



Laptop Loan Policy (Years 7-12)

Policy Statement

SCCC provides Years 7-12 students with a Dell laptop as part of the College Computer Program. The laptop computer remains the property of SCCC. The College may invite Year 12 students to retain their laptop at the end of Year 12. This invitation would depend on the departing student returning all library and text book hire items and on their parents or caregivers being up-to-date with their fee payment arrangements for that student.

Rationale

Laptop computers are versatile and portable devices that are used in class to enhance teaching and learning. There are guidelines that must be adhered to if students are to get the maximum benefit from the laptop computer program. This policy has been developed to ensure the laptop computer is used for educational purposes, is respected and in good working order.

Scope

This policy applies to College staff, students and parents.

Principles

1. Educational Purposes

- a. Laptop computers issued by the College are to be exclusively used for educational purposes. The Laptop computer comes with a complete set of productivity and security applications for student use.
- b. The software loaded on the Laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete College software installed by the College.
- c. The College reserves the right to carry out software, hardware and data inspections of Laptop computers at any time. Non-educational software and data stored on College Laptops will be deleted.
- d. Students are encouraged to use their Laptop computer for homework and assessment tasks. Where an extension is sought to a piece of assessment the loss of data or hardware malfunction cannot be grounds for requesting an extension.

2. Student Responsibilities

- a. Each student is responsible for keeping their Laptop computer secure and in a safe place in its protective case.
- b. Each student is responsible for appropriately backing up data on their Laptop. BCE offers students a cloud drive to back-up all their school work.
- c. The device may not be personalised by altering the external appearance of the laptop computer or protective case. Students are not to remove, deface or cover-up any identification labels or tags from their Laptop computer or bag. There is a cost to replace the laptop skin.
- d. Laptop computers must be charged at home in preparation for the school day. Charging stations are provided in the library during the breaks. These may only be accessed at the discretion of staff. There will be no charging laptops in classrooms.

- e. When battery life drops below 4 hours students should return their Laptop to the I.T. Services Laptop Help Desk to be checked for a possible replacement battery.
- f. While travelling to and from school or transitioning on campus the Laptop computer is to be carried in the protective bag supplied. The warranty may be voided where Laptops are damaged without being in their College supplied protective case.
- g. The warranty is void if damage occurs when students carry their Laptops across water or have them stored in the cargo hold of planes.
- h. Damaged Laptops must be reported to the I.T. help desk immediately.

3. Parent Responsibilities

- a. Ensure students fulfil their responsibilities as outlined within the Laptop Loan Policy.
- b. Supervise student use of the computer when at home including their Internet use.
- c. Ensure the student has their computer at school each day in full working order, to enable them to participate in learning.

4. Data Backup and Software Upgrading

- a. Students are required to back-up their school work. (OneDrive/SCCC Portal).
- b. Students must ensure that all software updates are conducted when prompted to ensure that all software is kept up to date (e.g. Operating System and installed Virus Protection Software).
- c. Students are to restart their computers on campus at least once a week.

5. Technical Support

- a. Students will be given sufficient local administrator rights to their Laptop computer.
- b. In the event of a malfunction during term time, students must seek assistance at the next break in the school day or the following day, if at home, from the Laptop Help Desk on campus. During the holiday periods students should contact the Dell Pro Support using the phone number (1300 662 087).
- c. Laptops may sometimes need to be reimaged without consultation. I.T. Services are not responsible if there is any loss of information (please keep a back-up of your work).

6. Hot Swaps

- a. When a student presents their Laptop for repair, the student will first fill in a Laptop Repair Register kept at the front counter of I.T. Services. This register requires the student to outline the problem they are having with the laptop and any other relevant information.
- b. I.T. staff will generally provide the student with a Hot Swap subject to availability. In exceptional cases, I.T. staff may direct the student to report the damage to the student's House Pastoral Care Leader before a Hot Swap is provided to the student.
- c. If a student is given a Hot Swap Laptop because:
 - They have lost or misplaced their Laptop; or
 - The damage to their Laptop is likely to result in the Laptop requiring repairs which may or may not be covered by the College's accidental damage policy

then the student's House Pastoral Care Leader will contact that student's parents/caregiver to explain what is happening.

