



# MARIST COLLEGE EMERALD

LAPTOP USE AGREEMENT  
INFORMATION AND COMMUNICATIONS  
TECHNOLOGIES  
CODE OF PRACTICE

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# LAPTOP HIRE PROGRAM – LAPTOP USE AGREEMENT

## 1. OVERVIEW

Marist College Emerald is a technology driven school, integrating technology into all learning and teaching areas to enhance the curriculum and to prepare students for their role in the digital world. The College has designed a laptop program and made a significant investment in the school's technological infrastructure with a focus on ease of use, security and productivity.

In 2016, Marist College implemented a laptop hire scheme for students in Years 10 to 12 and a loan scheme for students in Years 7 to 9. The College will maintain ownership and responsibility for repair of the student's laptop for the duration of the Agreement.

Students and their parents or caregivers will need to read this handbook carefully before signing off the Laptop Use Agreement for both Student and Parent at the end of this document. This handbook explains the setup of student laptops whilst utilising the school network, College expectations for laptop use and also provides information on the general use of network resources (i.e., computers). A laptop bag will be supplied which must be always used i.e., moving from lesson to lesson, from home to school, whilst travelling in a car or bus. Text books and other items are not to be placed in the protective bag.

All laptops will include a pre-loaded software package that meets the curriculum needs of secondary education. Programs will include:

- Windows 10 / Windows 11
- Chrome
- K-Lite Codec Pack
- Java
- Adobe Reader
- Scratch 2
- Audacity
- Office 365
- ClickView
- VLC media player
- Windows Defender / Sophos AV
- Adobe Master Suite

Students may request to have additional applications installed with the permission of the College. Students need to be allowed the opportunity to use the laptops in an appropriate way for school and personal use.

## 2. ACCEPTABLE USE

Laptops are an assistive learning tool for our students so therefore its, imperative that students use their laptops in an acceptable manner, for school and at home use. Students are encouraged to develop a digital literacy that fosters appropriate, mature IT skills to assist them in being successful digital users in the current technological environment. Programs which allow students to access the internet, online chat and email, should be used in a responsible manner and follow the College's Computer Acceptable Use Policy (available from [www.maristcollegeemerald.com.au](http://www.maristcollegeemerald.com.au)), which was signed upon enrolment.

Students must be aware of and abide by the student responsibilities (see section 3). Failure to abide by the user agreement could result in disciplinary action, or in the event of damage, a financial cost to the parent (see section 4).

Within legal parameters, the College may insist on viewing files stored on the laptop if there is reasonable suspicion that the device is being used inappropriately. If evidence is found of inappropriate use/content, the College reserves the right to confiscate the laptop and apply consequences as per the College's Behaviour Management Process. If illegal activities are detected the College also reserves the right to make it a police matter.

The laptop may be used at home and be connected to your home internet. When off school grounds, parents have full authority to monitor device usage. Examples of monitoring include:

- Encourage use in a family room and not in the bedroom
- Restrict use at certain times of the evening or weekend
- Advise not to take on long trips
- Examine documents and other contents of the device

The laptop will be provided to students with the 'Base Set' of software installed. Students are not permitted to delete any of these applications or any of the existing folders. Students are not permitted to rename existing folders; however, they are permitted to add additional folders to assist with organising their work.

### 3. STUDENT RESPONSIBILITIES

#### 3.1 Usage, when it can be used, by whom and purpose

- Laptops may only be used by the student at school or at home.
- The laptop should not be used by any other student or family member, except by the parent or guardian when assisting.
- The laptop should NOT be used in transit i.e., in buses, cars or in public venues e.g., shopping centres.
- The laptop must not be used whilst resting on bedcovers or pillows to avoid fluff build up

#### 3.2 Class requirements

- Students are expected to have their charged laptops with them in class, as they would for all other relevant class equipment. Appropriate consequences will apply for coming to class without the device.

