



HEATHMONT COLLEGE

## Heathmont College Student Owned Laptops Guidelines, FAQs and BYOD Agreement

As part of the revised Department of Education and Training guidelines regarding student laptops, families attending Heathmont College now have the option to provide their own notebook for use within classes.

Heathmont College has worked extensively with staff and students to further integrate student laptops within the curriculum, making them a valuable learning tool in the classroom. With the introduction of convertible laptops with touch capacity students are able to use laptops across a range of learning areas to provide varied learning experiences and better outcomes for students.

eLearning programs and curriculum are designed around the school run Preferred Notebook Program and as such it is recommended that students participate in the program. However, parents do have the choice to not participate in the laptop program and may elect to bring a comparable laptop. In order to ensure connectivity and capability for use in the classroom the following minimum system requirements apply

- The notebook must be running Windows 10 or Mac OS X locally (not via virtualisation technologies such as Hyper V, VMware or Virtual Box)
- A current series Intel/Celeron Processor (or greater)
- 6 hours of battery life
- Minimum 4GB of RAM
- Supports 802.11AC wireless standards
- 60 GB hard drive space
- **No Chromebooks**

In addition to these minimum requirements, parents/guardians should be mindful of other physical aspects of the laptop, including:

- Size
- Weight
- Warranty Support
- Accidental Damage Protection

### Software Requirements

As the notebook will not be owned by Heathmont College, we are unable to install some software due to licensing restrictions. These software packages will vary according to the subjects and electives selected by your son/daughter. However, all students will be given access to the most essential software such as Microsoft Office 365 and Adobe Photoshop.

It is the responsibility for all parents/guardians to ensure all software is purchased legally in accordance with the Digital Millennium Copyright Act.



## Technical Support Provision

Due to the nature of a “Bring Your Own Laptop” program, and the variation between different notebook models, Heathmont College can only provide a limited amount of support for connecting student owned laptops to the Wireless network.

Should your son/daughter experience any warranty and accidental damage issues, they must be managed by the parent/guardian in contact with the notebook supplier or insurer. Please note that many consumer level suppliers only provide an offsite warranty that is typically valid for one year. All school program laptops will have the option for a 3-year on-site warranty as well as optional accidental damage insurance.

It is the responsibility of the parent/guardian to ensure laptops purchased for use at Heathmont College comply with the above specifications – Heathmont College provides no warranties or assurances that laptops purchased outside of the Preferred Notebook Program are suitable for use within the school.

## Frequently Asked Questions

### *Is the BYOD program preferred at Heathmont College?*

No, the Heathmont College laptop program allows the school to ensure students arrive in the classroom with a laptop that is educationally based and ready for learning.

This includes the ability for the school to limit the installation of games and other non-educationally relevant software, as well as ensuring the notebook is constantly updated to safeguard the security of the laptop.

Families electing to bring their own laptop to school assume a significant amount of responsibility. They must ensure the laptop brought into the classroom meets these strict standards, ensuring the student is ready to learn.

### *Can students access inappropriate internet content while at school?*

Heathmont College utilises Sophos XG, a commercial grade firewall, for web filtering of laptops during school hours only. This allows Heathmont College to customise internet website availability based on age groups, class/subject requirements etc. if necessary.

### *Who is responsible for backing up the student laptop?*

It is the responsibility of all students, regardless of the laptop they use, to ensure they keep a backup of all important files. It is recommended that families utilise an inexpensive USB external storage device for this purpose. Students are also given access to Microsoft OneDrive, an online cloud based storage facility.

### *Do I have to install software?*

If your son/daughter is participating in an elective that has a specific software requirement, the student laptop must have this software installed. If this software has a cost associated, it is the responsibility of the parent/guardian to arrange this purchase and installation prior to use of the software in the classroom.

Specific details for how to acquire/ and or, purchase this software will be distributed by subject teachers to students either at the beginning of the year (or at the commencement of the course in the case of electives which may run as a semester based subject.)

The Microsoft Office package and additional software resources are provided by the Department of Education and Training. Students can acquire this by collecting a form from the IT Technician when they submit their ICT Agreement. This form contains all relevant information for downloading and installing these free resources.

### ***Do I need Anti -Virus and Anti-Malware software?***

Every laptop connected to the Heathmont College network must have software installed to protect it against Virus and Malware attack. Microsoft provides the Windows Defender suite, which is suitable for this purpose. The firewall used by Heathmont College will also scan for viruses on the network.

Heathmont College does not recommend the installation of other anti-virus software packages, as they can cause connectivity issues with the school's infrastructure.

### ***How do I connect my notebook to the school wireless network?***

Details for how to connect your notebook to the school wireless network are available from Technology Support and will be supplied after the laptop is registered with the school for use in the classroom.

### ***What is the process for registering my laptop with Heathmont College?***

Each notebook in use at the school needs to be registered. Details regarding this registration process may be found at the end of this document. This agreement needs to be completed, signed where required and returned to the ICT office for the process to commence.

