

St Vincent's Primary School
1 : 1 Laptop Program
Agreement and Policy Information Booklet



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Section 1. Overview

St. Vincent's Primary School provides a technology rich environment to support the students with their learning. Technology is integrated across the curriculum supporting students to learn within the digital world in which they live.

Our 1: 1 program for Year 5 children has an emphasis on the laptop as a learning tool to foster and promote students with their capability to collaborate, share information, share experiences, work across the Domains of our curriculum and to lead students to be able to be self directed in their learning. This is supported by teachers who have skills and expertise in understanding the curriculum that is to be covered and who are able to ensure that this curriculum is delivered in a manner that engages every child in their learning to their maximum potential.

Our 1: 1 learning ensures that each student has an Apple MacBook to use at school, enabling communication and collaboration among peers, teachers, family and the wider global community. Students are able to access their learning via appropriate applications at both school and home as directed by their classroom teacher.

Section 2. The 1:1 Laptop Program

2.1 The Laptop

St Vincent's will provide each student with an Apple MacBook laptop in Year 5. The school through a leasing arrangement with Apple Mac Finance Company leases the laptop. The students will use the Laptop at school and take it home as necessary in the carry bag that parents have purchased.

2.2. Programs and Resources

All machines are equipped with CD/DVD drives and a broad range of software. This software is educationally based and is supportive of the teaching and learning within our school. It includes a number of creative applications such as Garage band, iMovie, iPhoto, iWeb, iTunes, Comic Life, Microsoft Office, Kahootz and other publishing and Internet software.

Students are not permitted to install any other application without the permission of the school Principal.

2.3. Ownership and Cost

The laptop is the property of the school. All students are expected to adhere to the Acceptable Use Procedures. Students who breach the policies which have been agreed to and signed by both parents and students, will not be able to take home their laptop for a length of time as deemed appropriate by the Principal. This is in line with the school's behaviour and education management program and policy.

The school will cover the majority of the costs associated with the provision of the laptop. The Student Levy for Year 5 children has been configured to include a laptop lease which will be Tax deductible for families eligible for Tax Benefits under the Education Tax Package. The Laptop Levy will be \$400 per student per year. The cost of the laptop bag is \$50. These are charged to your school fee account.

2.4. Warranty

The Apple MacBook comes with an Apple Care Protection Plan three-year warranty. This includes telephone support for both hardware and software for parents, students and staff.

2.4. Insurance

The school has taken out an insurance policy that covers the computer 24/7. Parents will be given a copy of the Terms and Conditions of the policy.

Section 3. Laptop Care

It is imperative that students use their laptops in an acceptable manner and as a learning tool. Programs, which allow students to access the Internet, online, chat and email must be used in a responsible manner. The school will ensure that students are engaged in learning about safe and responsible practices of being a user of ICT tools.

Students must be aware of and abide by the Learning Technologies User Agreement. Failure to abide by the user agreement will result in agreed to consequences, or in the event of damage, a financial cost to parents.

3.1. Student Responsibilities

Usage

Laptops can only be used by the student and their immediate family. The laptop is not to be used by any other person including friends, neighbours or extended family who do not live with the student.

Additions and Deletion of Software

Students are not permitted to delete any software or install additional software without the permission of the Principal.

Offensive Content

Students are prohibited from accessing or storing offensive images, video and audio on laptops or other digital storage devices that are connected to the use of the laptop. This includes images, videos or audio that is offensive to other cultures, religions and learning abilities. This area will be addressed by the school as part of our ongoing education in relation to appropriate and responsible use of ICT tools in line with the 9 Elements of Digital Citizenship.

Stickers and permanent markers

Stickers and markers are not permitted on the laptop under any circumstances.

Food and Beverages

Students are not permitted to eat or drink whilst using their laptop.

Charging of Batteries

It is the student's responsibility to ensure that their laptop battery is fully charged at home each night. Battery charges are to be kept at home.

