



Marian College Myrtleford



ICT User Manual 2021

This manual is to be kept by the family

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ICT at Marian College

Marian College is committed to delivering relevant and engaging learning experiences that are flexible in delivery and allow for maximum student engagement. Marian College's 1:1 Laptop Program offers students portability, flexible access and engagement for today's learning and teaching.

As society and technology change, so does literacy. Because technology has increased the intensity and complexity of literate environments, the 21st century demands that a literate person possess a wide range of abilities and competencies, many literacies. (National Council of Teachers of English, 2013, The NTCE definition of 21st Century literacies, <http://www.ncte.org/positions/statements/21stcentdefinition>)

These literacies are commonly associated with diverse forms of technology.

We are in a new era of innovation and ingenuity in learning and teaching which takes advantage of information and communications technologies. The rapid development of online communication demands the formation in young people in gospel values and education to ensure respectful, safe, responsible and positive use of new learning technologies. ICT is integral to the experience of young people. It is critical that students are educated in appropriate use to enhance their lives and learning. This manual has been produced to highlight key areas of usage, responsibility and security. It is to be used in conjunction with the User Agreement and other College policies to assist students and families in making the most out of the laptop provided. With your support we will ensure that our students leave the College better equipped to face the ever-changing world spiritually, morally, physically and academically.

Responsibilities

In partnership with our parents and students, we share the responsibilities for ICT.

The responsibilities of Marian College include

- Embed the use of ICT using best practice, to enhance teaching and learning across the College
- Respond to enquiries from parents or students about the College's 1:1 Laptop Program
- Respond to any breaches of the College's 1:1 Laptop Program in an appropriate manner and according to Marian College policies and procedures
- Maintain a copy of the relevant policies and signed agreements on file

The responsibilities of Parents/Guardians include

- Be aware of and familiar with the College's 1:1 Laptop Program policies and procedures
- Support the College's 1:1 Laptop Program by ensuring that their children abide by conditions and responsibilities
- Comply with the ICT policies and procedures as set out in the ICT User Manual, the 1:1 Laptop User Agreement and 1:1 Laptop Program documents
- Be aware of how their son or daughter is using their Laptop
- Agree to pay for damage to the computer caused by negligence or wilful acts.

The responsibilities of the Student include

- Be aware of and familiar with the College's 1:1 Laptop Program policies and procedures
- Support the College's 1:1 Laptop Program by abiding by the conditions responsibilities and procedures as set out in the ICT User Manual, the 1:1 Laptop User agreement and the 1:1 Laptop Program policies and procedures
- Taking particular care for the safety and security of the Laptop at all times
- Bringing the Laptop to school every day fully charged and ready for work
- Regularly backing up their data

User Agreement

User Agreement - All parents and students are required to sign the separate User Agreement before receiving their laptop and access to the College's ICT network, facilities and resources. A copy of the User Agreement for signing and return provided.

Breaches of User Agreement & College Policies

Depending on the seriousness of a particular breach of the User Agreement, an appropriate response will be made in line with the College Behaviour Management Policy. Possible responses, could include

- a discussion with the student
- informing Parents/ Guardians
- Suspension of access to school ICT network, resources or facilities
- other action in accordance with the College Behaviour Management Policy
- recovery of any costs, civil or criminal legal action as necessary
- removal of a Laptop and any other equipment from student's possession
- cancelation of the agreement

If illegal material or activities are involved, it may be necessary for the school to inform the Police.

General Guidelines

Laptop Care

The College retains ownership of the laptop and grants permission to students to use it for educational purposes. Students are required to be responsible users and treat their Laptop with care.

- Laptops are to be well maintained and simple care procedures are to be taken as per the Laptop Care Schedule outlined in Appendix A
- Laptop and carry bags must not be defaced, intentionally marked or altered in any way
- An identification sticker, which identifies ownership, will be applied to the Laptop and must not be removed. Individual laptop serial numbers are recorded against users. The school label must remain visible as fixed
- The Laptop must not be decorated, written on or personalised in any way
- Laptops are only to be used at home, school or for school based activities

Damage

Families will be invoiced for damage that is not covered by warranty. The repaired computer will not be returned to the student until the invoice is paid.

Ownership

The College will own the computer with parents entering into a User Agreement. Families may have the opportunity to purchase these laptops at the end of this agreement.