#### 3.3 Additions and deletions to software

- Students are not permitted to delete any software or install additional software without the express permission from the IT Department. Additional peripheral installation requests such as printer, scanner or other applications can be made through the IT Department. In most cases you will be able to connect your home printers and scanners without having to install additional software.
- All downloads must occur using home internet access, not College resources. However, the prime purpose of the laptop is educational, so students are expected to respect this purpose.

for example amount of hard drive expended, and time use of the laptop should reflect its prime use as an educational tool with occasional personal use.

#### 3.4 Scanning for viruses

- The laptop has a pre-loaded virus protection system. Students are required to scan all data, files and downloads to ensure that no viruses will harm the device. If a student device is affected by a virus, the entire system will be reimaged and student data will be lost.

#### 3.5 Images

- With parental consent, students will be allowed to store a moderate number of personal photographs on their laptop. Students are prohibited from accessing or storing offensive images (and audio) on laptops or any other digital storage device.

#### 3.6 Stickers and permanent markers

- Other than the College supplied name and Homeroom label, students are not permitted to add stickers to their laptop or mark the laptop in anyway.
- Students are not permitted to remove the Tekskin that covers the top of the laptop.

#### 3.7 Food and Beverages

- Students are not permitted to eat or drink whilst using laptops.

#### 3.8 Charging of battery

- Students are to ensure their laptop battery is fully charged each night. Battery chargers should be kept with the laptop bag, and not used in class, unless specifically directed by a teacher to do so.

#### 3.9 Transport

- Laptops are to be carried at all times within the supplied protective bag. This includes transporting the laptop between classes, and to and from school. Laptops are not to be taken out of the protective bag in buses, cars or anywhere in between school and home.

#### 3.10 Storage at home and school

- When not in use at home, laptops should be stored within the protective bag. The laptop should be stored in a safe place, out of reach of younger children and away from areas of excessive heat.
- During lunch and recess breaks or when laptops are not required for lessons, laptops should be stored within the student's locker (locked with the provided lock).

#### 3.11 Organisation of files

- At school and home, students will have access to Google Sites and OneDrive and must save work consistently on the Cloud whilst on or off campus.
- In addition, students are strongly encouraged to backup any work to a removable device to ensure data security, in case issues ensue to Internet access or corruption occurs.
- Students are permitted to create and colour folders to assist them in the organisation of their work.

#### 3.12 Physical Laptop use

- When in use, the laptop should be placed on a table or desk, not on laps. The laptop should not be carried around whilst the screen is open.

### 3.13 Cleaning and care responsibility

- Students are responsible for ensuring their laptop is kept in a clean state. Laptops and screens can be gently cleaned with a with a damp (not wet) cloth. DO NOT USE Cleaning Agents at any time as they will damage the laptop. Laptops will be checked regularly by staff.
- Laptop Cleaning is available from the IT Department for school owned laptops.

### 3.14 Printing

- Students can print using the College's printing administration system, Papercut. At the start of each term, students in Years 7 to 9 will receive \$10 printing credit and Year 10 to 12 will receive \$20 with any extra credit needing to be purchased through the Front Office (10c per black and white print).
- Default printing for students is available in the College Library, unless coordinated otherwise by a subject teacher.
- Printing must be organised, out of class hours, with exemptions from teachers.

### 3.15 Internet Access

- Access to the internet is provided by the College whilst students are at school. This is a filtered internet connection and is monitored by the College. The College uses automatic filtering rules to block access to inappropriate or distracting material, (e.g. Facebook) therefore students are not permitted to find methods to circumvent these filtering rules that are set in place for their own safety or educational focus.

### 3.16 Email Access

- Access to email is provided to students while using their laptops. Email accounts have a set storage allocation and students will need to ensure that they remove emails that are no longer required. This email system is monitored by the College and students should use this resource responsibly with respect for others
- Staff professional email addresses are to be used for contact with teachers by students, as necessary. These links are available on the College website.

