



Student Laptop Agreement and Code of Conduct

Terms and Conditions defined within this document are subject to review and change with notice.

The following is an agreement that relates specifically to College owned Laptops. This agreement sits alongside the *Lumen Christi College ICT Acceptable Use Agreement* and must be fully completed before students will be issued with a College owned Laptop.

The purpose of this document is to ensure that students are aware of their responsibilities when using a Laptop provided by the College. Upon the issue of such Laptops, the student must agree to the following statements:

Digital Etiquette

The following is a list of the expectations students are required to understand and accept when using the College provided Laptops at school. Students are expected to:

1. Follow all teacher directions including those relating to the use of the College Laptop. This also includes teacher directions about when to use the Laptop and what applications to use.
2. Have the volume of Laptops muted at the beginning of each lesson.
3. Use appropriate manners and respect when communicating electronically.

Access and Use

Students are expected to utilise Laptops offered by the College in an appropriate and safe manner to support their College Learning Program. Specifically, this includes:

1. All Students will bring the Laptop to the College every day, unless instructed otherwise by the College.
2. Students are required to have their Laptop fully charged when arriving at the College at the start of each day.
3. Laptop power chargers are not permitted to be brought into the College.
4. Students understand that the Laptop is owned by the College, and must be returned to the College immediately upon request. Failure to do so may result in a financial penalty.
5. Whilst in the College, students may only access their Laptop:
 - a. Before Homeroom and after the last period of the day, or
 - b. During class time, and only when instructed by their Teacher, or
 - c. During Break 1 or 2 in the Library, or
 - d. During Break 1 or 2 when under direct supervision of a staff member, or
 - e. In designated areas as specifically announced by the College and only during specified times.
6. Students are required to maintain and clean the Laptop, and ensure it is free of any stickers (other than the College supplied label and barcode) and any other marks. Students must not remove, cover or damage the College supplied label and barcode.
7. Students must keep any food or liquids away from the Laptop at all times.
8. Students will not loan their Laptop to another person or leave it in such a place that it is likely to be damaged, misplaced, or stolen.
9. Whilst at the College, students must be connected to the College wireless network only, and must not disable their wireless connection. They are not permitted to connect to any network other than the one provided by the College. This includes, but is not limited to, wired, wireless, Bluetooth, 3G/4G networks, hot spots, etc.
10. Students are required to actively check their school email for communications from the College.

Content

1. The College will make available any and all software pertaining to student needs through the College application portal. Students are not permitted to install any unapproved software inclusive, but not limited to, Games, Apple Store, Applications, Music, Videos.
2. Students are not permitted to manually install operating systems or application updates/patches. Updates approved by ICT staff will be automatically applied to students' Laptops.
3. Students are not permitted to modify any system settings that will interfere with the operation of the Laptop, or the ability of the College to communicate with the Laptop for the purposes of updates, monitoring or other.
4. Students are not permitted to install another operating system other than the College Standard Operating Environment (SOE).
5. Students are not permitted to create any additional login accounts without ICT staff approval.
6. Students are responsible for ensuring that backups are regularly made of all files on the Laptop to an external hard drive. This hard drive is not to be brought to the College and must be left at home.
7. If the Laptop is not functioning correctly, students may bring the Laptop to the ICT helpdesk to be reimaged to a known working state. Students are responsible for the backup and restoration of all their own data on the Laptop.

Safety and Security

1. Students are to be cybersafe and cybersmart when using the internet (regular information sessions will be provided to students).
2. Students are responsible for the security and use of the Laptop. When not in use during the school day, the Laptop must be secured in the student's locker, which must be locked at all times. When the Laptop is not being used in a class (such as Physical Education), the Laptop must be stored in the student's locker.
3. The Laptop is not to be left overnight at the College. Rather, it must be taken home every day. The College takes no responsibility for the Laptop being damaged, misplaced or stolen if it is left at the College overnight.
4. The Laptop must not be used on public transport to/from the College.
5. Students are to use the Laptop Bag provided by the College, to transport their Laptop at all times.
6. Students are required to provide their parent with their password and access to their Laptop upon request.
7. Students are required to provide teachers with their password and access to their Laptop upon request.

Loss or Damage

In the event of loss or accidental damage, students are required to report the incident to their teacher and the ICT Helpdesk at the College as soon as practicable.

In the event of theft or deliberate damage while at school, the student must report the incident to their teacher and the ICT Helpdesk immediately. Where this occurs while not at school, the student must report the incident to the Police and then to the ICT Helpdesk at the College as soon as practical.

The parent of the student will be required to cover the cost of repairing/replacing the Laptop due to loss or damage not covered by insurance. Where the loss or damage is covered by insurance, a \$150.00 excess will apply to the insurance cover and will be charged to the parent.

College supplied Laptop Chargers may not be covered under warranty where physical damage has occurred. ICT Staff will assess each case. In the event damage is not covered under warranty, parents will be required to purchase a replacement through the College at the current replacement value.

Laptop Bags are to be kept in a good condition. Damage to Laptop Bags from normal wear and tear will be replaced free of charge. Laptop Bags that have been intentionally damaged, or have been marked with graffiti, will incur a replacement cost at the current replacement value.

Overarching Agreement

The Laptop provided by the College is a privilege and not a right. Students in breach of this Student Laptop Agreement and/or Code of Conduct may also be subject to further consequences in accordance with the College's Behaviour Management Policy.

Student Undertaking

I understand by signing this agreement that I agree to work within the Terms and Conditions of the Lumen Christi College Student Laptop Agreement and Code of Conduct.

Student's Full Name	<input type="text"/>		
Academic Year	<input type="text"/>	Homeroom	<input type="text"/>
Student Signature	<input type="text"/>		Date <input type="text"/>

Parent Undertaking

As the parent of the above student, I have read and understand the terms of the Lumen Christi College Student Laptop Agreement and Code of Conduct.

I will support the College in the implementation of the Lumen Christi College Student Laptop Agreement and Code of Conduct.

I understand that I will be responsible for the \$150.00 excess on any insurance claim associated with the College Laptop issued to my child.

I understand that damage to Laptop Chargers and Laptop Bags may incur a replacement fee.

Parent Name	<input type="text"/>		
Parent Signature	<input type="text"/>		Date <input type="text"/>