1:1 LAPTOP TAKE HOME PROGRAM
PARENT AND STUDENT HANDBOOK

2015
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1.1 **Description**

The National Secondary Schools Computing Fund (NSSCF) is a valuable and innovative program to bring digital education to the learning environment. Strong support from parents/caregivers is paramount to ensure the program is successful and students gain the maximum benefit.

A laptop device has been selected for Round 3 Q3 of the NSSCF rollout to Queensland state schools. The device has been chosen based on a number of criteria, including portability, battery life, hardware capabilities and overall cost. Basic information and specifications are included below to help familiarise yourself with the device.

1.2 **eLearning Philosophy**

In order for Bowen State High School to provide even greater educational opportunities for students, we continuously strive to incorporate ICTs throughout the educational process. This digital world offers opportunities to provide creative, scalable and cost-effective learning opportunities. All of these opportunities add value to the educational experience, not simply convert a medium. The aim of eLearning at Bowen High School is to enable our students to engage with a better and more diverse learning environment for all learners, wherever and however they study, in order to realise their potential.

1.3 **The Device – the Acer Aspire 1830**

The Aspire 1830 is super-light, less than 1” thin, provides 3G internet connectivity and designed to run all day on a single battery charge.

Features include:

- ultra-low voltage processor
- Intel Core i3 processor
- 4 GB memory
- 11.6 inch screen
- 320GB storage
- Wireless network connection
- 3G connectivity including data plan 2GB per month
- Student helpdesk
- Integrated webcam
- Full sized keyboard
- 8 hour battery
- 4 year warranty
- Accidental damage protection
- Crush-proof protective case
2. **Acceptable Use Policy**

A specific ‘Computers for Students’ (CFS) device will be assigned to each student in the 1to1 Program. Every student has a responsibility to maintain their device in a good working condition for the duration of their involvement in the 1to1 program.

This will apply regardless of the method by which you gain access to the device. It may take the form of:

1. use of a ‘1to1’ device at school or at home
2. use of a ‘Hot Swap’ device whilst at school or at home.

The Department of Education and Training (DET) has extensive policy documents that meet its duty of care to staff and students using equipment and network resources owned by DET.


2.1 **Device Acceptable Use**

2.1.1 **Usage**

Devices are provided to students to assist student learning at school and at home. The device should be used in a manner that achieves this goal.

2.1.2 **Storage and Transport at Home and School**

At all times devices should be stored within the protective case. The device should be stored in a safe place where the student can monitor it and away from areas of excessive heat.

Devices are to be carried at all times within the supplied protective bag. This includes transporting the device to and from school and between classes. The device should not be carried around whilst the screen is open. No straps will be added to the cases.

When in use, the device should be placed in a secure and safe position. The device will be secured to the base of the protective case at all times. Students will be provided with minimal storage whilst at school. However students will be expected to take their laptop home every night and no afterhours storage will be provided.

2.1.3 **Battery/Charging**

It is the student’s responsibility to ensure their device battery is fully charged each night. Battery rechargers should not be brought to school. In an effort to keep the battery in good condition once a month the students should completely drain their battery. Failure to charge the laptop battery will see behavioural consequences applied as the same as a student forgetting their other equipment.

2.1.4 **Cleaning and Care Responsibility**

Students are responsible for ensuring their device is kept clean. It is imperative that the student maintains a clean device by regularly wiping down the outside case with a damp (not wet) cloth. Devices will be checked regularly by staff.
2.1.5 Backing Up

Students are required to back-up their work regularly. Back-ups should be done at home or on a portable storage device such as, USB thumb drive or portable hard drive. Loss of data will not be an immediate excuse for late submission of assignment and other work. A limited amount of space will be provided on the school network to store data on their school H: Drive (currently 200 Mb).

Automated backup and synchronization software will be available for students to use.

2.1.6 Student Email

Students will be required to use EQ Webmail for all school emailing and they are encouraged to check it on a daily basis. Webmail provides many functions students can utilise including the "Calendar" where they can organise their time and set up meeting or appointment times.

2.1.7 Other Usage

Devices should not be used by any other students or family members except for the parent or caregiver when assisting with school work.

2.1.8 Food & Beverages

Students are not permitted to eat or drink whilst using devices.

2.2 Unacceptable Use

2.2.1 Inappropriate Usage

Students will not use the device inappropriately nor tamper with the device, software applications and operating system.

Inappropriate usage includes (but is not limited to):

- Deleting any software included in the initial Education Queensland build.
- Install additional software that impacts on the performance of the machine as a learning tool.
- Changing any programming code (excluding the allowed configuration settings).
- Modifying, removing, damaging or installing any inappropriate hardware components.
- Adding applications or code that modifies or circumvents the intended purpose of a DET installed application.
- Engaging in any activity that has the potential to compromise the security of the DET network infrastructure.
- Connecting to any non-EQ network or internet device whilst at school.
- Removing LAN SCHOOL from the Device at any time.

2.2.2 Inappropriate Material

Students will be responsible for determining what material is appropriate and what is inappropriate in accordance with DET policies
The following material is deemed by DET to be inappropriate and should not be stored or installed on Departmental devices.

They include, but are not limited to:

- Illegal or unlicensed software
- Pirated music or videos
- Defamatory documents
- Inappropriate or offensive images
- Any content not suitable for viewing, publication and or distribution to persons under the age of 18

2.2.3 Cyber Bullying

If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their parent/caregiver or supervising teacher as soon as is possible. Students are also encouraged to explore and use the ‘Cyber Safety Help Button’ where they can talk, report and learn about a range of cyber safety issues.