Return of Laptops

The laptop, hardcover, power-pack, laptop bag and neoprene cover, where supplied, must be returned in good condition and working order prior to the student leaving the College or when Marian College requests it. The College expects to recall all Laptops from time to time to monitor and service the equipment and software.

Using the Internet

Students should only access the internet via our College's wireless network while at school.

The following actions are not acceptable while the student is on campus

- connecting to internet via the use of modems or mobile phones
- connecting to the internet via the use of other proxies
- connecting to another computer without permission
- use another student's username and password

Students must not

- divulge home addresses, telephone numbers, EFTPOS or Credit Card numbers
- access content which is sexually explicit, obscene, violent or offensive either at home or at school
- access or share movies, games or music which is does not fall within their age related government classification
- attempt to invade the privacy of others, send anonymous messages or messages with obscene, offensive, derogatory, aggressive or other inappropriate language
- access online games or Chat Groups unless authorised by a teacher
- initiate access to inappropriate or illegal material
- save or distribute inappropriate or illegal material by copying, storing, emailing or printing etc
- access or attempt to access web proxy sites, torrent download sites or any illegal file sharing sites

In the event of accidental access of such material, the user has a responsibility to

- not show others
- close or minimise the window
- report the incident to a teacher immediately

Email

Students are to use the College provided email account for school purposes. Email may not be used in classes without authorisation of the teacher. All email must be in line with the College guidelines of appropriate content and conduct. This includes ensuring that no electronic communication could

- cause offence to others or harass or harm them
- put the owner of the user account at potential risk
- in any way be inappropriate in the school environment. ***Email usage is monitored.***

Content on the Laptop

Standard Operating Environment (SOE)

All Laptops conform to and operate the College's SOE and software suite. The SOE and software suite must not be modified by students. Students are not to add another operating system or upgrade the existing one without permission. Re-installation of the SOE or College software suite due to incompatibility, reduced performance or malfunction due to unauthorized software or personal games or music may incur a service fee. Students must not change the name of their computer and can only use the specific user account provided on their Laptop by the College.

Software

A suite of applications and software is loaded onto the Laptop for College and student use. Any software, games or material on College computers must be age-appropriate as per the government classification for movies and games. Students may only download or install software on a Laptop that is consistent with College policies and the ICT User Manual. The College reserves the right to delete installed software due to inappropriate content or system compatibility issues. Non-standard software will not be backed up or restored with any repair, reinstallations or SOE upgrades.

Copyright

Students must adhere to copyright laws concerning other intellectual property rights and licensing agreements. Software, music, games, images and material on a student's Laptop must not contravene copyright laws. Downloading, storing, playing or sharing illegal or pirated material is prohibited. Any illegal material will be deleted on discovery, repair or upgrade. Appropriate acknowledgement and credit must be given for all sources used in assignments (quoted or summarised).

More information can be found at <http://www.smartcopying.edu.au>

Music & Media Files

Games, music, videos and other media are not to be played in class without permission of the teacher. At no time are network games allowed to be played via the College network. When sound is required, students will need to supply their own earphones or headphones for class use (OH&S requirement). Any audio or video recording may only take place with the prior permission of all individuals being recorded and with teacher permission.

Security

Password security and confidentiality of passwords

It is important to keep passwords confidential and not share with anyone else. If a student needs their password to be changed because it has been compromised or if they cannot remember it, they should contact the ICT office.

Access by another person

Users should not allow another person to access to their laptop logged in under their own user account. Inappropriate or illegal use of the computer, facilities and other school ICT equipment or devices is associated with the user login.

It is a serious offence to seek access to restricted areas of the network or to try to gain another person's password or personal information. Passwords must be kept confidential. Students must not copy, move, rename or delete any folders other than those in their own personal directory. Any attempts to access restricted areas will result in serious disciplinary action. ***Students should inform a teacher if they think another student has accessed their computer without permission.***

Backing up - It is the responsibility of students to back-up personal files. It is recommended that students back-up their files at school on a USB memory stick or to their Google Drive account. ***The College takes no responsibility for back-ups.***

Physical Security and Insurance

- The Laptop is to be stored in a **locked** student locker when not in use during the day
- The computer must not be left in school lockers overnight or when the locker is unlocked The College has insurance coverage against fire and theft for the laptop, while it is onsite The College insurance does not cover the laptop while it is offsite
- For OH&S reasons laptops must not be used while travelling on buses.

