



# KINGSTON COMMUNITY SCHOOL

## Student Laptop

## User Agreement





# Agreement

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## **Rationale**

At Kingston Community School our goal is for all of our students to be connected to and engaged with learning; we know that when students use technology (i.e. computers) they are more likely to be engaged and motivated to learn. We want to use technology to make a difference for our students and to improve their achievement. With the advent of the National Computer Fund (Commonwealth Government funds to provide computers to schools) we have developed a plan that will see us provide a laptop computer for all continuing students in years 9-12. Our vision is for our students to be able to access learning anywhere, anytime.

## **TERMS AND CONDITIONS**

### **The Laptop**

- The security and use of the laptop is the student's responsibility. The student must comply with all directions we give in relation to the use of the laptop and produce the laptop for inspection whenever requested.
- This laptop is issued to the student for their educational use but remains the property of Kingston Community School and its supply to the student is conditional upon the student's continued enrolment at the School. If the student ceases enrolment at Kingston Community School, the laptop must be returned to the School.
- On the date we specify by notice to you, or on the date the student ceases to be enrolled at Kingston Community School, whichever is earlier, you must return the laptop to Kingston Community School in good working order and in good repair complete with the AC power adaptor.
- Failure to return the laptop in its original condition will result in Kingston Community School invoicing the student or parents/carers for \$900 including GST for the repair or replacement cost of the laptop.
- Kingston Community School does not give any warranty, representation or assurance as to the quality, fitness for purpose or safety of the laptop as this is covered by the Manufacturer.
- The laptop is also available for personal use provided this use does not affect the performance of the laptop for learning. All material on the laptop is subject to review by school staff.
- The laptop may not be used for any commercial purposes.
- This agreement is only valid in Australia. The laptop cannot be taken on holiday overseas.

### **Software, Copyright and Intellectual Property**

- Each laptop will be loaded with a Kingston Community School approved software image configured for use on the school network.
- The image will include operating system software, anti-virus software, standard Microsoft software.
- Software installed by the school is copyright and must not be distributed or deleted without written permission from the school.

## **Games, Music & Non-school Applications**

- Kingston Community School does not object to the installation of non-school applications and files on the school 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 the problems that might arise from increased battery use),
  - Do not affect the school's wireless network,
  - Do not interfere with the learning program.
- In particular, while some games have significant educational benefits, other games have little educational merit and may affect network function. As a result:
  - The use of network games is banned,
  - No ad-hoc networks are to be formed.
- Where there is a contravention of this policy, consequences will include re-imaging the laptop which may result in the loss of data if back-ups have not been kept up to date, and costs to the parents.
- Other sanctions may be imposed as appropriate and determined in consultation with ICT Management and the Principal.

## **Virus Protection**

- Anti-virus software (McAfee) and monitoring software will be loaded onto the laptop through the initial imaging process. Updates of this software may be scheduled at various times.
- Students should ensure that anti-virus software is kept up-to-date on their laptop and regularly check for viruses. This happens automatically when they connect to the school network.
- As students have the right to personally use their laptops, and connect to the Internet from home, they need to take all steps to protect the laptop from virus attacks.
- ***You must not install any antivirus software as McAfee is already installed and running 2 different antivirus programs on a computer will cause major issues.***
- Viruses can enter laptops through:
  - Removable media such as CDs, DVDs, and USB memory sticks,
  - E-mails,
  - The Internet (including web browsing, FTP programs and chat programs/rooms).
- **Helpful TIPS**
  - *Do not open any files attached to suspicious or unknown emails,*
  - *Exercise caution when downloading files from the Internet. Save the files to the laptop's hard disk and run the virus scanner on the files before opening them,*
  - *Delete chain and junk emails. Do not forward or reply to any of these,*
  - *Never reply to Spam,*
  - *Hundreds of viruses are discovered each month. Run your virus scan regularly,*
  - *Avoid indiscriminately loading non-standard software onto the laptop as it can result in infection by viruses and spyware are common causes of laptop failure.*

## Security Procedures

- Do not leave your laptop logged-on when you are not using it. It is strongly recommended that you secure your desktop with a password protected screensaver. This locks your PC after a set period of inactivity, reducing the risk of someone else performing any actions using your username.
- **Never disable the Windows firewall!**
- During the school day when the laptops are not being used and the student is unable to keep the laptop on them (e.g. at lunchtime, during PE etc), the laptops should be securely stored in their locker.