Students must seek advice if another user, internal or external to DET seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails or other messages containing:

- A message sent to them in confidence.
- A computer virus or attachment that is capable of damaging the recipients’ computer.
- Chain letters or hoax emails.
- SPAM (e.g. unsolicited advertising).
- Inappropriate material.

2.2.4 Commitment to Privacy

Students who access a CFS device do so under the following Privacy conditions:

- Students will never publish or disclose the email address of a staff member or student without that person’s explicit permission
- Students will not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.
- Students must ensure that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interest.

2.2.5 Intellectual Property and Copyright

Students must never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. Students will ensure that permission is gained before electronically publishing other people's works or drawings. Always acknowledge the creator or author of any material published.

Material being published by a student on the internet or intranet must have the approval of the Principal or their delegate and have appropriate copyright clearance.
2.3 Misuse and Breaches of Acceptable Usage

Students will be aware that they are held responsible for their actions whilst using their CFS device. Students are held responsible for any breaches caused by allowing any other person to use their device or account to access internet and online communication services. The misuse of the CFS device or internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services or usage of the device.

3. Device Applications

3.1 Applications Loaded on my CFS Device

Your CFS device will come pre-loaded with the Department of Education’s and Training’s (DET) Managed Operating Environment (MOE).

There are a number of components that make up a MOE. Applications are one of these components. The table below is a summary of the applications that are pre-loaded on the CFS device. This list relates to MOE 3.0. This is likely to change in terms of products and versions in future MOE versions.

<table>
<thead>
<tr>
<th>Application</th>
<th>Vendor</th>
<th>Version</th>
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<tbody>
<tr>
<td>Office 2010 (Windows 7)</td>
<td>Microsoft</td>
<td>14.0.4763.1</td>
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<tr>
<td>LAN School (School provided)</td>
<td>LAN School</td>
<td>6</td>
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<tr>
<td>Adobe Reader</td>
<td>Adobe</td>
<td>10.0.1</td>
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<td>Blue Coat</td>
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<td>Computrace</td>
<td>Absolute Software</td>
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<tr>
<td>Cyber safety Button</td>
<td>Aust Federal Govt</td>
<td>NA</td>
</tr>
<tr>
<td>Microsoft App V Client</td>
<td>Microsoft</td>
<td>4.6</td>
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<tr>
<td>Symantec End Point Protection</td>
<td>Symantec</td>
<td>11.0</td>
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<tr>
<td>Producer for PowerPoint</td>
<td>Microsoft</td>
<td>3.0</td>
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<tr>
<td>Adobe Shockwave</td>
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<td>Microsoft</td>
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<td>SnippingTool</td>
<td>Open Source</td>
<td>NA</td>
</tr>
<tr>
<td>Click View</td>
<td>Click View</td>
<td>NA</td>
</tr>
</tbody>
</table>
3.1.2 Loading Additional Software

Students can load their own software provided they own a valid license for the software. The device is still owned by the school and students must not store illegal or inappropriate materials on it as per the school’s Responsible Behaviour Plan.

Students who breach this policy may risk serious consequences and possible removal from the home use program. The ability to load software onto a device depends on the agreed usage of the device.

3.1.3 Take Home Program

If participating in the Take Home Program, parents fill in a consent form that indicates if their student will have Local Administrator rights on the device. If parental permission is received, the student can load acceptable additional software onto the device.

3.1.4 HotSwap Devices

An additional limited service is available to students participating in the Take Home Program that provides a replacement device in the case that the original device allocated to the student is inoperable. HotSwap devices will not have elevated access rights and students will not be able to install additional software onto the device.

3.1.5 Non Take Home Devices

A specific device can be provided to students who do not participate in the Take Home Program that will remain at the school at all times. Non Take Home Devices will not have elevated access rights and students will not be able to install additional software onto the device.

The school recommends that only software that is licensed and authorised by the school is installed on the device. Full details of the software loading Policy and process can be located in the Student 1to 1 Learning Program Participant’s Agreement.

4. Lost or Stolen Device Process

4.1 How to report my device as Lost or Stolen

If your CFS device is lost or stolen, it is important to note the following:

1. You will need to report the incident to the police and ensure you have the following.
   - Your device Incident Report
   - Police crime number
   - Statutory declaration

2. As the device belongs to the Department of Education and Training, you will need to inform your school and provide the details when lodging the incident with the school.

3. The school will then log a job with the NSSCF team and other service areas within DET to initiate the recovery procedure via the built in protection software.
4.1.2 Associated Costs

If the computer cannot be recovered the cost of replacement is as follows:

- First case: $200 ex GST; and
- Subsequent cases: full replacement cost.
- Examples of theft would be;
  - Where a device is taken in a house burglary.
  - Where a device is left in a school bag and the school bag is taken.
- Examples of Loss would be;
  - Where a Student has left their device on the bus stop and the device is not there when the Student returns to find it.
  - The device was left on a bus or train and has not been recovered from the transit authority’s lost property.

4.1.3 Device Incident Report Form

A Device Incident Report Form and Supplemental Information sheet will be available on the Bowen State High School website: www.bowenshs.eq.edu.au

The Incident Report is to be completed by the parent/caregiver and the Supplemental Information Sheet is to be completed by the student.

4.1.4 Accidental and Wilful Damage

Where a laptop is accidentally damaged, schools will invoice a student’s parents/caregivers according to the following sliding scale:

- First incident: $50
- Second incident: $100
- Subsequent: $150

**Accidental Damage** is constituted by the following instances:

- Student accidentally drops the laptop.
- Student accidentally spills liquid onto the keyboard.

**Non Accidental Warranty**

- Student closes the lid of laptop with object causing the screen to crack.

Where a school determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement may be charged and a Damage Letter will be sent home requesting the sum to fix the device.