## 4. WARRANTY, LOSS AND REPAIR

### 4.1 Loss or damage of laptop

#### 4.1.1 Loss or damage

If the laptop is lost, stolen or damaged the student must report it to the IT Department as soon as practical during school hours, and an IT Incident Report Form is to be completed which is available from the Library or IT Department. If the loss or theft occurs outside of the school, parents should inform the police immediately. The Police Event Number will be required to complete the IT Incident Report Form. Personal information from a student may be required by the school or the police where appropriate. College action in response to damage or loss will be determined by the school.

#### 4.1.2 Repair and turnaround time

Marist College Emerald aims to have a one week turn-around time for repair of laptops, however, this will depend on the extent of the problem. If the laptop has a hardware fault it will be sent to our laptop suppliers service division for repair or replacement of parts. Students will be given a replacement laptop whilst waiting for repairs.

It is important that students back up important school related files so that if problem occur, they do not lose their schoolwork. Google Drive and Microsoft OneDrive are available to students for storing files. Marist College Emerald will not be responsible for lost data.

#### 4.1.3 Warranty

Laptops have a three year service warranty which includes repairs as a result of hardware failure. Physical damage or unauthorised modification may void this warranty.

#### 4.2 Accidental damage and Non-Accidental Damage

There are two types of damage as defined by the school.

Accidental Damage	<p>This situation is when a laptop is damaged or stolen and the student and parent have met all the requirements as outlined in Section 2 (Acceptable use) and Section 3 (Student responsibilities). Covered damages include non-intentional liquid spills in or on the unit, drops, falls, and electrical surges. This includes damaged or broken liquid crystal displays (LCDs), or broken parts.</p> <p><b><i>The School will cover the repair costs in the case of accidental damage under warranty and accidental insurance cover. Parents/guardians will be required to pay the excess costs as stipulated in section 5 (insurance).</i></b></p>
Non-Accidental Damage	<p>Where a laptop is lost, stolen or damaged and the requirements stated in Section 2 (Acceptable use) or Section 3 (Student responsibilities) have NOT been adequately observed.</p> <p>The following are examples of NON accidental damage or loss:</p> <ul style="list-style-type: none"><li>• Damage as a result of not carrying the laptop in the appropriate protective bag.</li><li>• Theft from an unlocked and unattended vehicle.</li><li>• Theft from a vehicle when the laptop was left visible.</li><li>• Theft while laptop left unattended and out of view of the student. This includes leaving the laptop outside a shop, on a school sport field, school bus shelter/train station, or unattended in a classroom outside of normal school hours.</li><li>• Theft from an unlocked locker.</li><li>• Laptop placed in baggage in the hold of an airplane (laptops must be taken as carry on luggage).</li><li>• Scratching of the casing and/or bruising/cracking of the screen as a result of misuse.</li><li>• Theft or loss of AC adaptor, power or network cords.</li><li>• Theft of laptop left on school premises during weekends or school holiday periods.</li></ul> <p><b><i>The school will not cover the cost of repairs when a laptop is damaged as a result of misuse or where guidelines have not been followed as outlined in Section 2 (Acceptable Uses) and Section 3 (Student Responsibilities). The parent/guardian will in this case be responsible the full cost of repairs/replacement.</i></b></p>



#### 4.3 Examples of estimated repair costs

Cracked LCD Panel \$1000 (replace laptop)

Keyboard \$175

Power brick/charger \$50

Protective bag/case \$75

## 5. INSURANCE

### 5.1 Insurance for laptops that are damaged or lost.

Marist College will insure the laptops, covering accidental damage only.

An excess regime will apply for accidental damages/loss as follows;

First incident \$150

Second Incident \$250

Third Incident \$500

A replacement cost of an individual machine is around \$1600, it is important to remember that any misuse or negligence that causes non-accidental damage to the machine could result in the full cost falling back on the parents/guardians of the student involved.

