Marryatville High School

Laptop Handbook

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Marryatville High School laptop program overview

Marryatville High School has launched a re-defined laptop program for its students to ensure that all students have access to appropriate technology to support their learning. Fundamental to this new program is the belief that by standardising the technology that our students use at school we will optimise the use of technology across all aspects of their learning.

While Bring Your Own Device (BYOD) programs have had some success at some schools, the way that technology is utilised at Marryatville High School requires a program far more robust, reliable and supported than BYOD can offer. Our laptop program supports our vision 'to provide excellence in student centred 21st Century learning in a global context'. The school laptop is necessary to personalise learning and provide access to electronic resources.

While the school recognises that some parents may have a laptop computer at home and would prefer their child to bring that to school we will not be able to accommodate that arrangement.

Our program

- The basis of our program is that all students are required to have a school supported laptop for the duration of their time at the school. As the general life of a modern laptop is 3 years, this will mean that students will require 2 laptops across their 5 years at Marryatville High School (if starting in year 8) or 2 laptops across 6 years (if starting in year 7).
- The program is a shared cost model, where parents are required to fund the hardware, warranty and insurance for the device and the school will fund the software, onsite technical support, school based network and internet access.

Benefits of our program

- Taking the laptop home for extended after-hours access to extensive bundled software.
- Extended 3-year warranty for laptop and battery.

Laptop purchase schedule:

- Facilitates curriculum delivery with software licensing that is covered by Department for Education agreements.
- Allows management and support of devices with access to quick turnaround repairs and a 'hot swap' loan machine.
- Ensures students have a consistent brand and model of laptop that is imaged to connect efficiently to the school's wireless network which makes it more effective for teachers and students to work collaboratively.
- Access to modern technology including digital pen and touch interface while ensuring the capacity to cater to high-end needs of many subject areas.

How to access the program

- Each year Marryatville High School will select a hardware and warranty package and make purchasing details available on the school website.
- Parents/caregivers will need to access the purchase portal before the specified due date to order their device.
- At the end of the devices warranty, parents will need to undertake to purchase a new device (see below).
- Any families that believe they are unable to meet the financial commitment of this program need to make contact with the school's Business Manager on 8304 8420 (press 1 for Reception) to discuss what support may be available to you.

BYOD is not supported at MHS

Sudents are not permitted to bring their own devices from home. It is expected that all students will have a laptop program device to use at school. Finance options are available, for more information please view them via the purchasing portal or contact the school's Director of Services.

Year level student ENTERS the school	What you need to do?	When do you buy your second laptop?
Year 7	Purchase a new laptop	Start of year 10
Year 8	Purchase a new laptop	Start of year 11
Year 9	Purchase a new laptop (chose 3 or 4 year warranty)	Start of year 12 unless a 4 year warranty selected
Year 10	Purchase a new laptop	No need (3 year warranty)
Year 11	Purchase a new laptop	No need (3 year warranty)
Year 12	Purchase a new laptop Or Lease school laptop*	No need (3 year warranty)

Lease option available for a limited number of students entering the school at year 12. Negotiation of this is required during enrolment.

Battery

The school laptop has been chosen with long life battery for all day computing. The battery should provide a full day of charge under normal use and has a 3-year warranty to ensure this level of charge for use during school hours.

Charging your battery

Students should charge their laptop each night at home and bring it to school fully charged for up to 8 hours of use. Battery life is affected by the use of the laptop so it is common for a 'Battery Power Profile' to try and save power by turning down the screen brightness, turning off sound and backlit keys and resting the hard drive. If a student is doing intensive work with programs such as image manipulation or video editing, then more power is used than with simple text editing.

Premium battery warranty

The battery is covered by a 3-year manufacturer's warranty and the client will be entitled to a replacement battery at any time during the warranty period even if the battery does not have a manufacturing fault; however, this is a ONE time only claim.

The school has opted to have the premium battery warranty for the units so that the laptop can be refreshed in its third year to provide an extended life.