Families will be responsible for

- Wilful damage
- Cosmetic damage, wear and tear
- Theft from an unlocked vehicle or if the computer is in plain sight in a locked vehicle
- Theft while unattended
- Consequential loss of any kind
- Software
- The family will be liable for the cost of repair or replacement if their computer is left unsecured at school and is damaged, lost or stolen
- Water and other liquid damage except in the case of flooding. Actions such as spilling a drink on the computer or dropping the computer in a spa, pool, bathtub etc either wilfully or negligently, are excluded from insurance coverage
- When negligence leads to damage Marian College reserves the right to negotiate the replacement cost of the device with the family

Charges

Table of Charges for the Repair or Replacement of Laptops	
Repairs carried out under terms of the laptop warranty	No Charge
Non insurance/non warranty repairs	Cost of repairs up to the replacement value of the laptop*
<i>*The replacement value of the laptop will take into account its age but not condition</i>	

ICT Support

ICT support provides support and assistance to College staff and students.

The scope of assistance that will be provided to students and parents/guardians using the 1:1 Laptop Program

ICT is able to support with

- Laptop Hardware issues
- Laptop Software issues
- Connecting to the Marian College wireless network
- Connecting to College peripherals (eg: printers, cameras etc)

ICT is unable to support with

- Connecting to the Internet at home (Using the Laptop at home will be covered in introductory Laptop Boot Camps)
- Connecting to non-College printers and other peripherals (eg: cameras, printers)
- Back-up of personal and/or family files
- Managing or maintaining a computer not included in the Marian College 1:1 laptop program

Servicing

All servicing is to be carried out by Marian College staff or its agents. The College will endeavour to have the laptop returned to the student as soon as possible (subject to compliance with insurance conditions)

Loan Computers

A hotswap laptop and/or components may be made available to students at the discretion of the ICT staff subject to availability when

- A student's Laptop is inoperable due to hardware failure
- An authorised repair, scheduled upgrade or re-installation exceeds a period of three days

Use of a loan laptop can be negotiated with the Business Manager

School Use

Daily Expectations of Students

- Students are required to bring their Laptop to school every day fully charged and take it home every afternoon
- Laptops must not be stored or left at school or other places other than those specifically designated by teachers
- When walking around the school students must close their Laptop or damage to the hard drive or screen may occur. Serious consequences will apply if a student does not comply
- When travelling to and from school the laptop must be placed inside the hard case, neoprene bag (if supplied) and school bag for protection
- At lunchtime and recess it is the student's responsibility to place their laptop in the hard case inside their locked locker
- Students should have a break from using the laptop at recess and lunch. If circumstances require (absences, direction from teacher etc) students can work in the library at lunchtimes

Charging

Students will not be permitted to plug into power points in the classroom for OH&S to avoid trips over cords or laptops being pulled from tables.

Printing

Students must ask the teacher for permission before printing. Students are allocated a printing budget. Students are expected to manage their printing budget. Students who exceed their print budget will need to see the business manager.

Examinations

Laptops will not be used in examinations unless specifically required in the conditions of the examination.

Laptop Usage Locations

While at school, students are able to use their laptop in supervised classrooms and the library. Students are not permitted to use their laptop within the general school grounds during recess or lunch. Use in the general school grounds is only acceptable if students are under the supervision of a teacher.

Monitoring by the College

The College has the right to monitor, access, and review all laptop use. This includes personal email sent and received on the school's computers and/or network facilities, either during or outside school hours. The College will employ several electronic access monitoring systems which have the capability to record Internet use, including the user details, time, date, sites visited, length of time viewed, and from which computer or device. The College will deploy filtering and/or monitoring software where appropriate, to restrict access to certain sites and data, including email.

Home Use

Parent Involvement

Education is a partnership between the College and parents. Using ICT devices off-campus or at home can present challenges. While some issues can be overcome through filtering software and applications, the best monitoring is supervision and communication between parents and students. For this reason, Marian College encourages parents to be actively involved in monitoring the use of ICT devices at home. Marian College alerts parents to potential threats and assists them in maintaining vigilance.

