



# Laptop Loan Policy (Years 7-12)

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## Policy Statement

Southern Cross Catholic College provides Year 7-12 students with a laptop (computer) as part of the College's computer program. The laptop remains the property of the College.

## Rationale

Laptops are versatile and portable devices that are used in class and at home to enhance Learning and Teaching. There are guidelines that must be adhered to, if students are to get the maximum benefit from the laptop program. This policy has been developed to ensure the laptop is used for educational purposes, is respected and kept in good working order.

## Scope

This policy applies to College staff, students, and parents/caregivers.

## Principles

### 1. Educational Purposes

- a. Laptops issued by the College are to be used exclusively 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 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 the laptop at any time. Non-educational software and data stored on College laptops will be deleted.
- d. Students are encouraged to use their laptop for homework and assessment tasks. Where an extension is sought for 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 allocated laptop secure and in a safe place, through the use of the supplied laptop bag. The laptop must always be carried in the laptop bag.
- b. Each student is responsible for backing up their data appropriately. BCE offers a cloud drive in which students can backup all work. The ICT Services department is not responsible if there is any loss of information. Laptops may be re-imaged/upgraded as a matter of course. This may occur without any prior warning given to students, due to viruses or necessary software changes.
- c. Misuse of laptops in any way, including the installation of games, other applications or virtual private networks (VPN), will constitute a breach of student responsibility.
- d. The device may not be personalised by altering the external appearance of the laptop computer or laptop bag. Students are not to remove, deface or cover-up any identification labels or tags from their laptop or laptop bag. The laptop skin may not be removed or this will incur a charge to replace the laptop skin.
- e. Laptops must be charged at home in preparation for the school day. Charging stations are provided in the Library and I.C.T. Services Office during allocated school breaks. These may only be accessed at the discretion of staff. Laptops may not be charged in classrooms as power leads for chargers can easily create tripping hazards.
- f. When battery life drops below 4 hours students should return their laptop to the ICT Services Laptop Help Desk to be checked for a possible replacement battery.
- g. While travelling to and from school, or transitioning on campus, the laptop is to be carried in the laptop bag to maintain protection of the laptop. The warranty may be voided where laptops are damaged without being transported in the College-supplied laptop bag.
- h. Laptops must not be left overnight in School lockers or left on campus unless held with a Teacher, Admin Staff or ICT's knowledge.
- i. The warranty is void if damage occurs when students carry their laptops across water, for example on a ship or damage has occurred while stored in the cargo hold of planes.

- j. Damaged laptops must be reported to the ICT Services Department immediately.
- k. Any issues or faults with the laptop should be reported to the ICT Services Department immediately.
- l. Do not use laptops to access inappropriate websites, at school or at home.
- m. Do not use the laptop to cyberbully, troll or offend anyone on social media.

### **3. Parent Responsibilities**

- a. Ensure students have 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 backup their schoolwork on their One Drive account provided by the school.
- 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 not be given local administrator rights to their laptop computer. Any use that requires Administrator access needs to be through ICT.
- 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 holidays the ICT department is open from 9-3pm and can be contacted on 07 3480 3612. Other periods when the school is closed direct contact of Dell Pro Support is available (1300 662 087).
- c. Laptops may sometimes need to be reimaged without consultation. I.C.T. Services are not responsible if there is any loss of information (please keep a backup of your work).

### **6. Loan Laptops (Hot Swaps)**

- a. Loan laptops (Hot Swaps) are provided when there is an issue with the Student laptop that requires an extended period for repair.
- b. Loan laptops will be provided subject to availability.
- c. In exceptional cases, I.C.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.
- d. 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.
- e. 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 Pastoral House Leader. Reporting should occur as soon as possible. A report may then then be made to the police.
- b. Student laptops are covered by factory warranty and accidental damage protection policy.
- c. The vendor reserves the right to amend their Accidental Damage Protection policy at any time. (Refer to Section 8 Accidental Damage Protection Policy). Some examples of damage that the ADP policy does not cover are:
  - malicious damage,
  - loss or theft occurring for any reason,
  - 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 a ship or aircraft,
  - General wear and tear of the device,
  - Laptop damage caused from being left on the floor.

- d. **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.
- e. Accidental Damage Protection policy covers one accidental damage claim per calendar year. **Any additional claims made in the same calendar year will be charged at full cost to the student's parents/caregivers.**
- f. Parents/caregivers 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 a discussion with the student to avoid a second damage claim, which would be charged to the parent/caregiver.
- g. **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.**

## 8. Accidental Damage Protection (ADP) Policy

All laptops are provided with an Accidental Damage Protection (ADP) Policy.

The detailed terms of ADP policy are provided by the vendor available upon request.

The terms allow for 1 free accidental claim each year, from the date of purchase, for the life of the laptop. Laptop life is 3 years.

## 9. Classroom Usage

- a. Student laptops 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 Pastoral House Leader.
- c. No student is to take out or use a laptop without the permission of the classroom teacher / supervisor.
- d. Students are not allowed to charge their laptop during class time. Charging stations are provided in ICT and the library. If the laptop battery is continually flat, please take it to ICT Services so that laptop can be tested. If the battery is found to be faulty or end of life a replacement can be issued under the laptop vendors agreed policy and specifications.
- e. When in use, the laptop will be placed on a table or desk, the laptop is not to be left on the floor unattended. 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.
- g. Student must carry their laptop in the school provided laptop bag, with no other books, papers or pencils in the laptop bag. The laptop bags are provided for laptop usage, not to carry books or any other materials.

## 10. Ownership

- a. Laptops remain the property of Southern Cross Catholic College, Scarborough. Students have the use of the laptop whilst they are enrolled at the College. When a student leaves the College, their laptop, protective case and accessories must be returned in good order at the time of termination.

## 11. 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 for a period of time,
- 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, may be referred to external authorities.

## 13. Receipt of Laptop

No laptop will be issued to a student unless the Student Laptop Registration Form is received by ICT Services, signed by both the student and parent/caregiver.

## 12. 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.*

**POLICY VERSION: 11/11/2024**

**No laptop will be issued to a student unless both the student and a parent/caregiver has signed and returned this page.**

## Southern Cross Catholic College 2025 SCHOOL YEAR Student Laptop Registration Form

I understand that the laptop I am being issued with is owned by Southern Cross Catholic College and that I need to return it in good condition when requested to do so. I understand that I am responsible for looking after the laptop, including:

**I will .....**

- Always carry my laptop in the school provided Laptop case
- Only using the laptop on a desk or table where possible and not balancing it on my lap
- Backup my data. (I understand that I.C.T. Services is not responsible for any of my data)
- Recharge my laptop at home each night. Laptops must not be recharged in classrooms
- Report damage my laptop to I.C.T. Services when it happens

**I will not....**

- Allow other students access to my school provided laptop
- Pick up the laptop by the laptop screen when the screen is open
- Add software, applications or a virtual private network (VPN) to the laptop
- Allow other students to use my laptop
- Share my password with other students
- Leave my laptop unattended, lying around in places where it is at risk of being damaged lost or stolen
- Use my laptop to access websites which contain inappropriate material
- Leave my laptop overnight at school, even within a locker

**Laptops are provided with an Accidental Damage Policy: 1 free claim per year. (refer to the section 8 of the Laptop Loan Policy)**

**I have read and understood the summary above of my responsibilities for looking after my laptop:**

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Date*

**I have read the attached Laptop Loan Policy (Years 7-12) and understand the responsibilities which my student and I have under this policy:**

\_\_\_\_\_  
*Parent/Caregiver Name*

\_\_\_\_\_  
*Parent/Caregiver 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:	