Caring for your laptop

Packing away your laptop

- Always store the laptop in the carry case provided as part of the program.
- Do not wrap the cord too tightly around the power adapter or the cord may become damaged.
- Be careful with the laptop while it is in the bag. Do not drop the bag. Always place the laptop bag gently down.
- Avoid putting anything heavy on the laptop and make sure it is switched off for travel to and from school.

Operating conditions

Do not place objects on top of the laptop and never carry it around while it is turned on and in active mode. Avoid exposing the laptop to direct sunlight or sources of heat such as desk lamps, dust, dirt, rain, liquids or moisture, heavy shock or vibration.

LCD screens

LCD screens are delicate – they don't like being pushed or slammed. Never pick up the laptop by its screen. Don't slam the screen closed and make sure that there are no objects on the laptop such as pens when closing the screen. It is strongly advised that all users are aware of the care required to look after the LCD screens. **This is usually the most expensive part of the laptop to repair and the most commonly damaged part.**

To clean your LCD screen:
- Switch off the laptop
- Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen.

AC adaptor

- Only connect the supplied adapter
- Do not step on the power cord or place heavy objects on top of it. Keep the cord away from heavy traffic areas
- When unplugging the power cord, pull on the plug itself, rather than the cord
- Do not wrap the cord too tightly around the adapter box.

Personalising your laptop

Students own the laptop so they can personalise the case and the laptop. It is certainly a good idea to personalise the case because having a large number of identical units can be a problem. It is not recommended to engrave the laptop as this may cause warranty issues but using a black light pen is a sensible security issue. Stickers can also be useful.

Adding new software to your laptop

Students have administrator rights to their laptop and can install new software. They should be prudent in what they choose to install as there are plenty of programs on the internet that can cause problems because they include older files which may over-write the newer files used by the operating system.

The school will have a secure method on the network where students can install new software that teachers want students to use. This could also apply to programs that connect to licence servers and must be run in a school environment.

Guidelines for installing software

Software that is added should be legally owned and should not be offensive, malicious or breach copyright laws.

Games, videos, music and other non-school applications

The school does not object to the installation of non-school applications and files on the student laptops provided that the installed applications and files:

- are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads)
- are ethically and morally acceptable (including consideration of school appropriateness, age appropriate ratings and privacy issues)
- do not affect the efficient functioning of the laptops for educational purposes (i.e. they do not interfere with the speed and storage capacity of the laptop or generate problems that might arise from increased battery use)
- do not affect the school's wireless network
- do not interfere with the learning program (i.e. they may only be used in class under specific teacher direction).

Given that the laptop is mainly for school use, all installed software needs to have a PG rating. Playing games and videos during school time will have an impact on battery performance.

While some games have educational benefits, other games have little educational merit and may affect network function. Therefore:

- the use of network games is banned
- no ad-hoc networks should be formed to play games unless directed to by staff for a clear educational purpose.

Protection for your laptop

Insurance

The Department for Education and the school do not have specific insurance policies to protect students' and teachers' personal property. This is why taking the Accidental Damage, Accidental Loss and Theft Protection Policy is strongly advised. This policy is an extra option available at purchase time for parents.

Virus protection

The laptops will be covered by a school managed virus program that will be updated by school systems when they attach to the wireless network.

Backup and data storage

It is wise to back up the laptop and these days portable USB hard drives can be purchased relatively cheaply. Students will have access to Microsoft OneDrive for Business on their laptop which provides internet storage for files and synchronisation of files between different devices. The school will preconfigure the 'documents' folder to synchronise to this service.

Using your laptop at school

The laptop comes with a case to absorb knocks and bumps. Students will not be allowed to plug in power chargers in the classroom because of Work, Health and Safety requirements so the power adaptor should remain at home. Students are able to put their laptop into sleep mode between classes so that it is instantly ready for the next class.

The laptop should be stored in a student's locker at break times or in practical subjects such as Physical Education where the teacher has indicated that the laptop will not be required for use at that time.