Off-Campus or 'at home' guidelines

Some suggestions to help in responsible use at 'home' include

- Establish guidelines for 'at home' use
- Do not hand over total control of the laptop to the student
- Regularly check the internet history and look at saved files
- Ask questions and be involved
- Laptops should be kept in public areas of the house (not bedrooms). Parents should regularly 'shoulder surf' for safe use.

Please Note: Establishing the connection between the College laptop and your ISP is a parental responsibility and not the responsibility of the College. The College is happy to provide general advice on this.

Connecting Printers

Parents can add 'home printers' to a College Laptop and most printers should work effectively. To do this you need to use the CD provided by the manufacturer or go to their website and follow their instructions to install the printer. **The College is happy to provide general advice.**

Personal File management and back-ups

A student's College files must be stored and saved in their local data drive or on Google Drive. Students and parents/guardians are responsible for managing back-up. If the Laptop requires re-imaging, files in the local data drive must be backed up first. Students should back-up these files regularly by saving them to a USB memory stick or to their Marian College Google Drive.

Cyber Bullying

Marian College observes the spirit and principles of the Kandersteg Declaration Against Bullying in Children and Youth, made in 2007.

- Marian College has zero tolerance for bullying
- An estimated 200 million children and youth around the world are abused by their peers
- Every child and youth has the right to feel and to be respected and safe at all times
- All members of the community, especially adults are responsible for ensuring these rights are respected and that healthy digital citizenship is promoted. Marian College promotes understanding and strategies to prevent and address bullying
- Bullying is a form of aggression, involving the abuse of power in relationships. It is recognized as a complex and serious problem. There are many types of bullying including the use of technologies. It varies by age, gender, and culture.
- Children and youth involved in bullying suffer. Bullying and victimization can begin early in life and for some last a lifetime.
- Many risk and protective factors associated with bullying are known and prevention strategies are being implemented with encouraging results.

- Mental and physical wellbeing as well as social, and academic consequences of bullying have an enormous impact. The costs of bullying on our education, health care, social services, and criminal justice systems, as well as work force productivity and innovation are serious.
- Bullying concerns and affects us all.

In line with the Kandersteg Declaration, Marian College endeavours to

- Stop bullying in all the places where children and youth live, work, and play
- Start prevention efforts early and continue these, targeting known risk and protective factors and promoting healthy relationships
- Educate and empower all adults involved with children and youth to promote healthy relationships and prevent bullying
- Use policy and prevention programs based on research, that are appropriate for age, gender, and culture, and that involve families, peers, the College, and wider community
- Provide ongoing assessment and monitoring necessary to evaluate the success of policies and programs to guarantee the rights of children and youth.

Cyber bullying includes

- sending inappropriate text messages
- sending inappropriate emails
- exchanging illegal or harmful images or videos of someone else
- posting personal identifying information of someone else

The following websites contain information about Cyber bullying

[The Office of the eSafety Commissioner](http://www.bullyingnoway.com.au/)

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

[Marian College Behaviour Management Policy](#)

Disclaimer

While every effort has been made to ensure the currency, accuracy and completeness of the information contained in this document, it is acknowledged that

- Details contained may change without notice
- Unforeseen circumstances may cause changes in policies, conditions and practices without notice.

References and Acknowledgements

Marian College gratefully acknowledges the cooperation and assistance of the groups who have helped develop this manual. FCJ College Benalla, St Augustine's College Kyabram, Calvary Christian College Council, Executive, TLC & Admin Committee and Staff, Geelong Grammar School, John Paul College, Donvale Christian College, 'Whatever' pg 4, Mark Treadwell (published by Teachers At Work Ltd NZ 2008).

Appendix A

Laptop Care

What should go in your laptop bag?

If you are using a laptop bag you should avoid placing bulky items in the bag with your laptop. If you have been provided with a laptop sleeve, you must transport the laptop in the sleeve. When carrying your laptop in a school bag or backpack, be careful of the weight of textbooks and of bulky items such as pencil cases against the laptop. **Water bottles MUST not be carried in a school bag with a laptop.**

How should you handle your Laptop?