# INFORMATION AND COMMUNICATIONS TECHNOLOGIES

## CODE OF PRACTICE

### 1. INTRODUCTION

The purpose of Information and Communications Technologies (ICT) for students at Marist College Emerald is to:

- enhance student learning opportunities;
- promote student achievement;
- educate our students to be safe and responsible users of digital technologies;
- raise awareness of issues such as online privacy, intellectual property, and copyright;
- support student – school communication;

The use of ICT within the school should be safe, responsible, legal, and appropriate for educational purposes, and should follow the guidelines outlined in this Code of Practice.

This ICT Code of Practice applies to the use of all school related ICT whether provided by the school, employees of the school, or the student.

Both students and parents/guardians must read this ICT Code of Practice. It will then be accepted via TASS Parent Lounge and Student Café.

### 2. DEFINITIONS

The following words are commonly used within this ICT Code of Practice and are defined as follows to assist you in reading this document:

“Catholic Education” means The Roman Catholic Trust Corporation for the Diocese of Rockhampton trading as Catholic Education – Diocese of Rockhampton (CEDR). Catholic Education includes the Catholic Education Office (CEO), Catholic systemic schools, services and work sites of Catholic Education.

“Student” means persons enrolled within a Catholic Education college within the Diocese of Rockhampton.

“Information and Communications Technologies” (ICT) means any electronic devices or services which allow users to record, send or receive information, in audio, text, image or video form. These devices or services may include but are not restricted to standalone and networked:

- computer systems and related applications such as email and internet;
- social networking sites
- blogs, micro-blogs, forums, discussion boards and groups
- mobile devices including phones and wearable technologies;
- communication and networking equipment;

- output devices such as printers;
- imaging tools such as video or still cameras;
- audio tools such as audio recording devices;
- software applications/apps and externally provided electronic services.

“Social media” means websites and applications and any other service or device which enable a user to create and share content or to participate in social networking. This includes but is not limited to Facebook, LinkedIn, Instagram, Snapchat, Pinterest, Tik Tok, Twitter, Mastodon, blogs, forums, discussion boards, chat rooms, wikis and YouTube.

### 3. ACCEPTABLE USES

Students should:

- Respect resources.
- Use ICT equipment and resources for educational purposes independently and under adult supervision.
- Access files, programs, email and internet resources appropriately.
- Respect self and others by:
  - Respecting the rights, beliefs and viewpoints of others;
  - Following the same standards of behaviour online as one is expected to follow offline;
  - Observing copyright rules by respecting the information, ideas and artistic works of others by acknowledging the author or publisher of information from the internet and not claiming the work or pictures as your own.
  - This also includes content generated by products such as ChatGPT and Google Bard (and other generative AI tools)
- Keep safe by:
  - Ensuring passwords and personal work are secure. If it is suspected that a password has been compromised, steps must be taken to change the password immediately.
  - Using school email accounts, not personal accounts, when communicating for educational purposes.
  - Using social media appropriately including abiding by the application’s terms and conditions.
  - Embracing the principles of good digital citizenship.

### 4. UNACCEPTABLE USES

#### 4.1 Personal Safety

Disclosure of personal information can expose users to inappropriate material, physical danger, unsolicited commercial material, financial risks, harassment and bullying, exploitation, unreliable information, nuisance, and sabotage.

You should NOT:

- Send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes your full name, date of birth / age, home address, telephone or mobile number, school address or work address.
- Publish email addresses to public sites.
- Access personal mobile phones or wearable technologies during school hours.

#### 4.2 Respect for Privacy

You should NOT:

- Distribute private information, including email, photos or recordings, about another person without their permission.
- Take photos, sound or video recordings of people, including background figures and voices, without their permission or as part of an approved lesson.

#### 4.3 Respect for Others

You should NOT:

- Make personal attacks including harassing and bullying another person. If someone tells you to stop sending them messages, you must comply with their request.
- Send or post any inappropriate or inaccurate information, comments, images, video or audio about other people, the school or other organisations.
- Send or post personal information about other people without their permission.
- Contact or communicate with teaching or non-teaching staff via personal email addresses or messaging platforms.

