Learning...anywhere, anytime.

MacBook Program
Policy and Guidelines Booklet
January 2012

The St Augustine’s College Yr 8-12 MacBook program, with financial support from the Commonwealth Government’s National Secondary School Computer Fund.
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1. EDUCATIONAL OPPORTUNITIES OF A ONE TO ONE MACBOOK PROGRAM

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. This sort of anytime, anywhere learning is supported by access to portable technologies (e.g. laptops)

The Brisbane Catholic Education approach is developed out of the following emerging issues related to the National Secondary School Computer Fund (NSSCF) program and implications for contemporary learning and teaching in all schools in Brisbane Catholic Education.

Learning and Teaching:

- Learners and teachers create contemporary learning environments and quality learning outcomes as they shape and enrich their own and others’ worlds.
- Contemporary learning is personalised and provides anytime, anywhere access for students to portable technologies.
- Teachers’ access to the Australian Curriculum and supporting professional resources will be delivered online.
- Brisbane Catholic Education is establishing access to teacher and student online learning and teaching environments and content.

This is underpinned by the following assumptions:

- The world of students within and beyond the school is connected by the use of contemporary information processing, communication and collaboration tools.
- Teachers engage in continuous learning to enhance their professional practice and the practices of their students.
- School and organisation leaders create the conditions that enable the vision to be realised.
- Parents are empowered to become actively involved in their child’s education by accessing online communication, learning, reporting and monitoring systems.
- Planning and resourcing is future focused and flexibly delivered within the learning context of the school.
- Accountability and improvement are reviewed through the School Cyclical Review process, particularly in relation to Priorities 2 & 6 in the BCE Strategic Renewal Framework.

21st century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities.”

MCEETYA – Contemporary Learning: Learning in an Online World (2005)
2. OVERVIEW OF STUDENT AND PARENT RESPONSIBILITIES

Students and parents will be responsible for the overall care of the MacBook computer. Students will have full local administrator rights to the MacBook computer and will be responsible for its ongoing maintenance. Students will be trained to be competent users and maintainers of their assigned MacBook computer.

A protective bag will be supplied. Students will be required to carry the MacBook computer within this bag at all times. Students are expected to exercise caution if using the MacBook computers in public places and should keep in mind that they are responsible for any loss, damage or theft of the machine. The MacBook is to be treated with care and stored in the protective bag supplied when not in use. The College will implement regular hardware, software and data inspections. Students will be subject to the terms of the ICLT Acceptable Use Policy (see section 3) if there is any evidence of misuse or inappropriate usage.

All students will be responsible for the regular backup of their data.

Each MacBook will include all necessary software to assist the learning of the student. Students will not be permitted to install any other applications without the permission of the College or delete any of these applications or any of the existing folders. However, they are permitted to add additional folders to assist with organising their work. Students will also be able to install additional home-based printers, scanners and other peripheral devices, if they wish.

Students must be aware of and abide by the ICLT Acceptable Use Policy (see section 3). Failure to abide by the user agreement could result in disciplinary action, or in the event of damage, a financial cost to the parent (refer to Section 4 - Student and Parent MacBook Guidelines).

MacBook computers will be recharged at home each night ready for the next school day. The MacBook can be connected to the student’s home internet at the parent’s discretion. Parents are encouraged to supervise proper usage of MacBook at home, especially whilst students are using the internet, and it is not intended for use by other members of the family.

“Learning will not take place only inside schools and colleges, but in communities, workplaces and families. The shift to thinking about learning beyond the classroom requires a shift in our thinking about the fundamental organizational unit of education...from the school, an institution where learning is organized, defined and contained...

...to the learner, an intelligent agent with the potential to learn from any and all of her encounters with the world around her.”

Tom Bentley, DEMOS
3. ICLT ACCEPTABLE USE POLICY

St Augustine’s College has provided a campus–wide network of computers and Wireless network with Internet access for student use in various locations around the campus. It is provided for educational purposes only, using activities as directed by class teachers and Network Administrator.

These are guidelines to follow to enable best operation for everyone and to avoid loss of network privileges for individuals:

1. Use of school computers and resources at school are for educational use only.
2. Your school network home directory quota is 200MB – if you exceed this limit your computer account will be disabled. Quota will be increased in special circumstances on request.
3. Do not connect / disconnect or damage the computer peripherals or network in any way.
4. Do not attempt to gain unauthorized access to any part of the network. This includes attempting to login through another person’s password or accessing another person’s files.
5. The user is held responsible for ANY transaction made under his / her account; therefore passwords need to be obscure so they can’t be easily guessed and the user MUST LOG OFF at the end of each session. If you have any concerns about the security of your account, you must report this to a teacher or the Network Administrator immediately.
6. Your teacher must give approval for internet access during class time after you and your parent / carer have agreed to this policy in writing (MY & SY only).
7. Do not view, send or display offensive messages or pictures. Notify an adult immediately if by accident you encounter inappropriate material.
8. Do not waste resources on the network by saving unnecessary files such as pictures, music, video or other file downloads, or by printing excess copies of your work. Excess copies or printing not related to educational purpose may result in a cost per page being charged to you.
9. Any user who finds a possible security lapse or virus on the College system must report it to the Network Administrator or your teacher. Do NOT use the system while it is under these conditions.
10. Access to the network is a privilege not a right. Failure to comply with the above guidelines will result in sanctions such as loss of network access, further disciplinary action under the College Student Behaviour Support processes and possibly police investigation in serious matters.
11. Do not possess any pirated software including games, movies or music. Piracy is the unauthorized copying or distribution of any type of copyrighted software. This includes copying, downloading, sharing, selling, or installing multiple copies onto personal computers or portable storage devices. Copies for backup purposes are allowed but these cannot be distributed to another person.

