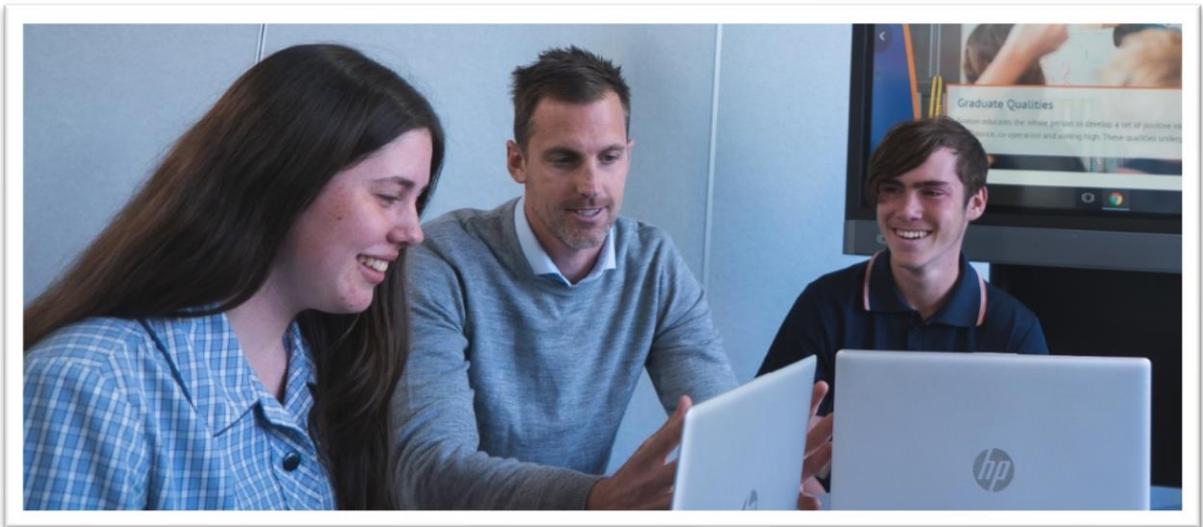# Seaton High School Laptop Program Handbook

The Seaton High School Laptop Program ensures that students have access to appropriate technology to support their learning. The program standardises the technology that our students use at school which enables optimal use of technology across all aspects of their learning. The selected business class device is robust, reliable and supported. Our laptop program supports our vision 'to provide excellence in student centred 21st Century learning in a global context'.

Laptop Purpose

The laptop is a tool to assist student learning both at school and at home.

Laptop Warranty

The laptop is covered under a 3-year warranty. The warranty covers manufacturer's defects and normal use of the laptop. Students are to present warranty issues to ICT Helpdesk as soon as they appear.

Students are not permitted to modify the configuration of the laptop – for example by changing the hardware or tampering with the enclosure. **The device warranty is void if attempts are made to change the hardware.** This would mean all costs for repairs would be borne by the student or caregiver.

Home Insurance

We highly recommend parents/caregivers notify their Home Contents Insurer that they have a laptop in the house.

Accidental Damage Protection (ADP)

Accidental damage is defined as physical damage to a product caused by or resulting from a sudden and unforeseen incident, provided such damage occurs in the course of regular use. Cover includes non-intentional liquid spills in or on the unit, drops, falls, and electrical surges, as well as damaged or broken LCDs and broken parts. Students are to present damage immediately to ICT Helpdesk for assessment and logging at the time of the incident.

ADP is limited to 3 claims over 3 years. There is no service fee ($0 excess fee) per claim. Upon complete product replacement, ADP agreement terminates. Purchaser can buy ADP cover again that will align to warranty expiry.

HP ADP Product Disclosure Statement
www.hp.com.au/carepack/pds.

Warranty Exclusions

The warranty does not cover negligence, abuse or malicious damage. If repairs are required for the laptop due to negligence, abuse or malicious damage the parent/caregivers are required to contact HP direct.

Technical Support Information

Students can obtain technical support from the ICT Helpdesk. ICT staff will assist the student with any issues and if the laptop is required for a period of time to log for warranty the student will receive a hot swap replacement.