#### 4.4 Inappropriate Language

Restrictions against 'inappropriate language' apply to public messages, private messages, and material posted on web pages.

Messages sent using the school's ICT are recorded, monitored and scanned.

You should NOT:

- Use obscene, profane, rude, threatening, sexist, racist, disrespectful, or inappropriate language.

#### 4.5 Access to Inappropriate Material

Attempts to access inappropriate material using the school's ICT is monitored and logged by the school or the Catholic Education Office.

Some inappropriate material may be filtered or blocked by CEDR, however we acknowledge that full protection from inappropriate content can never be guaranteed.

You should NOT:

- Use ICT to access material that:
  - is profane or obscene (e.g. pornography);
  - advocates illegal acts;
  - advocates violence or discrimination towards other people;
- Participate in internet social networks, online chats, discussion groups or mailing lists that are not relevant to your education.
- Access material which is not relevant to your education.
- Use the school ICT to purchase, order or sell any goods.

#### 4.6 Illegal Activities

Students need to be aware that they are subject to laws which prohibit posting, receiving or forwarding of illegal material, including those governing bullying, trafficking and computer offences.

An electronic audit trail may provide evidence of offences.

You should NOT:

- Attempt to gain access to any computer system or service, to which you do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails.
- Make deliberate attempts to disrupt other people's use of ICT.
- Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means.
- Engage in any illegal acts.
- Install or use software on school owned devices which is not authorised by the school.

#### 4.7 Plagiarism and Copyright

You should NOT:

- Plagiarise works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Use material from the internet in a manner which violates copyright laws.
- Access or use material from the internet which relates to exam cheating or providing completed assignments.
- This also includes content generated by products such as ChatGPT and Google Bard (and other generative AI tools)

#### 4.8 Network Security

You should NOT:

- Provide your password to another person.
- Go looking for network security access, because this may be seen as an attempt to gain unauthorised access to the network.
- Post information that, if acted upon, could cause damage to, or disrupt the network.
- Open e-mails from unknown sources.
- Attempt to bypass the security settings of the school network or computing devices.
- Install or utilise software or technology e.g. VPN, anonymisers, or hotspots which bypass the school or CEDR filters or security systems.

#### 4.9 Respecting Resource Limits

You should NOT:

- Post or respond to chain letters or engage in 'spamming'. Spamming is sending an annoying or unnecessary message to a large number of people.

## 5. NOTIFICATION

You should:

- Report inappropriate communications using the application's reporting mechanisms.
- Notify the teacher or a carer if you identify a possible security problem.
- Immediately disclose accidental access to inappropriate material to your teacher. This will protect you against an allegation that you have intentionally violated the School's ICT Code of Practice.
- Notify the teacher if you are offended by another person's use of ICT.
- Tell a teacher or parent/guardian if someone else is doing something which offends you or is not permitted.

## 6. CONSEQUENCES OF IMPROPER USE

Minor breaches of the ICT Code of Practice will be addressed by the relevant staff member in line with our schools behaviour management procedures. If deemed inappropriate, the student's account may be suspended.

Ongoing or serious breaches of the ICT Code of Practice may result in further consequences, including suspension and / or exclusion from the college.

Please note, all schools and colleges in the Diocese of Rockhampton are legally required to pass on information to police relating to the possession, distribution or production of child sexual abuse material, images or video of themselves or their peers, including that which has been taken or shared consensually. The outcome of the investigation conducted by police will impact on the consequences to the student/s by the college.

In summary, any user violation will be recorded and may be subject to the following consequences:

- loss of access privileges for a period of time
- informing parents/guardians
- suspension or termination of enrolment
- legal action.

## 7. CLOUD SERVICES FOR EDUCATION – ADVICE FOR PARENTS

7.1 All students have access to educational collaborative Virtual Learning Environments (VLE) which include Google Workspace for Education and Microsoft 365. These environments provide access to email and a range of collaborative and productivity tools.

