1-1 Student Laptop Rules of use

1. You can use the Laptop for your own educational purposes, both at home and at school.

2. It is the Student’s responsibility to ensure the Laptop is fully charged and ready for use at the beginning of each school day.

3. You must ensure that at least once a fortnight, you connect your laptop to a blue network cable to perform the necessary background updates.

4. If you do not comply with these Laptop Rules for Students, you are not allowed to use the Laptop and the School may demand that you return the Laptop.

5. You are responsible for the security of the laptop. When not in use, it is to be stored in its carry case and kept with you; or, if available, in secure storage for activities as directed by a teacher.

6. You must not allow anyone else to use the Laptop for their own purposes, including family members and friends. You must not tell anyone else your account name and password.

7. You must turn off the Laptop when transporting it in the case provided, either from class to class or from home to school and back.

8. You accept responsibility for the security and care of the Laptop at all times.

9. You are responsible for backing-up all necessary data.

10. The software loaded on the Laptop, at the time of issue, is licensed to the School.

11. All software installed on the laptop must have a legitimate licence

12. The school has the right to inspect the licence for any software installed on the laptop at any time.

13. You may upload/download onto the laptop music, images, video and other data files provided you have a licence or ownership for such files. Any personal/music files stored on the laptop are not to be uploaded to school server(s).

14. You must take all reasonable steps to prevent a virus from infecting the Laptop, including never disabling the installed anti-virus software, monitoring any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the Laptop.

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15. Images or sound captured by personal technology devices on the school premises or elsewhere must not be shared with others for the purpose of causing embarrassment to individuals or the School for the purpose of bullying or harassment.

16. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

17. You must not intentionally use the Laptop or internet services to which it may be connected:
   a. for any illegal, pornographic, fraudulent or defamatory purposes;
   b. for bulk transmission of unsolicited electronic mail;
   c. to send or cause to be sent any computer worms, viruses or other similar programs;
   d. to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
   e. to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
   f. to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
   g. in a way that violates any laws, such as privacy laws.

18. In particular you must not use the Laptop (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.

19. The Laptop is to be returned in good condition to the School at the end of the agreement. If you cease to be enrolled for any reason before completing the agreement period, you must return the Laptop before leaving the School.

20. The School can request the Laptop be returned for any reason at any other time.

21. If a fault occurs with the Laptop, Students should organise to call the Acer Helpline (1800 819713) firstly and then follow the instructions of the consultant. If the Student is directed to consult the school for assistance, students should complete the ‘Yr 9 and Yr 10 School Laptop Fault Form’ and return the Laptop and the Form to the school office.

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Care of the Laptop

Usage
- Don’t use technology devices on soft surfaces (e.g. sofa, bed or carpet) because it can restrict airflow and cause overheating.
- Avoid dropping or bumping technology devices.
- Don’t place technology devices in areas that may get very hot.
- Don’t get technology devices wet.
- Follow all instructions given by staff.
- Login correctly and logoff when finished.
- Always shut down computers through the ‘Start – Shutdown’ mechanism.
- Always package, carry and store technology devices in appropriate and secure carry cases for transporting.
- Don’t place objects on top of your laptop and never carry it around while it is turned on.
- Avoid exposing your laptop computer to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration.

Handling your laptop computer
- DO NOT move your laptop around when it is on. Before switching on, gently place your laptop on a stable surface and then switch on.
- You still need to be careful with your laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the laptop bag gently down.
- Be careful when putting the laptop in the car that no other items are on top of it and nothing will roll onto the laptop bag.
- Laptops should be switched off before being placed into the bag.

Packing away your laptop computer
- Always store your laptop bottom down and with the LCD facing away from the front of the backpack.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

Care of laptop computer bag
- The bag should be fully zipped up before being carried.
- The bag should be fully unzipped before removing the laptop to avoid non-warranty bag damage.

LCD screen
- LCD screens are delicate - they don’t like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don’t slam the screen closed and always be gentle when putting your laptop down.
- To clean your LCD screen:
  - Switch off your laptop computer.
  - Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
  - Do not directly apply water or cleaner to the screen.
  - Avoid applying pressure to the screen.

AC adapter
- Connect your adapter only to your laptop computer.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord tightly around the adapter box.
Battery pack
- Once a week fully flatten your batteries. Then re-charge the batteries fully. This will extend the life of your battery cells.
- Do not tamper with the connections.

Keyboard
- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
- If any keys are missing or keys are in a damaged state, take your laptop to Technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

Case cleaning
- Wipe with a dampened non-abrasive cloth. Do not spray any cleaners directly on to the casing.
- Gently rub your laptop casing with the moistened cloth to remove any dirty marks.

Security
- Report any technology device fault or suspected virus activity to the nearest staff member.
- Undertake virus scans of computers after home usage and prior to reconnecting to the school’s ICT network.
- Make regular backups of your saved work.
- Keep your login and password confidential.
- Don’t tamper either physically or electronically with either hardware or software settings.
- Don’t attempt or undertake any malicious behaviour towards the School’s ICT resources.
- Don’t attempt to make unauthorised access to ICT resources or entities.
- Don’t have food or drink near the technology device.
- A good idea is to attach a fairly large name tag in a bright colour to the case or bag so it is easy to identify. Remember, over the life of the program this laptop may not be with the same student the whole time, and it may need to be returned for servicing at any time.

Software
- Don’t copy any software from the school’s ICT network or system.
- All technology equipment should only have operating systems loaded that are compliant with departmental standards.
- Keep your virus check software up-to-date. If your virus check software detects virus activity then carefully follow the instructions for removal and advise the nearest staff member. If unsure, quarantine your computer and disks and immediately consult with the IT staff.
- Always adhere to licensing and copying agreements.

Batteries
- Don’t get your battery wet, even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow battery usage, storage and charging guidelines found in the computer’s user guide.

Wet weather
- Particular care needs to be taken during wet weather, whether at school or while travelling to/from school or at home
- Never drop your bag into a puddle, leave it out in the rain or where water might run, or have it otherwise unprotected from rain – if your school bag gets wet, your laptop might also.