If the laptop is damaged in any way, the student is to report it to their parent/caregiver and then report to the ICT Helpdesk for assessment and to process for repair. Student and parent will be advised once the laptop repair has been completed and ready to collect.

Ownership

The school approved laptops are purchased and owned by the parent/caregiver. The school provides the laptop image; software; onsite technical support; school network, printing and internet access.

To ensure a secure network, students will not have full administrative rights whilst in the Seaton High School Laptop Program.

Upon your child leaving the school your child will need to:

- Backup any data they require as the laptop hard drive will be wiped clean.

- Return the laptop to the ICT Helpdesk and advise staff they wish to have the laptop imaged for personal home use. The laptop will be installed with Windows 10 Home. No other software will be installed.
- ICT Helpdesk staff will notify your child when the laptop will be ready for collection.

Laptop Acceptable Use Policy

Students and parents have an Acceptable Use Policy that they both must sign. Seaton High School reserves the right to monitor the content of student laptops and may conduct live monitoring of activity on the laptop. Any images or material on privately owned equipment/devices, such as USB/portable drives, must be appropriate to the school environment.

Students must permit school staff and parents/caregivers to perform checks when requested.

Consequences for inappropriate use will be in accordance with Seaton High School's Student Behaviour Management policy. Where a student is suspected of an electronic crime, this will be reported to the South Australian Police.

Transporting the laptop

Students will be able to purchase a laptop sleeve that is padded for protection. The sleeve is to be used to transport the laptop at all times.

Please note: Majority of damage assessed and recorded so far is due to students not carrying their laptop in the sleeve purchased.

- Transporting between home and school

The laptop must be transported in the padded laptop sleeve at all times. Please be careful that drink bottles are not going to leak into the laptop sleeves to cause damage.

- Moving around school with the laptop

Students must take the laptop to all lessons. When moving around the school students must carry the laptop in the padded laptop sleeve.

Students must not carry their laptop out of the sleeve with the screen open as this often leads to accidentally dropping the laptop.

- The laptop must never be left in any unsupervised area

Students are not to leave their laptop unsupervised and must be kept with them or in their school bag at all times.

Internet Usage

Students can access the Internet through the school's network while on site. This will be monitored and subject to strict filtering.

Internet browsing by students at home or from other non-Department for Education sites is permitted. Please note this will not be filtered or monitored by Seaton High School.

It is the responsibility of the student/parent/caregiver to setup the home internet connection on the laptop. The chosen home Internet Service Provider (ISP) provides home internet logon details.

Seaton High School accepts no cost for home internet provision. No other support will be provided for setting up home internet.

Students using the laptop at home to access the Internet must do so in a safe and ethical manner, with parental permission. Parents/caregivers are encouraged to actively monitor and discuss their child's use of the Internet.

Care, Storage and Appearance

Students are expected to care for their laptops in relation to carrying, cleaning, storage and security both on and off-site.

The following main principles of care apply:

- Food or drink must not be next to the laptop when in use.
- Cords, cables, and removable storage must be inserted into, and removed from the laptop carefully.
- Students must not carry their laptop while the screen is open.
- The laptop must be in the padded laptop sleeve at all times.
- Students must not lean on the top of the laptop when it is closed.
- Students must not place anything inside the padded sleeve or side compartment that could damage the laptop. eg placing pens, pencils, USB or headphones on the keyboard before closing the lid.
- The screen may be cleaned with a soft, dry cloth or anti-static cloth.

Charging

Students are expected to charge their laptop at home and bring it to school every day fully charged. The school does not have chargers for loan.

Software update and virus protection

"Software Updates" on the laptop will occur automatically when the laptop reconnects to the school's network.

Good Practice: It is imperative that students restart their laptop at least twice a week whilst at school so that their laptop has the latest software, virus protection and network updates.

Passwords

Students have a domain username and password for their laptop and will be able to log on at home with the same credentials.

Please note: Students must log on at school for the first time before it will work at home. Students will not have access to domain folders while at home.

