



FCJ COLLEGE BENALLA

Student Laptop Policy

1. COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

2. SCOPE

This policy sets out the rights and obligations of students and parents/guardians in relation to the 1:1 FCJ College Laptop Program. All students at FCJ College will participate in the 1:1 Laptop Program. The program equips each student with a laptop to use at school and at home, enabling communication and collaboration among peers and teachers.

3. LAPTOP PROGRAM

3.1 The Laptop

FCJ College will supply a new laptop computer to students in Years 7 and 10. Prior to the students receiving their laptop, both the student and parent/guardian must sign the Laptop User's Agreement (refer Appendix A).

Laptops are purchased by the school and remain the property of the school throughout the 3-year program. Students will use the laptop at school and take it home each evening in the protective bag provided.

3.2 Hardware and Software

As laptop model numbers are continually changing, the College Leadership Team, in consultation with Nettek Computing school contractors will determine the most appropriate "fit for purpose" laptop in each given year. The current model will be listed on the Laptop User Agreement and updated as required.

Students will be issued with the following:

- Laptop with 3-year warranty (refer to Laptop User Agreement for Model Number)
 - Operating Systems (currently Windows 10, subject to change)
 - Software licensed to and installed by the school
 - A range of software supporting all areas of the curriculum that is updated each year
- Power Supply
- Laptop carry bag
- A reasonable amount of credit for printing costs at school

The following items are not included:

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

3.3 Ownership

Over the three years of the laptop program (Years 7 - 9 & 10 - 12) families pay for the laptop computer as part of the annual school composite fee with a deposit paid of \$220 in years 7 and 10 before the student receives the laptop computer. At the end of the 3-year program, ownership transfers to the family.



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Students commencing during the 3-year period will be offered a payout figure at the end of the 3-year period to purchase the laptop which is calculated by the business manager or the laptop can be returned to the college in good working order. At the completion of the 3-year program, the laptop must be returned to Nettek to be reconfigured to HP factory settings, after which ownership will transfer to the user.

Students who exit FCJ College before the completion of this 3-year program have the option of returning the laptop in good working or purchasing the laptop at its pro-rata value.

3.4 Insurance

FCJ College has limited insurance coverage for the laptop which covers repair or replacement due to fire, theft, and some accidental damage.

If stolen, a police report is required as soon as possible. If lost or damaged at school, the student must report it to Nettek immediately (on the same day as incident occurs).

Exclusions and Excess

- Willful damage
- Accessories and consumables (i.e. batteries and power supplies are not covered by insurance)
- The parent/guardian will be liable for the cost of and repairs or replacement if the laptop is left unsecured at school or home and is damaged, lost or stolen.
- Excess \$200 per claim (payable by student/parent/guardian prior to repairs being carried out).
- Maximum two claims per student over the 3-year program, after which full cost of repair/replacement will be billed to the family.

3.5 Laptop Care and Protection

It is imperative that students use their laptops in an acceptable manner and as a leaning tool.

USAGE

- laptops should not be used by any other student or family member except for the parent/guardian providing assistance with schoolwork.
- under certain conditions, laptops are permitted to be used in the library for essential school related work at recess and lunchtimes. Conditions include seeking prior approval from the library manager and using the laptop in an open area where FCJ College staff members can openly see the laptop screen.

SERVICING

- All servicing is to be carried out by Nettek who are located in the ICT office within the library. Nettek are available 8.30am – 3.30 pm Monday – Friday (except public holidays or days when the College's administration offices are closed).
- Students can visit Nettek before school or during recess or lunch with any laptop issues. When leaving their laptop for servicing the students will be required to complete a form outlining the problem/s they are experiencing.
- The College will endeavor to have the laptop returned to the student as soon as possible (subject to compliance with warranty and insurance conditions). If the repair is a non-warranty repair it will attract up to a \$200 maximum repair/replacement fee, a letter will be emailed home to parents/guardians regarding the repair/replacement process.



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- Student laptops may be required to be returned to Nettek at any time for inspection and routine or unforeseen maintenance.

HOT SWAP / LOAN (HIRE) LAPTOPS

- Hot swap laptops may be made available to students for warranty issues only. This will be subject to availability at the time.
- Loan laptops are available for students who have non-warranty repairs. A \$200 bond must be paid prior the laptop being issued. This will be subject to availability at the time. A form will be included with the letter emailed home to parents (refer to Appendix B & C).