Avoid moving your Laptop around when it is on. Always close the lid before moving it around. Before switching on, gently place your Laptop on a stable surface and then switch on. You still need to be careful with your Laptop while it is in the bag. Do not drop the bag from your shoulder. Even when your laptop is in the neoprene bag, it should be handled with care. The Laptop should be shut down at the end of the school day before placing it into the bag.

What are the best operating conditions?

Do not expose your Laptop computer to direct sunlight or sources of heat such as desk lamps, dust, dirt, rain, liquids or moisture, heavy shock or vibration.

How do I take care of the LCD screen?

LCD screens are delicate. Always be gentle when putting your Laptop down or closing the screen and **never lift the laptop by the screen**. Never put pens or other items where the lid can be closed on them causing screen damage. Avoid touching the screen and never apply excess pressure to the screen.

How do I take care of the AC power adapter?

Connect your adapter only to your Laptop computer. Keep your cord away from traffic areas and avoid placing heavy objects on top of it or stepping on it. When unplugging the power cord, pull on the plug itself, rather than the cord. Avoid wrapping your cord tightly around the adapter box.

How do I take care of the Keyboard?

Gently brush your keyboard with a clean soft-bristled paintbrush or similar to remove dirt. If any key tops are missing or keys are damaged, take your Laptop for repair immediately. We can replace a single key top, but continuing to use the keyboard with a missing key top can result in us having to replace the entire keyboard.

How do I clean the case?

Gently clean your Laptop casing with a moistened non-abrasive cloth to remove any dirt or marks.

Appendix B

User Agreement

Parties to the Agreement This agreement is between Marian College and

_____ (*name of student*) and

_____ (*Parent/ Guardian*)

Purpose of Agreement This agreement sets out the rights and obligations of students and parents/guardians in relation to the 1:1 Laptop Program. This agreement must be read in conjunction with the ICT User Manual. It is important to note that the College has entered into commercial arrangements with suppliers, financiers and parents in order to facilitate the 1:1 Laptop Program.

Participation

- All students in Years 7-12 will participate in the 1:1 Laptop Program.
- Students leaving the College during the course of the 1:1 Laptop Program will be required to return their Laptop.

Period of Agreement

This agreement operates for the duration of the 1:1 Laptop program or until termination of the student's enrolment.

Responsibilities with respect to 1:1 Laptop Program

The responsibilities of Marian College include

- Embed the use of ICT using best practice, to enhance teaching and learning across the College
- Respond to enquiries from parents or students about the College's 1:1 Laptop Program
- Respond to any breaches of the College's 1:1 Laptop Program in an appropriate manner and according to Marian College's policies and procedures
- Maintain a copy of the relevant policies and signed agreements on file

The responsibilities of Parents/Guardians include

- Be aware of and familiar with the College's 1:1 Laptop Program policies and procedures
- Support the College's 1:1 Laptop Program by ensuring that their children abide by conditions and responsibilities
- Comply with the ICT policies and procedures as set out in the ICT User Manual, 1:1 Laptop User Agreement and the 1:1 Laptop Program documents
- Be aware of how their son's or daughter is using their Laptop when away from the College.
- Agree to pay for damage to the computer caused by negligence or wilful acts.

The responsibilities of the Student include

- Be aware of and familiar with the College's 1:1 Laptop Program policies and procedures
- Support the College's 1:1 Laptop Program by abiding by the conditions, responsibilities and procedures with the ICT policies and procedures set out in the ICT User Manual and 1:1 Laptop Program User agreement, policies and procedures

- Take particular care for the safety and security of the Laptop at all times, especially in transit (Laptop must remain in its hardcover, if supplied and be transported to and from school in the neoprene case or laptop bag where supplied). Where a hard cover is supplied, it must remain in place on the laptop at all times.
- Bring the Laptop to **school every day fully charged and ready for work**
- **Regularly back up their data.**

It is the responsibility of the student and parent/guardian to maintain the laptop in good condition and report any damage to the ICT office immediately.

Breaches of the User Agreement

Following the guidelines will help ensure a positive, supportive and productive learning environment for all members of the College community. Depending on the seriousness of a particular breach of the User Agreement, an appropriate response will be made in line with the College Behaviour Management Policy. Possible responses could include

- a discussion with the student
- informing Parents/Guardians
- suspension of access to school ICT network, resources or facilities
- other action in line with the College Behaviour Management Policy
- recovery of any costs, civil or criminal legal action as necessary
- removal of a Laptop and any other equipment from student's possession
- cancelation of this agreement.

