect to the Internet from home, they need to take all steps to protect the laptop from virus attacks.
- ***You must not install any antivirus software as McAfee is already installed and running 2 different antivirus programs on a computer will cause major issues.***
- Viruses can enter laptops through:
 - Removable media such as CDs, DVDs, floppy disks and USB memory sticks,
 - E-mails,
 - The Internet (including web browsing, FTP programs and chat programs/rooms).
- **Helpful TIPS**
 - *Do not open any files attached to suspicious or unknown emails,*
 - *Exercise caution when downloading files from the Internet. Save the files to the laptop's hard disk and run the virus scanner on the files before opening them,*
 - *Delete chain and junk emails. Do not forward or reply to any of these,*
 - *Never reply to Spam,*
 - *Hundreds of viruses are discovered each month. Run your virus scan regularly,*
 - *Avoid indiscriminately loading non-standard software onto the laptop as it can result in infection by viruses and spyware are common causes of laptop failure.*

Security Procedures

- Do not leave your laptop logged-on when you are not using it. It is strongly recommended that you secure your desktop with a password protected screensaver. This locks your laptop after a set period of inactivity, reducing the risk of someone else performing any actions using your username.
- You must update software with security patches when they are released. This occurs automatically whenever your laptop is connected to the College network.
- During the College day when the laptops are not being used and the student is unable to keep the laptop on them (e.g. at lunchtime, during PE etc), the laptops should be securely stored in the Senior Years building.

Power Issues/Battery/Charging

Battery Life and Conditioning the battery

- The battery can be conditioned to ensure a long life.
 - The laptop battery should be completely powered down before recharging,
 - It should then be fully charged over night,
 - Repeat this 3 times before you run the laptop from the power outlet.
- Then it can be used connected to the power outlet if needed. This is not usually required as the laptops run effectively when fully charged.
- Students should bring the laptop to College **each day fully charged**. Classrooms have limited facilities to recharge laptops.

Caring for your Laptop

- In the event of failure, our College IT technician may be able to restore your laptop to its original state. However, there is no guarantee that data stored on your laptop can be recovered. Before installing new software, ask first and make sure your backup is up to date.

Packing away your laptop

- For extra protection, always pack your laptop in the protective cover if you are carrying it from one place to another or in your College bag.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.
- Try to avoid moving your laptop around when it is on. Before switching it on, gently place your laptop on a stable surface and then switch it on.
- You still need to be careful with the laptop while it is in your bag. Do not drop the bag from your shoulder. Always place the bag gently down.
- Be careful when putting the laptop in the car or bus that no other items are on top of it and nothing will roll on to it.
- Laptops should be switched off before being placed into the protective cover.

Operating conditions

- Avoid exposing your laptop to:
 - Direct sunlight or sources of heat such as desk lamps,
 - Dust, dirt, rain, liquids or moisture,
 - Heavy shock or vibration.

LCD Screens

- LCD screens are delicate and will be damaged if poked, prodded, pushed or slammed.
- To clean your LCD screen:
 - Switch off your laptop,
 - Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion.
- Do not directly apply water or cleaner to the screen.
- Avoid applying pressure to the screen.

AC Adaptor

- Connect your adapter only to your laptop.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord too tightly around the adapter box.
- Be aware of the power savings that come from running your laptop effectively from battery after being fully charged. This can amount to a significant amount per year.

Loss and Damage

- The warranty covers normal defects and usage issues. It does not cover negligence, abuse, malicious damage or loss.
- It is the student's responsibility to take appropriate precautions to prevent wilful damage or theft.
- Each student issued with a laptop is expected to care for and safeguard the laptop in a responsible manner. The laptop is an expensive item of College property and the College issues this property to the student on the understanding that it will be well cared for.
- Any instances of vandalism, damage, loss or theft must be reported immediately to the College. In the case of a suspected theft a police report must be made by the family and an event number provided to the College.
- In the case of loss or damage as a result of negligence, abuse or malicious act the student or the parents/carers will be responsible for meeting the cost for repairs or full replacement of the laptop.
- Parents/carers will have to replace lost or damaged chargers.
- Students are not to deface the laptop.
- The student or their family must not try or purport to sell the laptop, offer the laptop as security nor give possession of the laptop to anyone else.;
- Students are expected to keep their laptop in the Senior Yeas building at times when they are not using it (examples being recess, lunch, practical periods). Failure to comply with correct storage will be seen as negligence. Loss or damage as a result of not securing the laptop will result in the student being charged the cost of repair or replacement.

- Parents may choose to evaluate their personal home contents and car insurance to cover equipment on loan to their child, in the event of loss or damage to such loaned equipment while in the care and custody of the child.
- In instances where damage or loss has occurred involving students other than the student it has been assigned to, the incident will be further investigated.
- In the case of accidental loss or damage a witnessed statutory declaration signed by the parent/carer should be provided.
- If a laptop is damaged or lost the Principal will determine whether replacement is appropriate and/or whether or not a student retains access for home use.

Appearance and Personalisation

- As the laptops are the property of the College, they are not to be altered or personalised in any way that is not completely irreversible. Labels or stickers are OK but must be easily removable.
- The protective carry case may be personalized to promote easy identification.
- The laptop will be permanently marked with identifying information as required by the Administrative Instructions & Guidelines (AIG's). Additionally a label containing the Asset Tag Number will be attached. This label must not be removed.