SOFTWARE

- Students are not permitted to delete any software or install additional software on their laptops
- Installation of home printers and internet are acceptable
- Students must only connect to the College's network whilst at school. The following actions are considered not acceptable"
 - Using a mobile hotspot
 - Connecting to the internet through a proxy or VPN service
 - The use of chat clients (eg: messenger) or playing LAN games
 - Downloading large, non-school related files
 - Changing of any network settings
 - Attempting to remove any internet filtering software installed by the College
 - Attempting to remove monitoring software (eg: ABTutor) installed by the College

COPYRIGHT, MUSIC and MEDIA FILES

- Students are prohibited from accessing or storing offensive images and audio on their laptops
- Students must adhere to any laws pertaining to copyright, other intellectual property rights and licensing agreements.
- All software, music, games, images and material on a student's laptop must not be in violation of any laws.
- The downloading, sharing, storing and playing of illegal or pirated material is prohibited. Any illegal material will be deleted upon discovery, repair, or upgrade, resulting in a complete re-imaging of a student's laptop.
- Students must not initiate access to inappropriate or illegal material (including copies of music, movies and other media not legitimately owned by the user).
- Students must not share or distribute inappropriate or illegal material via any print or electronic means
- Students must not install programs that enable unauthorised downloading or peer-peer downloading

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



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CHARGING THE BATTERY

- It is the student's responsibility to ensure their laptop is fully charged at home ready for school.
- Chargers/power cords should not be brought to school
- Laptops can be taken to Nettek at recess and lunchtimes to have them charged, however this should not become a regular occurrence

STORAGE AT HOME AND SCHOOL

- When not in use, laptops should be stored in a safe place within its carry case. At school, this is the student's locker which must be locked when not in use
- At home, the laptop should be stored in a safe place, out of reach of younger children and away from areas of excess heat (such as direct sunlight and desk lamps), dust, dirt, rain, liquids or moisture and vibrations
- Laptops are not to be left at school overnight, they must be taken home in their carry bags
- Do not leave your laptop unsupervised outside of the classroom
- Do not leave your laptop on the ground

DATA BACK UP

- Students are required to back up their work regularly. This can be done via a portable storage device (i.e. USB stick, external hard drive) or via a cloud storage system (i.e. google drive)
- Loss of data will not be an immediate excuse for late submissions of assignments and other work

CARING FOR YOUR LAPTOP

- The laptop should always be in its carry bag when not in use. This includes moving around the school between classes, taking your laptop to the library/VCE area for printing etc.
- Be careful not to store items on top of your laptop or carry bag that can cause damage
- Students are not permitted to eat or drink whilst using the laptop
- Ensure the carry bag is fully zipped before being carried
- The laptop must not be carried around whilst the screen is open

LCD SCREEN

- LCD screens are delicate – they do not like being poked, prodded, pushed or slammed.
- Never pick up your laptop by its screen
- Ensure all obstructions such as pens are removed from your keyboard before closing the screen

3.6 Security

PASSWORDS

- Students are strongly encouraged to implement strong passwords with a minimum of 8 characters and a combination of letters and numbers.
- Students are encouraged to change their passwords regularly and at least twice per year.
- Students are not to share their passwords. If you suspect someone knows your password, it should be changed immediately.



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EMAIL

- Students are issued with an email address when they commence at FCJ College.
- Students are encouraged to check their email accounts daily as important information is often sent from teachers.
- Remember that emails are not private. Any email generated or received from an FCJ College account is College property and therefore should fit within the values of the College.
- When composing an email, ensure it is written in such a way that if the message was received by an unintended audience, you would not be embarrassed.
- Emails should be composed with traditional spelling, grammar and punctuation. They should include a greeting (i.e. Dear Mr/Mrs Smith) and finish with a complimentary close (i.e. thank you and your name)

4. APPENDICES

Appendix A – Laptop Users Agreement (example only)

Appendix B – Laptop Repair Notice (example only)

Appendix C – Laptop Hire Request (example only)



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APPENDIX A

Student Laptop Agreement YEAR 7 or 10, 20xx

Please complete this agreement and payment authority in full and return to FCJ College by [INSERT DATE]

We have read and agree to all the conditions in the FCJ College Student Laptop Policy. We fully understand that if the student breaches any of the conditions in the agreement FCJ College has the authority to suspend or restrict the student's usage of the College owned laptop and IT network.