Transport

Laptops are to be carried at all times within the supplied protective carry bag. This includes transporting the laptop from class to class or specialist areas. When leaving the school grounds (sport or going home) laptops are not to be taken out of their protective carry bag and must remain in their school bag. This includes buses, cars or anywhere between school and home including the pick up area. Children who walk or ride their bike to school are expected to carry their laptop in the protective cases, in their school bag. Children are not permitted to ride their scooters and skateboards to and from school.

Storage at home and school

When at home, it is the family's responsibility to take care of the laptop at all times. At home the laptop should be stored in a safe place, out of reach of younger children and away from areas of excessive heat.

At school during lunch and recess breaks or when laptops are not in use laptops are to be stored within their carry bag in their desk.

Organisation of Files

Students are permitted to create folders to assist them with the organisation of their work.

Laptop Use

When in use, students need to ensure that the laptops are used in a safe and secure manner in all learning environments. Students need to ensure that their laptop is being used in a physically safe and supportive way. The laptop is NOT to be carried around whilst the screen is open.

Back Up

Students will be saving all their work to their Windows Live Account ("Sky Drive"). Student's multi-media files are stored on the machine. Students are required to take responsibility for their own back up of these files. Students are able to use portable storage devices such as USB thumb drives or portable hard drives. Costs associated with this need to be incurred by families. The Apple MacBook has a fully integrated back up system called "Time Machine." This allows for ease of use back up management to student provided back up devices and this needs to be completed on a regular basis.

Cleaning and Care of Laptops

Students are responsible for ensuring that their Laptop is always kept in clean condition. It is imperative that the student maintains a clean Laptop by regularly wiping down the outside case with a damp (not wet) cloth. The Laptop screen can be gently wiped with the black cloth that has been provided or with a damp tissue or cloth. Cleaning agents are NOT to be used unless purchased from the Apple Store. Laptops will be checked regularly by teachers and agreed to consequences will be implemented if necessary. Full details of how to care for the Laptop can be found at <http://www.apple.com/support/macbook/care/>

3.2. Loss, Damage and Repair

Loss or Damage

If the Laptop is lost, stolen or damaged the student must report it to their classroom teacher as soon as practical during school hours. A Laptop Incident Report Form is to be completed and this is available from the school's website. If a claim against our insurance policy is necessary forms for theft and accidental damage are also available from the school website. If loss or theft occurs outside of the school, parents are required to inform the police immediately. The Police Event Number will be required to complete this paperwork.

Our policy covers

- Accidental damage including fire
- Full theft
- Loss in transit (must be accompanied/cabin baggage)
- Stolen from a locked vehicle
- Coverage anywhere in Australia, & in transit
- Overseas cover (28 days any one trip).
- Up to original purchase price of the lost equipment
- Can claim up to twice the sum Insured

Our policy does not cover

- Wear and tear or cosmetic damage
- Theft whilst unattended
- Theft from vehicle if unlocked or not out of sight
- Mechanical or electronic breakdown (warranty)
- Consequential loss of any kind
- Software (normally replaceable by vendor)

Full details of the policy are available on the school website (EDUCATION – COMPREHENSIVE ELECTRONIC EQUIPMENT INSURANCE WORDING)

Repair Procedures

If the laptop has a hardware fault during the school term, it will be sent to Apple Robina for repair or replacement of parts. Students where possible will be given a replacement Laptop whilst waiting for repairs.

If the laptop has a hardware fault during school holidays, it is your responsibility to arrange for the repair.

It is important that students continue to back up their work on the weekend and during school holidays so that if a problem does occur their school work is not lost.

Accidental and Non Accidental Damage

There are two types of damage as defined by the school

1. Accidental damage
2. Non-Accidental damage

Accidental Damage: Where a Laptop is damaged or stolen and the student and parents have met all requirements as outlined in “Student Responsibilities” and met the conditions of the insurance policy.

Non-Accidental Damage: Where a Laptop is lost, stolen or damaged and the requirements stated in Section 3 “Student Responsibilities” have NOT been adequately observed or the conditions of the insurance policy not met.

The following are examples of NON-accidental damage or loss.