Internet access

The school has implemented a modern security gateway to provide students with fast, filtered and unlimited access to the internet. Due to the school's need to provide an online duty of care, students are not permitted to 'hot-spot' (or tether) their laptop to a mobile device while at school.

Printing

Students will be able to access the printers around the school. Prices have been set to cover costs of printing. If students exceed quotas, then more printing credit will need to be purchased from the Finance Office.

Network security

Student laptops connect to our enterprise grade wireless network and are connected to the Marryatville High School domain. This is a network that uses certificates rather than a password. Students are identified by their network login and password which they will usually only have to add once. This will provide students with access to the internet, our learning management system (DayMap) and other vital services.

Students should not connect their laptop to the cabled network at school.

The conditions for using the school's network is the same for both wired and wireless as is detailed under the section on cyber-safety.

Dealing with a faulty laptop

The school program includes a 3-year next business day 'hot swap' warranty program for all the laptops.

If there is a physical problem the student will be given a replacement unit to use while theirs is repaired. If the problem is software, then the laptop can quickly be re-imaged to its original state. Students will have to re-install any software they have loaded for their own use. It is recommended that students save all their data before this is done.

Leaving Marryatville High School

When a student leaves the school they will be provided with an opportunity to have their device re-imaged with an exit image. This contains the base software they are legally entitled to. Failure to undergo this process may result in some applications ceasing to work or access to log in to the device being disabled. If they leave the school while the laptop is still under warranty, then they can receive warranty support directly from the supplier of the device.

Microsoft registration

The Department for Education and Microsoft have a licensing agreement whereby students will be able to register Microsoft software. The school will provide details of the licensing key for students to register Microsoft Office.

Acceptable use and Cyber-Safety Policy

Introduction

The measures to ensure the cyber-safety of Marryatville High School are based on our core values.

To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached Use Agreement Form.

The computer network, internet access facilities, laptops and other ICT equipment/devices bring great benefits to the teaching and learning programs and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of Marryatville High School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All students are required to read and sign the following Use Agreement.

Material sent and received using the network may be monitored, and filtering and/or monitoring software may be used to restrict access to certain sites and data, including email. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device, such as a mobile phone, is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by the school to prevent student's exposure to inappropriate content when using online services, it is not possible to completely eliminate the risk of such exposure. In particular, the school cannot filter internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child.

From 2019 Marryatville High School has implemented a new school Laptop Program which will be implemented over the next 2 years. The basis of our program is that all students are required to have a school supported laptop for the duration of their time at the school. As the general life of a modern laptop is 3 years, this will mean that students will require 2 laptops across their 5 years at Marryatville High School (if starting in year 8) or 2 laptops across 6 years (if starting in year 7). The program is a shared cost model, where parents are required to fund the hardware, warranty and insurance for the device and the school will fund the software, onsite technical support, school based network and internet access.

The school will begin withdrawal of the old laptop program (including BYOD) in 2020. The year 11 students in 2019 will be the last students able to choose BYOD, with the year 11 Students in 2020 needing to transition to a second school device.

Use agreement

The following rules are to help keep Marryatville High School students cyber-safe, protect the rights of all students and to help maintain our ICT Resource.

As a safe and responsible user of ICT:

1. I will log on only with my user name. I will not allow anyone else to use my user name and I will not tell anyone else my password and I understand that I am responsible for any activity originating from my account.

2. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying, harassment, security of personal information etc).

3. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school, the school itself or the wider community, even if it is meant humorously.

4. I understand that the rules in this Use Agreement also apply to mobile phones or other electronic devices. I agree that I will only use these at the times that I am permitted during the school day and understand that it is the right of an individual teacher to govern when and how these devices are used within their learning area. I also understand that any device should not interfere with the learning of myself or others.