## Power Issues/Battery/Charging

- Students should bring the laptop to school **each day fully charged**. Classrooms have limited facilities to recharge laptops.
- Do not use the Battery as a handle if you do the lugs could break and you will be liable for the replacements.

## Caring For Your Laptop

- In the event of failure, your school IT technician may be able to restore your laptop to its original state. However, there is no guarantee that data stored on your laptop can be recovered. Before installing new software, ask first and make sure your backup is up to date.

## Packing Away Your Laptop

- For extra protection, always pack your laptop in the protective cover if you are carrying it from one place to another or in your school bag.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.
- Try to avoid moving your laptop around when it is on. Before switching it on, gently place your laptop on a stable surface and then switch it on.
- You still need to be careful with the laptop while it is in your bag. Do not drop the bag from your shoulder. Always place the bag gently down.
- Be careful when putting the laptop in the car or bus that no other items are on top of it and nothing will roll on to it.
- Laptops should be switched off before being placed into the protective cover.

## Operating Conditions

- Avoid exposing your 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 and will be damaged if poked, prodded, pushed or slammed.
- Never pick up your laptop by its screen. Do not slam the screen closed and always be gentle when putting your laptop down.
- To clean your LCD screen:
  - Switch off your 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

- Connect your adapter only to your laptop.
- 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 too tightly around the adapter box.
- Be aware of the power savings that come from running your laptop effectively from the battery after being fully charged. This can amount to a significant amount per year.

## Loss and Damage

- The warranty covers normal defects and usage issues. It does not cover negligence, abuse, malicious damage or loss.
- It is the student's responsibility to take appropriate precautions to prevent wilful damage or theft.
- Each student issued with a laptop is expected to care for and safeguard the laptop in a responsible manner. The laptop is an expensive item of school property and the school issues this property to the student on the understanding that it will be well cared for.
- Any instances of vandalism, damage, loss or theft must be reported immediately to the School. In the case of a suspected theft a police report must be made by the family and an event number provided to the school.
- In the case of loss or damage as a result of negligence, abuse or malicious act the student or the parents/carers will be responsible for meeting the cost for repairs or full replacement of the laptop.
- Parents/carers will have to replace lost or damaged chargers.
- Students are not to deface the laptop.
- The student or their family must not try or purport to sell the laptop, offer the laptop as security nor give possession of the laptop to anyone else.;
- Students are expected to place their laptop in their locker at times when they are not using it (examples being recess, lunch, practical periods). Failure to comply with correct storage will be seen as negligence. Loss or damage as a result of not securing the laptop will result in the student being charged the cost of repair or replacement.

- Parents may choose to evaluate their personal home contents and car insurance to cover equipment on loan to their child, in the event of loss or damage to such loaned equipment while in the care and custody of the child.
- In instances where damage or loss has occurred involving students other than the student it has been assigned to, the incident will be further investigated.
- In the case of accidental loss or damage a witnessed statutory declaration signed by the parent/carer should be provided.
- If a laptop is damaged or lost the principal will determine whether replacement is appropriate and/or whether or not a student retains access for home use.

## Appearance and Personalisation

- As the laptops are the property of the school, they are not to be altered or personalised in any way that is not completely reversible.
- The protective carry case may be personalized to promote easy identification.
- The laptop will be permanently marked with identifying information as required by the Administrative Instructions & Guidelines (AIG's). The name of the computer and log-in instruction have been placed on the computer these label must not be removed.

## Laptop Specifications

- It is expected that all laptops will be of the same specification to assist in management and curriculum development.
- Students are not permitted to change the laptop specifications, make modifications or add upgrades.
- Note: The laptop warranty is **void** if attempts are made to change the hardware.