Depending on the seriousness of a particular breach of the Student Laptop Policy, an appropriate response will be made by the College and may include any or all the following:

<ul style="list-style-type: none"> A discussion with the student. Informing parents/legal guardian. Loss or suspension of student access to school ICT network, resources or facilities. Taking disciplinary action Recovery of any incurred costs. Legal action, civil or criminal, as deemed necessary. 	<ul style="list-style-type: none"> Remove a laptop and any other equipment from student's possession. Cancel this agreement. Potential breaches of criminal law will be reported to police. For serious breaches, terminate this agreement without notice.
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Laptop Model Number: [to be inserted]

Parent/Guardian: _____ Signed: _____ Date: _____

Student: _____ Signed: _____ Date: _____

Payment Authority –DEPOSIT \$220 (This payment will be deducted from the Annual Composite School fee)

EFTPOS Cash Cheque Credit Card

CREDIT CARD AUTHORITY

Account name	
Address	
Card type	VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/>
Card number	_ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _
Name on the card	
Card expiry date	_ _ / _ _
I/we hereby authorise FCJ College Benalla to debit my/our account for \$ 220	
Signed:	Date:

FCJ College's Acknowledgement and Acceptance Signed on behalf of FCJ College:

Name: _____ Signed: _____ Date: _____



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APPENDIX B

LAPTOP REPAIR NOTICE 20xx

Your child has logged their laptop with our on-site NetTek Service Centre. Attached is a copy of the support request.

The assessment confirms that the laptop requires repair that is not covered under warranty. Non-warranty repairs may take up to 14 days to complete. Once the laptop is repaired your child will be notified via Daily Messages on SIMON that the laptop is ready for collection.

We cannot determine the exact cost for non-warranty repair work until it is completed. This work must be performed outside the College by an authorised service agent; therefore, the amount charged is beyond the control of FCJ College. We have determined that the maximum that a family will be required to pay in this incidence of non-warranty repair is \$200. We will email an invoice for the repair as soon as we have received details from the service agent.

While the laptop is being repaired, families may wish to hire a laptop from the school. A bond of \$200 is required for the hire and the laptop must be returned to Nettek once your child is notified their own laptop has been repaired. Attached is a loan request form if you wish to utilise this option. Loan laptops are not covered by the maximum cost for repair outlined above, so any damage to a loan machine which requires non-warranty repairs will need to be paid in full.

Please note that before the repaired/replacement laptop computer is re-issued to a student, the applicable \$200 insurance excess or the actual amount of the repair when under \$200 is to be paid in full at the College office. Once paid in full, the student will take the receipt to the Nettek as proof of payment and then be re-issued with the laptop computer.

If you have any questions or require further information please contact Mr. Mark McDonald, Business Manager, by calling the College office on (03) 5762 1222 or via email mark.mcdonald@fcjbenalla.catholic.edu.au .

Yours truly,

Mark McDonald
Business Manager



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APPENDIX C

FCJ COLLEGE

LAPTOP HIRE REQUEST

Student's Name: _____

Please supply my child with a laptop for hire for the duration of time that their laptop is being repaired.

- I confirm that the hire laptop will be returned in full working order immediately when notification is provided that the original laptop being repaired is available for collection.
- In the instance that there is any damage identified to the hire laptop on its return, I accept responsibility for the full cost of repair.
- I enclose \$200 being deposit for the hire laptop. This will be refunded to me on return of the hire laptop, once an assessment has been conducted and it is confirmed it is in full working order. In the event there are costs for repair, I agree that the \$200 deposit will be put towards these repair costs.

Parent or Guardian's Name: _____

Signed: _____ Date: _____

OFFICE USE ONLY

Bond received date: _____ Initial: _____

Laptop Number and & hire date: _____

Student Signature: _____

Hire return date: _____ Student Signature: _____

Assessment: _____ Repair required? YES / NO

Deposit refund date: _____ Office Initial: _____