Laptop Specifications

- It is expected that all laptops will be of the same specification to assist in management and curriculum development.
- Students are not permitted to change the laptop specifications, make modifications or add upgrades.
- Note: The laptop warranty is **void** if attempts are made to change the hardware.

Acceptable Use

- The Network Managers maintain computers and networks so that they operate effectively, ensuring that the resources needed are available, and that the interface operates in a consistent way.
- The following guidelines are outlined to ensure all users are able to access the latest research available with the latest technology in an acceptable and safe learning environment.
 - Users will avoid sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way.
 - When at College, engaging in chat lines or downloading files is not permitted unless forming part of a legitimate class activity guided by the teacher of that class.
 - The Federal Communications Act determines guidelines for appropriate use. Inappropriate use of the internet and email is a serious matter and can have significant consequences, eg sending a message over the internet using someone else's name.
 - Passwords should remain confidential. No user should log-on another student using their password.
 - It is the responsibility of students to maintain sufficient credit in their Internet and printing accounts to allow subject related tasks to be carried out.
 - Do not remove files or folders that have been installed to the hard disk or network.

- Do not use inappropriate or offensive names for files or folders.
- Do not bring to College, or use, games or any other materials which may be offensive to others.
- Do not engage in cyber bullying or e-crime.
- No laptop (or mobile phones) with camera capabilities are to be used in change rooms or toilets.
- Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in the public forum.

Cyber bullying

- E-technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways.
- Cyber bullying is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies—such as email, chat room discussion groups, instant messaging, WebPages or SMS (text messaging)—with the intention of harming another person.
- Examples can include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.
- Activities can include flaming (repeated negative messages), sexual and racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking.
- The targeted person often feels powerless and may need help.

Electronic crime (e-crime)

- Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person’s life.
- Cyber bullying can therefore be an e-crime, a fact often not clearly understood by those involved.
- E-crime occurs when a computer or other electronic communication devices (eg mobile phones) are used to commit an offence, are targeted in an offence, or act as a storage device in an offence.

Consequences

- Any form of cyber bullying or e-crime will be dealt with through the College’s “Harassment Policy” and “Acceptable Use of Technology Policy”.
- Serious breaches are a police matter and will be dealt with through State & Federal laws and SA police.

Data Storage

- Always backup your data files on a frequent and regular basis. You should have at least two copies of your files. E.g. One copy on your laptop hard drive and another copy on an external disk, such as a flash drive, external hard drive CD-ROM disk or DVD.
- Upon return of the laptop to Mark Oliphant College, please remove from the laptop any data you wish to preserve. We are not to be responsible for any loss of any data nor for any disclosure of information that may be stored on the laptop.

Technical Support

- Students who require support (passwords, functioning of laptop) are able to obtain this from the ICT Support Centre.
- Students experiencing technical and software faults should proceed according to the following steps:
 - If the computer has an obvious hardware fault (screen or keyboard not working) then it should be taken to the ICT Support Centre, where the vendor will be contacted for support. If necessary, a replacement laptop will be loaned to the student until the hardware fault is rectified.
 - If the laptop has any other issues a re-image may need to be performed. Instructions and assistance on how to re-image a laptop can be obtained from the ICT Support Centre. **IMPORTANT FILES MUST BE BACKED UP BEFORE RE-IMAGING.**

Internet Usage

- Students can access the Internet through the College's network while on site. Access to the Internet through the College's network at College will be monitored and subject to strict filtering.
- 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. (Consult your ISP for processes to do this.)
- Students are reminded that inappropriate downloads can be detected when the laptops are connected to the College's network.

Printing

- At College you will be able to select a nearby printer to use.
- At home you may need to save your work to a USB storage device and print from a computer connected to a printer. You may also want to install your home printer to the laptop.



Mark Oliphant College

Student Laptop User Agreement

GIVEN NAME:
(Please Print)

SURNAME:
(Please Print)

1. I confirm that I have received the following:

- MacBook Laptop
- Power Supply and Cord
- Protective Case

Office use Only - Other information -

Serial Number:

2. We have read and understood this Computer Use Agreement, incorporating Cyber-safety and we are aware of the College’s initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. We understand that failure to comply with the Laptop Use Agreement could result in recall of the laptop and/or loss of access for home use, and/or costs associated with repairs or replacement of the laptop while in the care and of the student.

My responsibilities as a Parent/Caregiver include:

- reading this Computer Use Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in using computing devices in learning
- ensuring this Use Agreement is signed by my child and by me and returned to the College
- encouraging my child to follow the cyber-safe strategies
- evaluating my personal home contents and car insurance to cover equipment on loan to my child, in the event of loss or damage to such loaned equipment while in the care and custody of my child.
- contacting the College if there is any aspect of this Use Agreement I would like to discuss.

This agreement will remain in force as long as your child is enrolled at Mark Oliphant College

PLEASE RETURN THIS SECTION TO COLLEGE AND KEEP A COPY FOR YOUR OWN REFERENCE.

I have read the Laptop User Contract. I understand my responsibilities regarding the use of the laptop and the Internet. In signing below, I acknowledge that I understand and agree to the Laptop User Contract. I understand that failure to comply with the Laptop User Contract could result in recall of the laptop and loss of access for home use

.....
Student’s Signature

.....
Date

.....
Parent’s Signature

.....
Date