## Acceptable Use

- The Network Managers maintain computers and networks so that they operate effectively, ensuring that the resources needed are available, and that the interface operates in a consistent way.
- The following guidelines are outlined to ensure all users are able to access the latest research available with the latest technology in an acceptable and safe learning environment.
  - Users will avoid sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way.
  - When at school, engaging in chat lines or downloading files is not permitted unless forming part of a legitimate class activity guided by the teacher of that class.
  - The Federal Communications Act determines guidelines for appropriate use. Inappropriate use of the internet and email is a serious matter and can have significant consequences, eg sending a message over the internet using someone else's name.
  - Passwords should remain confidential. No user should log-on another student using their password.
  - It is the responsibility of students to maintain sufficient credit in their Internet and printing accounts to allow subject related tasks to be carried out.
  - Do not remove files or folders that have been installed to the hard disk or network.
  - Do not use inappropriate or offensive names for files or folders.
  - Do not bring to school, or use, games or any other materials which may be offensive to others.

- Do not engage in cyber bullying or e-crime.
- No laptop (or mobile phones) with camera capabilities are to be used in change rooms or toilets.
- Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in the public forum.

## Cyber Bullying

The measures to ensure the cyber-safety of Kingston Community 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.

Rigorous cyber-safety practices are in place, which include Cyber-Safety User Agreements for staff and students, who have been involved in the development of the agreement. Child protection education, such as the Keeping Safe Child Protection Curriculum, includes information about remaining safe when using new technologies and is provided to all students.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Kingston Community School, 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 Kingston Community School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. This User 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 will be issued with a User Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

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 e-mail. 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 schools and DECD administrators to prevent student's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DECD recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>. Please contact the Assistant Principal of ICT, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

**Important terms:**

**'Cyber-safety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

**'Cyber bullying'** is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

**'School and preschool ICT'** refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

**'ICT equipment/devices'** includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

**'Inappropriate material'** means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

**'E-crime'** occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

## Strategies to help keep Kingston Community School students Cyber-safe

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my User Agreement Form and the completed form has been returned to school.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
3. I will keep my password private.
4. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
5. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
6. I will use my mobile phone/s only at the times agreed to by the school during the school day.
7. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
8. While at school, I will:
  - access, attempt to access, download, save and distribute only age appropriate and relevant material
  - report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:
  - not show others
  - turn off the screen or minimise the window
  - report the incident to a teacher immediately.

10. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law.
11. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or a school related activity, also is covered by the User Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
12. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
13. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
  - my full name
  - my address
  - my e-mail address
  - my phone numbers
  - photos of me and/or people close to me.
14. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
  - not intentionally disrupting the smooth running of any school ICT systems
  - not attempting to hack or gain unauthorised access to any system
  - following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
  - reporting any breakages/damage to a staff member.
15. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
16. The school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.
17. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

## **Electronic crime (e-crime)**

- Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life.
- Cyber bullying can therefore be an e-crime, a fact often not clearly understood by those involved.
- E-crime occurs when a computer or other electronic communication devices (eg mobile phones) are used to commit an offence, are targeted in an offence, or act as a storage device in an offence.

## Consequences

- Any form of cyber bullying or e-crime will be dealt with through the school's "Harassment Policy" and "Acceptable Use of Technology Policy".
- Serious breaches are a police matter and will be dealt with through State & Federal laws and SA police.

## Data Storage

- Always backup your data files on a frequent and regular basis. You should have at least two copies of your files. E.g. We prefer you to back up on USB, the school network or an external hard drive not your computer hard drive.
- When saving files onto the hard drive of your laptop, save them to the D drive of your laptop, not the C Drive (This includes the desktop). The contents of the C drive will be lost if the laptop needs to be re imaged.
- Upon return of the laptop to Kingston Community School, please remove from the laptop any data you wish to preserve. We are not to be responsible for any loss of any data nor for any disclosure of information that may be stored on the laptop.