Department for Education ICT Security and Internet Access and Use policies contain the following main provisions with regard to passwords:

- Passwords must be kept confidential and not displayed or written down in any form.
- Passwords must not be words found in a dictionary, or based on anything somebody else could easily guess or obtain using person-related information. Must have a minimum of 8 characters and contain at least 1 upper case letter and 1 number. Cannot use the same as the last 5 passwords previously used.
- Students must not disclose their personal passwords to any other person.
- Students will be accountable for any inappropriate actions (eg bullying, accessing or sending inappropriate material) undertaken by someone using their personal username.

- Students can request ICT Helpdesk staff to change their domain password if they feel it has been compromised.

Copyright

Students must realise their responsibilities associated to intellectual property and copyright law and ethics, including acknowledging the author or source of information that is used. To ensure compliance with copyright laws, students must only download or copy files such as music, videos, or programs with the permission of the owner of the original material. If students infringe the Copyright Act 1968, they may be personally liable under this law.

Printing

Staff and students are encouraged to transmit work electronically unless a hard copy is required for assessment purposes or display.

Students are permitted to print their work to printers that are located around the school. Students must select the nearest printer and printing restrictions and charges apply. Printing allocation is topped up each term.

Students can purchase extra print money if required from the Student Services Area.

Software, games and music

If the student requires a particular program to be installed for their learning, please visit the ICT Helpdesk.

Students using non-educational software and files during lessons will be deemed by their teacher to be off-task and will be subject to consequences according to the Student Behaviour Management policy.

Parents/caregivers are encouraged to regularly monitor the use of the laptop.

Social Networking

School Internet filters block many social networking sites. Parents should monitor the use of social networking sites that are accessed at home. Students using social networking sites during lessons will be deemed by their teacher to be off-task and will be subject to consequences according to the Student Behaviour Management policy.

Students are reminded to use cyber-safe strategies and use the Internet in a safe and ethical manner.

Data storage - Microsoft One Drive

The school recommends that students save their work to the Microsoft One Drive. Instructions on how to set up One Drive are available on the school intranet and from the ICT Helpdesk.

Private Laptops and Mobile Devices

Private laptops and mobile devices add complexity to the functionality and maintenance of the school network. Accordingly, only school approved laptops, with the standard image, will be supported by the school.

Learnlink Office 365 - Department for Education (DFE) student & parent/guardian information

Seaton High School has expanded the current LearnLink email service offered to students to include services, known as LearnLink Office 365. The services let students download and use licenced versions of common Office applications free of charge. It also gives them their own storage space to share files with other students and their teachers whilst their student remains enrolled at Seaton High School. The software is pre-installed on purchased laptops.

Below is some important information from DFE regarding the LearnLink Office 365.

What is LearnLink Office 365?

LearnLink Office 365 is a customised package of Microsoft Office 365, tailored for the South Australian public education system. It includes several services and applications.

Email

Students are provided a unique email address that remains the same throughout a student's enrolment in a State Government school or preschool.

Office 365 ProPlus

Office 365 ProPlus lets Office applications be downloaded and installed on up to 5 personal devices owned by students (including parent-owned devices). Instructions are available on the intranet or in hard copy from the ICT Helpdesk. Office applications that can be installed include Word, Excel, PowerPoint, OneNote, Access, Publisher and Outlook. However, not all Office applications are available for Mac, iOS and Android devices.

Office Online

Office Online is a web based, lightweight version of Microsoft's Office productivity suite (including Word, PowerPoint, Excel, and OneNote) that can be used on most devices capable of connecting to the internet via a web browser.

OneDrive

OneDrive is a cloud service where students can store, sync, update, and share files from any internet connected web-browser, and collaborate on Office documents. Each student receives 1 Terabyte (or 1000 Gigabytes) of storage space in the cloud. By default all data and files are private. However, students can choose to share files with other LearnLink Office 365 users, including staff and students of other schools and preschools. Sharing with anyone external to DFE schools/preschools will not be possible.

Using LearnLink Office 365 Services

A number of services provided by LearnLink Office 365 require internet access. When students are onsite at Seaton High School, internet access will be filtered by DFE. However, access from home/off-site is not filtered by DFE and as such should be supervised. Please be aware that as with any internet use, it is possible that viruses and/or other malicious software could be introduced to your personal computing devices.