Equipment

The following items may be included in the user agreement

- a laptop
- a laptop charger
- a hardcover
- a laptop bag or laptop sleeve

The following items are not included in the user agreement

- Peripherals such as headphones, a mouse, printer, USB, Media (CDs/DVDs)
- Internet access at home
- Software required for personal use
- Excess internet and printing costs on-site

Software

The College will provide a suite of software programs for student use.

Financial Arrangements

Ownership and Responsibility

The College will own the Laptop and the families will bear the responsibility for the care, maintenance and correct usage of the Laptop.

Student families may have the opportunity to purchase the laptop at the end of the life cycle of the laptop as determined by Marian College.

Insurance

The College has an insurance policy coverage for the Laptop. This covers repair or replacement due to fire, theft, and some accidental damage.

Exclusions to Insurance Coverage

- Wilful damage
- Cosmetic damage, wear and tear
- Theft from vehicle if the vehicle is
 - unlocked
 - or if computer is in plain sight in locked vehicle.
- Theft while unattended
- Consequential loss of any kind
- Software
- The family will be liable for the cost of repair or replacement if their computer is left unsecured at school and is damaged, lost or stolen
- When negligence leads to damage, Marian College reserves the right to negotiate the replacement cost of the device with the family
- Water and other liquid damage except in the case of flooding. (actions such as spilling a drink on the computer or dropping the computer in a spa, pool, bathtub etc either wilfully or negligently, are specifically excluded)

Table of Charges for the Repair or Replacement of Laptops	
Repairs carried out under terms of the laptop warranty	No Charge
Non insurance/non warranty repairs	Cost of repairs up to the replacement value of the laptop*
<i>*The replacement value of the laptop will take into account the age but not condition of the laptop</i>	

Servicing

All servicing is to be carried out by Marian College staff or its agents. The College will endeavour to have the Laptop returned to the student as soon as possible. (subject to compliance with insurance conditions). Students will be supplied with a replacement laptop while theirs is being repaired.

Invoice for Damage

Families will be invoiced for damage that is not covered by warranty. The repaired computer will not be returned to the student until the invoice is paid.

Hotswap Computers

A 'Hotswap computer' will be made available to students while the computer is being repaired. The Hotswap computer will be available for up to 2 weeks after a family has been invoiced.

Notification

If stolen, a police report is required as soon as possible. If lost or damaged at school, the student must report the damage or loss to the ICT Office immediately.

Return of the Laptop

The Laptop must be returned in good condition and working order before the student leaves the College or when Marian College requests. The College will require the Laptop to be provided to the ICT support centre at least annually for monitoring and service. The Laptop may be requested at other times for inspection and/or for routine or unforeseen maintenance. Failure to return the laptop as requested will result in the family being invoiced for the full replacement cost of the device.

Acknowledgement and Acceptance

Date of execution

The date of execution of this agreement is the date of signing below.

Parent/Guardian's Acknowledgement and Acceptance

 I acknowledge and agree

- to the provisions of this agreement, the Marian College ICT User Manual and related Marian College policies and procedures
- that I have read the responsibilities outlined in this agreement and ICT User Manual
- to accept my responsibilities in using the College's network, resources and facilities
- that, in the event of accidental loss or damage, I will be liable to pay the insurance excess amount
- that in the event of wilful damage or damage caused by negligence, I will be liable for the cost of the repairs or replacement of the Laptop and replacement of any other equipment
- that should I breach this agreement consequences may apply
- I understand this User Agreement will be updated from time to time. Families will be notified as any change occurs.

Name _____

Signed _____ Date _____

Student's Acknowledgement and Acceptance

 I acknowledge and agree

- to the provisions of this agreement, the Marian College ICT User Manual and related Marian College policies and procedures
- that I have read the responsibilities outlined in this agreement and ICT User Manual
- to accept my responsibilities in using the College's network, resources and facilities
- that should I breach this agreement consequences may apply

Name of student _____ Class _____

Signed _____ Date _____

Marian College's Acknowledgement and Acceptance

 Signed on behalf of Marian College

Cath Watter

Mrs Cath Watter
Principal
Marian College