## Technical Support

- Students who require support (passwords, functioning of laptop) are able to obtain this from the ICT Manager.
- Students experiencing technical and software faults should proceed according to the following steps:
  - If the computer has an obvious hardware fault (screen or keyboard not working) then it should be taken to the ICT Manager, where the vendor will be contacted for support. If necessary, a replacement laptop will be loaned to the student until the hardware fault is rectified.
  - If the laptop has any other issues a re-image may need to be performed. **IMPORTANT FILES MUST BE BACKED UP BEFORE RE-IMAGING.**
- If a problem still persists DECD & HP will be contacted.

## Internet Usage

- Students can access the Internet through the School's network while on site. Access to the Internet through the school's network at school will be monitored and subject to strict filtering.
- Students may also use the Internet for their personal use at home after setting up the laptop to access it through their home Internet Service Provider. (Consult your ISP for processes to do this.)
- Students are reminded that inappropriate downloads can be detected when the laptops are connected to the school's network.

## Printing

- At school you will be able to select a nearby printer to use.
- At home you may need to save your work to a USB storage device and print from a computer connected to a printer. You may also want to install your home printer to the laptop.



# Kingston Community School

**Please read this page carefully to check that you understand your responsibilities under this agreement.**

**Return the signed User Agreement to the school.**

**I understand that Kingston Community School will:**

- Do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on school ICT equipment/devices at school, or at school related activities; and enforcing the cyber-safety requirements detailed in User Agreements as part of this handbook.
- Respond to any breaches in an appropriate manner
- Provide members of the school community with cyber-safety education designed to complement and support the Use Agreement initiative
- Welcome enquiries at any time from parents/caregivers/legal guardians or students about cyber-safety issues.

**For the Student: My responsibilities include...**

- Reading this User Agreement carefully
- Following the cyber-safety strategies and instructions whenever I use the school's ICTs
- Following the cyber-safety strategies whenever I use privately-owned ICT devices on the school site or at any school related activity, regardless of its location
- Avoiding any involvement with material or activities that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- Taking proper care of school ICTs. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, I and/or my family may have responsibility for the cost of repairs or replacement
- Keeping this document somewhere safe so I can refer to it in the future
- Asking Year level Coordinator or ICT Manager if I am not sure about anything to do with this agreement.





# Kingston Community School

## Student Laptop User Agreement

PAGE 1

GIVEN NAME: ..... SURNAME: .....  
(Please Print) (Please Print)

1. I confirm that I have received the following:

- HP Laptop
- Power Supply and Cord
- Protective Case
- Mouse

Serial Number: .....

.....  
Student's Signature

.....  
Date

.....  
Parent's Signature

.....  
Date

**Office use Only** - Other information -





# Kingston Community School

## Student Laptop User Agreement

PAGE 2

GIVEN NAME: ..... SURNAME: .....  
(Please Print) (Please Print)

1. We have read and understood this Computer User Agreement, incorporating Cyber-safety and we are aware of the school’s initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. We understand that failure to comply with the Laptop User Agreement could result in recall of the laptop and/or loss of access for home use, and/or costs associated with repairs or replacement of the laptop while in the care and of the student.

**My responsibilities as a Parent/Caregiver include:**

- Reading this Computer User Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in using computing devices in learning
- Ensuring this User Agreement is signed by my child and by me and returned to the school
- Encouraging my child to follow the cyber-safe strategies
- Evaluating my personal home contents and car insurance to cover equipment on loan to my child, in the event of loss or damage to such loaned equipment while in the care and custody of my child.
- Contacting the school if there is any aspect of this User Agreement I would like to discuss.
- Understand that if my laptop is not returned to Kingston Community School at the end of my schooling, I will be invoiced for \$900 including GST, to enable the school to purchase a replacement laptop.

***This agreement will remain in force as long as your child is enrolled at this school.***

**PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.**

I have read the Laptop User Contract. I understand my responsibilities regarding the use of the laptop and the Internet. In signing below, I acknowledge that I understand and agree to the Laptop User Contract. I understand that failure to comply with the Laptop User Contract could result in recall of the laptop and loss of access for home use.

.....  
Student’s Signature

.....  
Date

.....  
Parent’s Signature

.....  
Date