- Damage as a result of NOT carrying the Laptop in the Carry Bag.
- Theft from an unlocked and unattended vehicle.
- Theft from a vehicle when the Laptop was left clearly visible.
- Theft while left unattended and out of view of the student. This includes leaving the Laptop outside a shop, on a sporting field, school bus or unattended in a classroom outside of normal school hours or whilst attending any extra curriculum activity outside of school hours.
- Scratching of the casing and or bruising/cracking of the screen as a result of misuse.
- Theft or loss of AC adaptor, power or network cords.

Claims Process

Protecsure manages the claims process as follows:

1. Claimants can download a claim form from our school website.
2. For accidental damage
 - Claimant takes laptop to their chosen Apple repairer for assessment
 - A majority of claims can be approved on the spot and repair commences
3. For theft or total loss claims, pre-approval is required from Protecsure who will generally approve valid claims within 48 hours.

Who is responsible for covering the cost of a lost or damaged Laptop?

Accidental damage

The laptops insurance policy will cover the cost of all accidental damage less \$150 excess that is to be paid by parents. The children are responsible for their laptops 24/7.

Non-Accidental Damage

The school will not cover the cost of repairs when a Laptop is damaged as a result of misuse where user guidelines have not been followed as outlined in Section 2 Acceptable use, Section 3 Student Responsibilities and the Insurance disclosure statement. The Parent/Guardian will in this case be responsible for the full cost of repairs.

Examples of estimated Replacement and Repair Costs (Approx)

- Replacement of Apple Macbook \$995
- Cracked LCD Panel \$780.00
- Damaged Optical Drive \$660.00
- Keyboard \$234.25

Section 4. Maintaining a Safe Environment

St. Vincent's Primary School shares responsibility with parents, government and the community to protect our children from the impact of inappropriate material and or use of the Internet. This protection at St. Vincent's comes in the form of a number of mechanisms to block inappropriate content. Our school is part of the Brisbane Catholic Education online network, which has web, and email filters. Our school has the ability to block/unblock sites within the BCE filter to allow an additional level of security. Our school has the provision to unblock sites that may be filtered based on educational needs.

Our school will ensure that the students are involved in discussions/activities that relate to safe and appropriate use of ICT tools including online environments. Explicit teaching of the 9 Elements of Digital Citizenship is incorporated into the curriculum.

Our school strongly encourages active supervision of your child's use of technology at home. The Internet is a fantastic learning tool and enables access to information that supports all areas of our curriculum.

We suggest the following guidelines be followed when your child is using their laptop at home:

- Supervise your child in a public room like the lounge room.
- Avoid your child accessing computers in bedrooms or rooms that can be closed off to other members of the family.
- Ensure that you establish some expectations regarding Internet use at home. You must not be afraid to demand their passwords for any websites that they may be using.
- Most Internet browsers have a "History" menu that you can access to allow you to see the sites that your child has visited recently.
- Ensure your child never provides personal information on a global system to identify friends or themselves in photos.
- Educate yourself and your children about potential dangers online and how to make the right choices about online behaviour. Websites to support you with are www.cybersmart.gov.au and www.NetAlert.gov.au

Our school will endeavour to provide parents with support resources and information for appropriate and safe use of ICT tools including online environments. These will be posted on our school website.

Section 5. Cyber Bullying

Our school has policy and procedures as per our School Behaviour Policy. Our school will not tolerate any form of bullying including Cyber Bullying. Electronic communications, including that via the Laptop can present as an avenue for bullies to harass other students. The school sees this as no different to any other form of bullying and it will not be accepted. This is reinforced through the use of the Friendly School's and Families Program and regular classroom discussion. Negotiated consequences will be applied for any student who engages in any form of bullying and this instance Cyber Bullying.

Section 6. Handwriting, Writing Skills and Laptops

The students will continue to develop their handwriting and writing skills as part of their regular learning activities.

Section 7. Time of use on Laptop

We expect that students will use the Laptop on average between 50 and 60% of each school day. They will not be in use 100% of the day. The school will continue to ensure that the children receive a balanced program that is appropriate to their level of learning as per the Australian National Curriculum.