5. While at school, I will not:
   a. access, or attempt to access, inappropriate, age restricted or objectionable material
   b. download, save or distribute such material by copying, storing, printing or showing it to other people
   c. share any inappropriate, age restricted or objectionable material with others or explain to others methods of accessing such material
   d. make any attempt to get around (bypass) security, monitoring and filtering that is in place at school.

6. If I accidentally access inappropriate material, I will:
   a. not show others
   b. turn off the screen or minimise the window and report the incident to a teacher immediately.

7. I understand that I must not download any files such as music, videos, games or programs without the permission of a teacher. This ensures the school complies with the Copyright Amendment Act 2006. I also understand that anyone who infringes copyright may be personally liable under this law.

8. I understand that these rules apply to any privately owned ICT equipment/device I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment. I understand that, where due cause is shown, the school reserves the right to confiscate or access any device that is on school property or in possession of a student whilst the student is in the school's care.

9. I understand that if I do bring any privately owned ICT equipment to school or a school-related activity that the school takes no responsibility for the safe-keeping of the device.

10. I will not connect any device to, or attempt to run any software on, school ICT equipment without a teacher's permission.

11. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers and graphics.

12. I will respect all ICT systems in use at school and treat all ICT with care.

13. I understand that the school may monitor traffic and material sent and received using the school's ICT network.

14. I understand that while at school I will only access the internet on my laptop through the school approved WiFi and not 'tether' or 'hotspot' to access the internet.

15. I understand that the school may audit my use of ICT to ensure my downloads are not excessive and are in accordance with the download policy.

16. I understand that the school has procedures if this Use Agreement is not followed and follow the 'Behaviour Learning' outlined in the student diary.

Frequently asked questions

1. **When will students receive their new laptops?**

   For year 7 or 8 students new to the school, laptops will be issued during an induction session during induction week. Students will be taken through an initial orientation program for their device and many of the systems they will use at school. For students in other year levels they will be advised when they can be collected from Student Services.

2. **Do families need to buy the school laptop if they have access to another laptop?**

   Yes. The school's program is designed to meet the needs of students studying at Marryatville High School.

3. **Are the laptops under warranty?**

   The laptops have an extended '3-year Hot Swap' warranty. This means if a student's laptop is faulty they are given another unit to use while theirs is repaired.

4. **What should parents do with regard to insurance?**

   The school has been able to access a special insurance policy for parents to purchase to protect the laptop. This is an optional purchase for laptops and the school strongly recommends parents take up this offer.

5. **Will students need to purchase a laptop bag?**

   A specially designed case is included in the purchase and students are required to carry the laptop in the case at all times.

6. **Does Marryatville High School load the appropriate software?**

   The school has created a software image which will be delivered on the laptop at the time of purchase.

7. **What happens if a laptop is lost or stolen?**

   Lost or stolen laptops should be reported to the police and student services. If the optional Accidental Damage and Theft insurance has been purchased the school will facilitate this claim.

8. **What happens if a student damages their laptop?**

   Those who have an insurance policy can make claims. Deliberate damage will not be covered.

9. **Will an internet filter be installed on the laptop?**

   The internet is filtered at school so that students operate in a safe environment. There will not be specific filters on the laptop unless parents put it there themselves. Many parents have a policy of getting students to do their homework in a supervised place in the home, rather than the privacy of their room where they could access unsuitable material.

10. **How do students receive technical support during the day?**

    Students will have access to IT Services where they can receive technical support. If it is a software issue caused by the student downloading new programs then the laptop may be re-imaged.

11. **Will laptops be checked for inappropriate material?**

    The laptop will not be specifically scanned for inappropriate software. However, if a student is detected with inappropriate material then the unit will be re-imaged and the student will receive consequences. Students need to be on task in class and to follow teacher directions.

12. **Where will the laptops be stored during the day?**

    Students should put their laptops in their locker. The insurance policy will protect any laptop stolen from a secured locker. If a student does not have insurance then there is no fall back protection.

13. **Will all school work be done on laptops?**

    Not all learning will require a laptop.