A BYOD laptop will still be bound by school's ICT Acceptable Usage policy.

### ***How many laptops can I connect at school?***

A laptop must be registered with the school prior to use. Each student may only bring and connect one laptop to the Heathmont College network.

In order for the connection process to commence, students must bring their signed ICT Acceptable Usage policy and their notebook to the IT Office where it will be connected as soon as possible.

### ***Can I use the notebook my son/daughter used in Years 7-9?***

Yes, as this was a previously approved laptop. However, the laptop will be managed in the same manner as a BYOD laptop, as all support, warranty and accidental damage coverage has expired.

In addition to this, it is important to note that notebooks that are more than three years old are often unreliable and their use is not advised due to degraded battery life and the potential for data loss.

## **ICT Acceptable Usage Policy**

### **School Rules for Use of Hardware and Software**

- Students are responsible for taking full care of their laptop.
- All users must log in under their own username and password and correctly log out at the end of each session. Students are responsible for information sent or accessed through their login details.
- Students must not attempt to discover, disclose or use another person's password nor must they reveal their own password to others.
- At school, the internet is to be used for school work only and the students must not send unnecessary or inappropriate emails.
- Students must not tamper with the system setup or add or remove school provided programs/applications without permission. Games are not permitted on any laptop.

### **Internet Usage and Conduct**

- All students must abide by generally accepted rules of etiquette. They must be polite when communication with other people. This includes not swearing, using inappropriate language or vulgarities.
- All students must respect and not disclose and private, confidential, or personal school or student information they may view or have access to.
- Apart from their name, school and email address, students must not disclose any information about themselves on the internet.
- Students are not to attempt or deliberately access, download, upload, send (including forwarding) or view any unacceptable or illegal material. This includes any content that could be considered racist, sexist, violent, anti-social, pornographic, explicit, vulgar or obscene.

- While the school encourages debate, students are not permitted to engage in libellous criticism of peers, teachers, the school, staff, other individuals or organisations. Students who are both directly and indirectly involved (through encouragement) of defamatory, libellous criticism and harassment via an electronic medium maybe subject to disciplinary and/or legal (both civil and criminal) action. This extends to all content posted/submitted on social media websites, blogs, wikis, instant messaging and other publically accessible and restricted access websites.
- Students must understand that actions on the internet are subject to both state and commonwealth and laws, in addition to school discipline policies and procedures. Students' online misconduct may also result in criminal and/or civil legal charges and/or penalties.
- Students must check the internet rules of different external groups and always observe these rules.
- If students read or see something on the internet which they think is not acceptable, they must tell their teacher, learning group teacher or year level coordinator immediately.
- Students must not use the internet for any commercial purposes such as buying/selling of goods.
- Students must not use any means including anonymous proxies, online tools or software to bypass internet security to access blocked sites.
- Students may only use the laptop's camera to take photographs with the permission of a supervising teacher.
- Whilst on school grounds, students will only access the internet via the school's network. Wireless hotspots, phones and other laptops must not be used.
- Students must not access or attempt to access any non-authorized part of the school's network.
- Responsible cyber citizenship is promoted and all forms of cyber bullying are prohibited.
- Students may not upload to any website or distribute electronically any material relating to Heathmont College without permission from the Principal.



## Heathmont College BYOD Agreement

As part of the revised Department of Education and Training guidelines regarding student laptops families attending Heathmont College now have the option to provide their own notebook for use within classes. Before any Heathmont College student may bring a notebook to school, the following agreement must be completed by the student and parent/guardian.

### Student Agreement

Before you may bring a notebook to use the network and facilities at Heathmont College, you must sign this contract which binds you to the following conditions as set out in the **ICT Acceptable Usage Policy**. If you break any of the conditions, appropriate penalties as stipulated will be applied.

In addition, I understand that any laptop I bring to school must be immediately registered with IT Technician upon arrival to the school, where it will be connected to the network. I have read the ICT Acceptable Usage Policy and agree to abide by the guidelines and conditions in it.

Student Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

### Parent/Guardian Agreement

I have read and understand the ICT Acceptable Usage Policy. I agree that my child shall observe these guidelines and conditions. In addition to the stipulations outlined in the documents named above, I understand that I am bound by the following stipulations:

- I understand that my son/daughter may only bring one notebook to school to use in the classroom
- I understand that the notebook brought to school by my child may, with my permission, be confiscated by Heathmont College staff in the event of a breach of the ICT Acceptable Usage Policy.
- I understand that if my son/daughter's notebook is confiscated for any reason, it will be returned to me in person at Reception.
- I will ensure all software required by the school curriculum has been purchased and installed on my son/daughters notebook prior to commence of the class.
- I understand that any technical support and repair work, excluding connecting the laptop to the Heathmont College network, is my sole responsibility.

Parent/Guardian Name: \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_