- d. When a student Laptop is repaired, students are expected to collect it and return their Hot Swap within 24 hours of the first notification.

7. Loss, Theft and Physical Damage

- a. All instances of loss, theft or physical damage must be reported to the relevant House Pastoral Leader, and any theft must be reported to the appropriate authorities (Police). Reporting should occur immediately.
- b. Student Laptop computers are covered by factory warranty and accidental damage protection.

The warranty and accidental damage cover is void in cases of:

- malicious damage
 - loss, theft or general surface wear and tear
 - students leaving their laptops on public transport
 - students “losing” or having their Laptop or AC Adapter stolen because they failed to store their laptop in a padlocked locker.
 - damage caused by failure to exercise common sense, such as exposing the laptop to water or allowing the laptop to be stored in the cargo hold of planes.
- c. **All instances of LOSS, THEFT, PHYSICAL or MALICIOUS damage are the responsibility of the parents / caregivers of each student.** The cost of repairs or replacement of a Laptop could be as high as \$1500. Where the cost of repairs is greater than the replacement cost, the replacement cost will be charged to the student’s parents / caregivers. **It is strongly recommended that parents and caregivers arrange to have their student’s laptop insured on their personal home and contents cover in case of loss or theft.**
 - d. Accidental Damage Protection covers any accidental damage to the laptop up to 1 repair per calendar year. Further instances of accidental damage will be charged to parents.
 - e. Parents will be advised when their student’s Laptop is repaired for the first time under the College’s accidental damage protection policy. This communication should prompt parents to urge their student to avoid a second damage claim, which would be charged to the parent.

8. Classroom Usage

- a. Student Laptop computers are to be brought to school each day. The classroom teacher / supervisor will manage the use of the Laptop computers in the classroom and in other educational spaces.
- b. Laptops will be monitored during class time. Any inappropriate behaviour will be reported to the relevant House Pastoral Leader.
- c. No student is to take out or use a Laptop computer without the permission of the classroom teacher / supervisor.
- d. Students are not allowed to charge their laptop during class time. If the laptop battery is flat, please take it to I.T. Services so that laptop can be tested.
- e. ***When in use, the Laptop will be placed on a table or desk, not on laps. The Laptop should not be carried around whilst the screen is open.***
- f. ***Students must not pick up their laptop by holding on to the screen when it is open. The pressure of fingers pressing onto the open screen can damage the laptop.***

9. Ownership

- a. Laptop computers remain the property of Southern Cross Catholic College, Scarborough. Students have use of the Laptop computer whilst they are enrolled at the College. If students leave the College before the end of Year 12 the Laptop computer, protective case and accessories must be returned in good order at the time of termination.

Breach

A breach of the Laptop Policy will be taken seriously and may result in disciplinary action. Examples of possible consequences include;

- Loss or restriction of access to digital technology
- Confiscation at lunch
- Formal disciplinary action for breach of the Student Behaviour Code
- Suspension

Cases of serious, deliberate, and/or criminal breach, including failure to return a laptop when requested by the College, will be referred to external authorities and may result in civil or criminal proceedings.

Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

PLEASE TEAR OFF AND RETURN THE PAGE TO TEXTBOOK HIRE

NO LAPTOP WILL BE LOANED TO A STUDENT UNTIL THIS SIGNED PAGE HAS BEEN RETURNED.

Southern Cross Catholic College Student and Parent Laptop Computer Registration Form

We confirm that we have READ and AGREE to abide by the College's *Laptop Loan Policy*.

Parent/Caregiver Full Name	Parent/Caregiver Signature	Date

Student Name	Student Signature	Date

Office use Only

Surname:		Laptop Serial No.:	
First Name:		Laptop College Asset ID:	
Student ID:		AC Adapter Serial No.:	
Pastoral Class:		AC Adapter College Asset ID:	