The Network Administrator and appropriate staff reserve the right to access student Macbook, student files and any portable storage devices that are brought to school and conduct periodic security checks of user’s activities on the network to ensure compliance with this policy.
4. STUDENT & PARENT MACBOOK GUIDELINES

1. Educational Purposes
   a. Students are to use their MacBook at school for educational purposes only.
   b. The MacBook comes pre-installed with all the necessary software for student use. Only College authorised software is to be stored on the MacBook. Possession of pirated software including games, movies and music on either the Macbook or a portable storage device will result in the Macbook or the storage device being reimaged and further disciplinary action under the College Student Behaviour Support processes.
   c. The College reserves the right to carry out software, hardware and data inspections of MacBook at anytime. This includes any portable storage devices brought to school (USB or hard drive).

2. Student Responsibilities
   a. Each student is responsible to keep their MacBook secure.
   b. MacBooks are to be kept clean and free from graffiti and stickers, other than College provided identification labels.
   c. Students are not to remove any identification labels from their MacBook.
   d. It is the student’s responsibility to charge their MacBook at home each evening.
   e. While travelling to and from school MacBooks are to be carried in the bag provided.
   f. During recess and lunch, MacBooks can only be used in designated areas. Otherwise, MacBooks should be in their bag inside the student’s locked locker.
   g. The software pre-loaded on the MacBook is licensed to the College. Students are not permitted to copy, transfer or delete this software.
   h. MacBooks may only be used by the student at school or at home. The MacBook should not be used by any other student or family member except for the parent or guardian when assisting.

3. Data Backup and Software Upgrading
   a. Students are responsible for the backup of all data.
   b. Students are responsible to ensure that all software is kept up to date. (eg. Operating System and any installed Anti-Virus Software).

4. Technical Support
   a. Students will be given full local administrator rights of their MacBook.
   b. Students will be trained on how to support and maintain their MacBook.
   c. In the event of a software malfunction students may contact the College ICLT Hub [located behind the staff room] for assistance.
5. Use of the College Wireless Network and Internet Access
   a. The College Wireless Network and all associated infrastructure are available for educational use in conjunction with student MacBooks.
   b. At the College the internet is only to be accessed through the College Wireless Network.
   c. The downloading of large files is not permitted due to bandwidth restrictions.
   d. Students are not to remove any anti-virus software provided and replace it with another type of anti-virus software.
   e. Specific network settings are not to be removed or altered as this could affect the MacBook’s ability to connect to the College Wireless Network.

6. Loss, Theft and Repairs
   a. All instances of loss, damage or theft are the responsibility of the student.
   b. The MacBook is covered by a warranty and an insurance policy.
   c. All instances of malfunction, loss, damage or theft must be reported to the College ICLT Support personnel on a Damage Report Form as soon as possible.
   d. In the event of any damage, loss or theft that is not covered by the warranty, the student will raise a job request with the ICLT hub and pay the insurance excess of $150 before being issued with a replacement Macbook.
   e. If the loss, damage or theft is not covered by the warranty or insurance, the full cost of the repair or replacement will be charged to the student’s family account with the College.

7. Assessment and Homework
   a. Students are encouraged to use their MacBook for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.
   b. All students will be provided with a school e-mail address such as astudent@mybce.catholic.edu.au
   c. This is the only e-mail address to be used between students and teachers.

8. Classroom Usage
   a. Student MacBooks are to be brought to school each day, however the classroom teacher will manage the use of the MacBooks in the classroom.
   b. No student is to take out or use a MacBook without the permission of the classroom teacher.
   c. *When in use, the MacBook should be placed on a table or desk, not on laps. The MacBook should not be carried around whilst the screen is open.*
   d. The College will monitor student use of Macbook during the school day using monitoring software. Inappropriate use of laptop during class time including gaming (playing or watching downloaded games), iChat and unauthorized listening to music will result in further disciplinary action under the College Student Behaviour Support processes and may result in suspension of student and negotiated use of Macbook.
9. Ownership

a. The MacBook remains the property of the College.

b. Students have use of the MacBook whilst they are enrolled at the College. When leaving the College, students are to return the MacBook and accessories in good order. If the MacBook is not returned, the replacement cost will be charged to the student’s family account with the College.
5. STUDENT & PARENT MACBOOK REGISTRATION FORM

St. Augustine’s College

Student and Parent MacBook Registration Form

1. I confirm that I have read, understood and agree to abide by the ICLT Acceptable Use Policy (see Section 3) and the Student and Parent MacBook Guidelines (see Section 4).

2. I understand that the assigned Student MacBook username and password are confidential and I will not allow my password to be disclosed to others.

3. I understand that the MacBook was tested before I took possession of it and was in full operational order with respect to both hardware and software.

4. I will not leave my MacBook logged-on when it is not under my direct supervision.

5. I confirm that I have received the following:
   - [ ] 13” White MacBook
   - [ ] Power Supply and Cord
   - [ ] Bag

   Student Signature                  Parent Signature                  Date

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Student ID: __________________________

Home Group: __________________________