It is strongly recommended that personal devices have their operating system, suitable anti-virus / anti-malware software installed and it is regularly updated. Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up.

** LearnLink Office 365, including Office 365 ProPlus, is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive personal information **

Installing Office 365 ProPlus

Office 365 ProPlus applications will need to be installed on a computer or mobile device (personal device) before it can be used. It is possible that installing Office 365 ProPlus on your personal device may cause problems, such as conflicts with other software you have installed.

It is recommended that you:

Backup your personal device, prior to installing Office 365 ProPlus application(s); and

Ensure your personal device meets or exceeds the Office 365 System Requirements

https://products.office.com/en-au/office-system-requirements

Acceptable Use Agreement and Cyber-safety

Acceptable Use

As is the case with all Information and Communication Technologies (ICTs) in DFE schools and preschools, policies on the safe and acceptable use of ICT apply to computers.

All students and their parents/caregivers are required to sign a Use Agreement that covers the care, use and management of computers in a cyber-safe learning environment. Included in the management are security, email, Internet and LearnLink Office 365 access and virus protection as well as cyber-safety.

The use of school applications and files is for the benefit of students' learning. As such, the use of an allocated or on loan computing resources is on the understanding that your child will access applications and files in safe and ethical ways. Your child needs to be aware that the school's wellbeing and behaviour management processes extend outside school hours or off-site.

Seaton High School reserves the right to monitor the content of student laptops.

Cyber-safety

Seaton High School is committed to being a cyber-safe learning environment. Please see the following *Strategies to help keep students cyber-safe* for strategies to help us stay safe when using ICT at school and after formal school hours.

It should be noted that if a student who is enrolled in a school behaves online in a manner that threatens the wellbeing of another child, student, parent or member of the school community, even if this occurs off-site and/or out of school hours, the principal has the authority under the Regulation pursuant to the Education Act 1972 to suspend or exclude a student from attendance at school.

If the principal suspects an electronic crime has been committed, this must be reported to the South Australian Police Department (SAPOL). Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device eg laptop, the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.

- ### Strategies to help keep students Cyber-safe

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cyber-safe is no exception, and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement form and the completed form has been returned to school.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
3. I will keep my password private.
4. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
5. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
6. I will use my mobile phone/s only at the times agreed to by the school during the school day.
7. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
8. While at school, I will:
   - access, attempt to access, download, save and distribute only age appropriate and relevant material
   - report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:
   - not show others
   - turn off the screen or minimise the window

- report the incident to a teacher immediately.
10. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games and programs.
11. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or a school related activity, is also covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
12. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
13. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
    - my full name
    - my address
    - my e-mail address
    - my phone numbers
    - photos of me and/or people close to me.
14. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
    - not intentionally disrupting the smooth running of any school ICT systems
    - not attempting to hack or gain unauthorised access to any system
    - following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
    - reporting any breakages/damage to a staff member.
15. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
16. The school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.
17. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

- ### Important terms:

'Cyber-safety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

'Cyber bullying' is bullying that uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'School and preschool ICT' refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

'ICT equipment/devices' includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

'Inappropriate material' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'E-crime' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

SEATON HIGH SCHOOL COMPUTER USE AGREEMENT
AT SCHOOL AND TAKEN HOME

Student Agreement

I have read and understood this Computer Use Agreement, incorporating cyber-safety and LearnLink Office 365 services and I am aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. I understand that failure to comply with the Laptop Use Agreement may be subject to consequences according to the Student Behaviour Management policy.

Name of student   ....

Home group/Year Level   ....

Signature of student   ....

Date   ....

Parent/Caregiver Agreement

I have read and discussed this Computer Use Agreement with my child, incorporating Cyber-safety and LearnLink Office 365 services and I am aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. I understand that the failure of my student to comply with the Laptop Use Agreement may be subject to consequences according to the Student Behaviour Management policy.

I acknowledge the Warranty/ADP Warranty does not cover the laptop in the event of loss or malicious damage while in my child's possession.

Name of Parent/Caregiver   ....

Signature of Parent/Caregiver   ....

Date   ....

This agreement will remain in force as long as your child is enrolled at this school.
If it becomes necessary to add/amend any information or rule, you will be advised in writing.