7.2 In using the Virtual Learning Environments provided through CEDR, students (with parent/guardian permission) consent to the transfer, processing and storage of their data within cloud services.

7.3 The agreements with Google and Microsoft and the actions taken by CEDR to establish ICT Codes of Practice will ensure the protection of personal information in accordance with national privacy, data usage, and data security guidelines.

- All advertising is disabled for education users to ensure that there is no tracking of school emails or web browsing.
- All mail is automatically scanned to perform spam filtering, virus detection and to block inappropriate content.
- While connected to the CEDR network, internet traffic is scanned by Web Content Filtering technology.
- Authorised staff within Catholic Education will have the ability to access, monitor, and audit emails and associated data as well as internet sites visited for the purposes of managing the system and ensuring its proper use.

**Laptop Use Agreement and  
Information and Communications Technologies - Code of Practice  
Student Letter of Agreement**



Student Name: \_\_\_\_\_ Year level: \_\_\_\_\_ Homeroom: \_\_\_\_\_

ICT resources are available to all Marist College Emerald students. College email accounts are provided for each student for use in curriculum related activities and communication with teachers. The smooth operation of the school computer network relies on the proper conduct of the users who must adhere to the following agreement.

As a responsible user I agree that:

- I will abide by the College’s “Computer Acceptable Use Policy”
- The College email accounts, Google Drive, blogs, personal web pages, myclasses pages or any other computer based material are not private and may be viewed by staff at any time.
- I will treat all ICT resources with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in the cancellation of my user rights and further disciplinary action.
- I will not modify the application or operating system software provided on my laptop without the permission of the IT Department.
- I will not access or store offensive images or audio on the laptops or other digital storage devices.
- I will fully charge my laptop each evening in preparation for the next school day.
- I will regularly backup data on my laptop to the network.
- 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 College.
- I will promptly report any damage to the hardware and/or software to the IT Department.
- I will transport my laptop in the supplied protective bag at all times.
- I will keep my laptop clean and free of graffiti and non-school sanctioned stickers.
- I will take all reasonable precautions to ensure that my laptop is not lost or damaged.

I understand and will abide by this ICT Code of Practice. I further understand that any violation of the above is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary and/or legal action may be taken.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Laptop Use Agreement and  
Information and Communications Technologies - Code of Practice  
Parent / Guardian Letter of Agreement**



Student Name: \_\_\_\_\_ Year level: \_\_\_\_\_ Homeroom: \_\_\_\_\_

1. I acknowledge that my child will receive a laptop computer, the property of Marist College Emerald, for use by my child.
2. I agree to pay Marist College \$475.00 per year for laptop hire. If financial difficulties occur, I agree to notify the College of the need for possible financial assistance.
3. I understand that the laptop will be tested before possession is taken of it and will be in full operational order, with respect to both hardware and software.
4. The laptop is the property of the school. In the case of damage, I agree to return it to the school immediately and complete an IT Incident Report Form.
5. In the case of "Accidental" damage I will be required to pay an excess to the school.
6. In the case of "NON Accidental" loss or damage I will cover the entire cost of repairs.
7. In the event that the laptop is lost or stolen I will advise the College immediately and complete an IT Incident Report Form with a Police Event Number. An assessment will then be made by the school in light of the details on the IT Incident Report Form.
8. I agree to supervise the student to care for the laptop. I agree that the student will be supervised to operate the laptop in accordance with policy and procedures laid down by the College.

As the parent or caregiver of this student, I have read the ICT Code of Practice. I understand that these resources are designed for educational purposes. I also recognise that it is not always possible to completely restrict access to inappropriate material, even with Web Content Filtering systems in place.

I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school. I am also aware that ICT Cloud service providers used by the Diocese may transfer, store and process data outside Australia.

Parent Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Failure to accept this agreement to your school will result in loss of access to ICT.