SECTION 8. Student Responsibility Agreement

The laptop program is available to Year 5 students at St. Vincent's Primary School. Email accounts are provided for each student for use in curriculum related activities and communication with teachers. The smooth operation of our school's network relies on the proper conduct of the users who must adhere to the following agreement.

As a responsible user I agree that:

The St. Vincent's email accounts, blogs, personal web pages, or any other computer-based material are not private and may be viewed by staff /wider global community at any time.

- I will log onto the St. Vincent's network, Skydrive accounts or any other digital device using only my username and password provided by the school.
- I will only use learning technologies at St. Vincent's (including the internet) for learning related activities.
- I will take care to check the credentials and reliability of any information obtained from the Internet.
- I will treat all learning technologies with respect and due care. Vandalism or any attempt to harm or destroy my data or the data of others will result in the cancellation of my user rights and further consequences.
- I will not modify the application or operating system software provided on my Laptop without the permission of the Principal.
- I will check with my teacher if I am unsure if what I would like to use my computer for is appropriate.
- I will not access or store offensive images, video or audio on the Laptops or other digital storage devices.
- I will ensure when downloading or copying music, games, videos or programmes I have permission from my principal and only download files I am legally entitled to.
- I will not use digital technologies to harass or bully another student.
- I will abide by conventions of etiquette and be respectful of others.
- I will not reveal personal information over the Internet including: full name, addresses, phone numbers, email or photos of myself or others.
- I will not knowingly introduce a virus.
- I will fully charge my Laptop at home each night in preparation for its use the next day.
- I will regularly backup data on my Laptop.
- I will promptly report to my teacher any inappropriate material that is accidentally accessed. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will: not show others, close the lid of my laptop and tell a teacher straight away.
- I will promptly report any damage to the hardware and/or software of my laptop to the classroom teacher and or Principal.
- I will transport my Laptop in the purchased protective bag at all times.
- I will keep my laptop clean and free of graffiti and stickers.
- I will take all reasonable precautions to ensure that my Laptop is not lost or damaged.
- My parents will be aware of and monitor my use of computers and the Internet at home as this is not the responsibility of the School.

I have read and agree to abide by all the expectations listed above.

Student.....Date.....

Parent/Guardian.....Date.....

PARENT LAPTOP USE AGREEMENT

- I understand that I must pay for the laptop bag and a fee towards the purchase, maintenance, insurance and software of the Macbook by the due date each term. Where payment is not made, the laptop will remain at school.
- I understand that the laptop remains the property of the school at all times. In the event that my child leaves St Vincent's, the laptop and accessories must be returned to the school.
- I acknowledge that I have received an Apple MacBook computer, including power cord, software and box (Serial Number) ("the Laptop"), the property of St. Vincent's Primary School, for use by my child ("the student").
- I understand that the Laptop was tested before I took possession of it and was in full operational order with respect to both hardware and software.
- In the event that the Laptop is damaged, lost or stolen during the school term I will advise the School immediately and complete a Laptop Incident Report Form and any necessary insurance forms.
- In the event that the Laptop is damaged, lost or stolen during the school holidays or on weekends I will complete a Laptop Incident Report Form and any necessary insurance forms and be responsible for taking the computer for repair.
- In the case of "Accidental" damage I am responsible the excess of \$150.
- In the case of "NON Accidental" loss or damage I will cover the entire cost of replacement or repairs.
- I agree to supervise my child to care for their laptop. I agree that my child will be supervised when operating the laptop in accordance with policy and procedures laid down by the school.
- I have read and understand the policy relating to the use and misuse of the Laptop.

I have read and understand this agreement.

Parent/Carer Name:

.....

Parent/Carer Signature:

.....

I have discussed and explained this document with my child. I believe they have a full understanding of:

- 3 Laptop Care
- 3.1 Student Responsibilities
- 3.2 Loss, Damage and Repair
- 4. Maintaining a Safe Environment
- 5. Cyber Bullying

Parent/Carer Name:

Parent/Carer Signature:

Student Name:

Student Signature: