



# BYOD Laptop Program Information & Communication Technology (ICT) Terms and Conditions 2021

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# BYOD Laptop Program

## General Overview

Year 10 - 12 students will be issued with an account to access the College's Wi-Fi network under the terms of the '**BYOD Laptop Program Information & Communication Technology (ICT) Terms and Conditions 2021**' document. This document will be reviewed yearly and will therefore require signed acceptance every year.

Permission to access the College's Wi-Fi network will be provided to each student after parents and students have completed the following:

- Read the '*BYOD Laptop Program Information & Communication Technology (ICT) Terms and Conditions 2021*'.
- Returned a student BYOD Laptop agreement for 2021, signed by both a parent/carer and the student.

The student must always comply with Mountain View Adventist College's '**BYOD Laptop Program Information & Communication Technology (ICT) Terms and Conditions 2021**' document which requires signed acceptance by both parent and student. Any failure to comply with this agreement will set in motion a process of disciplinary action which may include revocation of the student's privileges in relation to use of their laptop while at the College.

## Mountain View Adventist College's 'Level of Service' Responsibilities

### Software

Each student will be provided with login details to download and install *Microsoft Office* and other software required for educational purposes. It is important that this software be installed on the laptop by the student and that the software remain on the laptop throughout the student's time at the College.

### Laptop Technical Support

The ICT Service Desk office is located on College premises for general support. The ICT service desk operates each day during school hours.

Services include:

- User account and password support.
- Basic operational support.
- Guidance on installation and update of software provided by the College.
- Guidance on connecting devices to the College's Wi-Fi network.
- General guidance on processes to update laptop operating system software.
- General guidance on maintaining the security of student laptops.
- Guidance on finding authorised repairers in the event of a device fault. As the device is not owned by the College, the ICT department cannot provide repair services.

### ICT Systems Security

To defend against security threats and to restrict access to inappropriate access to content, the College's network is protected by a web filtering solution. Student access to the Internet via the College's network will be filtered and activity will be logged.

## Parent / Carer Responsibilities

### Provision of student laptop

To participate in the College's BYOD laptop program, parents/carers will need to supply their child with a suitable laptop. The device must meet the current minimum specifications required to run Microsoft 365 applications on either Microsoft Windows or Apple macOS.

The following minimum specifications are required:

Windows devices – 1.6GHz or faster processor, 4GB RAM, 4GB free disk space, 1280x720 or higher resolution display and DirectX 9 graphics support, Windows 8.1 or later.

NOTE: A touch screen and/or digital pen are not required, however these are recommended and can be beneficial when taking notes in the OneNote app, in digital document editing and when using some art applications.

Mac devices – Intel or Apple M1 processor, 4GB RAM, 10GB disk space (plus additional storage for updates), macOS version that is less than 3 years old (currently macOS 11, 10.15 and 10.14 are supported).

### Laptop repairs

Parents are responsible for organising and financing any repairs required for the laptop as the College is unable to provide maintenance and repair services for BYO devices. The College will not accept responsibility for lost, damaged or stolen devices.

### Parent /Carer General Responsibilities

Parents / Carers will be responsible for reviewing the '**BYOD Laptop Program Information & Communication Technology (ICT) Terms and Conditions 2021**' document with their child.

Parents have the responsibility to manage the student's care and use of the laptop outside of the College. Examples of this could include:

- keeping and using the laptop in a common area
- disabling Internet access when not specifically needed
- setting time restrictions for daily use
- limiting the use of games/music/movies.

Parents / Carers will be responsible for monitoring student use of the laptop and the College's ICT systems when away from the College and for discussing cyber-safety issues with their child(ren) on a regular basis. (See <https://esafety.gov.au> for more information).

Parents are to ensure that the student understands legal propriety issues, especially with regards to games/music/movies.

We are committed to effectively preparing and equipping students for the world in which they live as adults. Wise online behaviours and effective digital citizenship are essential. We will set expectations that we believe are appropriate for secondary College students and require the assistance of parents to support and hold their children to account with meeting the College's expectations.

## Student Responsibilities

A laptop is an essential piece of equipment for year 10-12 students. Students are responsible for care of their laptop at all times. Inappropriate use of laptops will lead to disciplinary proceedings.

Laptops must:

- Not make use of an external network when at the College. Instead, laptops must only connect to the Wi-Fi provided by the College when at the College.
- Contain sufficient battery charge to cater for all necessary school uses during the day.
- Be present in every lesson where it may be required.
- Not be used during non-class times such as recess or lunch except for authorised study purposes (usually in the College library).
- Contain and be used to access only content deemed appropriate by the College when at the College. This includes age-appropriate apps, images, movies, songs and games.
- Have contents checked regularly by parents.
- Contain all the College's required apps/software.
- Be only used in appropriate College-directed ways when at the College.
- Be carried safely to avoid damage, using a protective sleeve. When travelling to and from the College, this sleeve should be placed within a school bag.
- Be stored securely in student lockers.
- Be placed on a flat, stable surface while in use.
- Be closed before moving between classes.
- **Never** be left unattended at the College (eg. visible in unattended cars or in any unsupervised area).

Students must:

- Only log in to the College ICT systems under their assigned username.
- Have sound muted at all times unless directed otherwise for instructional purposes.
- **Never** use hardware or software passwords in an unauthorised manner.
- **Never** disclose their passwords.
- **Only** access music, videos and games during College hours if approved by a teacher.
- **Only** stream audio or video on the College network if specifically approved by a teacher.
- **Never** use the network for financial or commercial gain, advertising, or political lobbying as it is prohibited.
- **Never** access or explore on-line locations or materials that do not support the curriculum and/or are inappropriate for schoolwork, during school time.
- **Never** vandalise and/or tamper with equipment, programs, files, software, system performance or other components of any computer and/or network.
- **Never** use or be in possession of hacking software.
- **Never** gain or support unauthorised access anywhere on the network.
- **Never** knowingly place malicious software on a computer or network.
- **Never** download or transmit game, music, or video files using the College network, unless specifically approved by a teacher for educational purposes.
- **Never** open, use or alter computer files that they did not create, without permission.

- **Never** broadcast or connect to ad-hoc networks while at the College (e.g. tethering to their mobile phone's internet access).
- **Never** create or access web content, documents, media or software that are defined as inappropriate by school administration. Inappropriate material may include but is not limited to content containing or promoting gambling, weapons, pornographic materials, discriminatory or other inappropriate language, violence, alcohol, drug & gang related symbols or pictures. Use of such material will result in disciplinary action.

Students are not obligated to lend/loan accessories (e.g. chargers, stylus pens, etc.) to other students. Doing so is at their own risk and potential expense.

### Laptop software maintenance

To ensure security and reliability, it is important that operating system and application security and reliability updates be installed on student computers. The College ICT staff can provide general guidance on this process if students are unsure of how to update their device, however the College is not responsible for installing the updates or for resolving issues that occur during or after the installation of an update. The College will not be held liable for the loss of any data on the student's computer.

### Electrical testing

If students wish to use their laptop charger at the College, it must first pass an annual electrical safety test provided by the College. This testing service will only be available at the start of the BYOD program each year and at limited other times as advised by the College. Chargers may not be used on College grounds until the charger has passed the electrical test.

### Classroom Organisation

- Students are always expected to bring your laptop, fully functional for classes, unless told otherwise.
- Do **NOT** bring just your laptop to class. The traditional educational tools (eg. pen, notebook, etc.) will still be used and are required to be brought to classes.
- If not in use on your desk, the computer needs to be safely stored in the classroom. It should not be left on the floor or in other locations where there is an unnecessary risk of damage.

### Requesting Support

When technical difficulties occur, the student will need to request the assistance of the ICT Service Desk. The procedure to request support is to contact your class teacher, to visit the ICT helpdesk or to email [helpdesk@adventist.edu.au](mailto:helpdesk@adventist.edu.au) from your College email address. The helpdesk email address does not accept requests from email addresses outside the College's email system. The ICT Helpdesk will not provide support for non-college related matters.

### Software & Hardware Guidelines & Responsibilities

- Deletion of files can negatively affect the performance of the laptop. Do **NOT** delete any program/system files.
- Installing, enabling or launching unnecessary applications may reduce the performance of student laptops. It is recommended that students avoid installing

unnecessary software on laptops used at school and that they remove any unnecessary software that is found to reduce performance.

- Where any software applications interfere with the operation of College required software applications, it is the responsibility of the students and/or parents to resolve the conflicting issues to enable the College software applications to operate as required.

### Power / Battery Guidelines & Responsibilities

- Students are responsible for keeping their laptop's battery charged for each school day.
- Opportunities to charge laptops at the College are limited and should not be relied upon to get through the school day.
- Students **MUST** take responsibility for maximizing battery life at school (reducing screen brightness, turning laptop off when not needed, always put into hibernation/sleep mode before moving between classes).

### Cleaning guidelines

- Clean the screen with a soft, dry or anti-static cloth.
- Clean the keyboard regularly with a damp cloth.
- Never eat or drink when using the laptop.
- Clean your hands before using the laptop, to avoid leaving marks on it.

### Managing files

- Users should save all the school-related documents and files to the Microsoft 365 OneDrive storage associated with their College email address. It is the student's responsibility to ensure this is done and that their OneDrive sync tool is working correctly. The College is NOT responsible for data loss caused by failure to correctly use the provided OneDrive storage.
- It is the user's responsibility to ensure that work is not lost due to computer failure, virus infection or accidental deletion.
- Computer/Software malfunction is **NOT** an acceptable excuse for not submitting work.

### Online services

- Email and instant messaging transmissions, stored data, or any other use of the Mountain View Adventist College's network shall **NOT** be considered confidential and is subject to inspection. Contents of email and network communications are governed by the policies of Seventh-day Adventist Schools (Greater Sydney) Limited and proper authorities will be given access to their content when needed.
- Mass emails, chain letters, and/or spam are prohibited.
- Engaging in harassment or intimidation of any kind, or using objectionable language in public or private messages, is strictly prohibited.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, violent, pornographic, obscene, illegal or sexually explicit materials is prohibited.
- Impersonation of another user is strictly prohibited.

### Printing Services

Students have access to a printer/scanner/photocopier in the College library.

## Privacy and Safety

Storage of data on the College ICT systems is NOT guaranteed to be private or confidential.

If students inadvertently access inappropriate or offensive material on a website, it is their responsibility to notify a teacher or the ICT Service Desk.

Students that have knowledge of security problems are under obligation to convey that information, without discussing it with other students, to teachers or the ICT Service Desk.

Students are under no circumstances to store illegal (pirated) software and/or files (music, movies, games) on the College's ICT systems.

## Legal Propriety

Users must comply with all trademark, copyright laws and license agreements. Ignorance of the law is not immunity.

Use or possession of hacking software is strictly prohibited. The committing of Computer Crimes which violate state or federal law will result in disciplinary action by the College and will be referred to the police possibly resulting in criminal prosecution.

Releasing files, home address, personal phone numbers, passwords or other vital information to others without stated permission is a violation of the Privacy Act & as such is illegal.