



**Mid North
Christian
College**

**Hope in
the Living
God**

LOCATION

43 Port Davis Road,
Locked Bag 2, Port Pirie
South Australia 5540

CONTACT

Phone 08 8632 4240
admin@midnorthcc.sa.edu.au
midnorthcc.sa.edu.au

Mid North Christian College Laptop Contract & IT User Agreement

RATIONALE

Access to computers and the internet is provided for the purposes of educational research and learning. It supports the school's teaching and learning program and is intended to strengthen the quality of student learning. It is intended that students at MNCC will display a greater sense of ownership whereby they demonstrate increasing levels of respect and, through this agreement, responsibility for the laptops which they are provided, as well as all other IT resources within the school.

THE LAPTOP

All students, upon the return of this signed agreement and the completion of necessary training courses, will be provided with a laptop and access to the school network. The laptop provided remains the property of Mid North Christian College.

The laptop provided to the student will be loaded with required software for educational purposes. Users do not have permission to add or delete programmes on the device. Students are not permitted to upgrade any features or programs unless specific permission has been granted to do so by the IT coordinator.

It may be necessary for IT Staff to acquire a student's laptop during the year for servicing, updates or re-imaging. Such an event may see a student without a device for a short period of time or being provided with a temporary loan unit of reduced specifications.

Non-school or privately purchased laptops are not permitted to be used at school due to licensing and software agreements.

LAPTOP CARE

The laptop is provided to the student for educational purposes and must be maintained in the condition that it is provided.

- It is the student's responsibility to ensure that the laptop is charged overnight.
- In order to prolong the life of the battery during the day, laptops should be 'shut down' after use, rather than just closing the lid.
- Students are not permitted to change the appearance of a laptop that has been supplied to them under any circumstances. This includes graffiti, stickers or other images being attached to the outside of the device.
- As the device remains the property of MNCC, it is important to understand that the device is subject to routine and thorough inspection by staff, at any time, in addition to annual routine servicing and maintenance.
- At the completion of the school year each student will return their laptop to the school library for safe storage, where it will also be checked thoroughly and assessed for wear and tear. The same laptop will be re-issued to the student at the beginning of the next school year.
- Students will need to exercise care in the yard, not drop their bags, and place them gently out of the way.
- To reduce the risk of damage, it is essential that students utilise the lockers provided to store their laptops during break times. All students need to be aware that any deliberate or reckless action during lessons or break times that leads to the damage of another student's laptop will incur consequences, and the student responsible for the damage will be responsible for the costs of repair.

LOSS OR DAMAGE

Any loss or damage to a device is to be reported immediately to the school on the day that it occurs. If a laptop which has been supplied to a user becomes faulty, the cause of the fault is unknown, and the user has otherwise abided by the terms of this agreement, then the school will endeavour to provide a replacement device while the fault is rectified. In the case that damage has occurred because of deliberate or reckless action, then the school will not provide a replacement device and further consequences will occur. In all cases, however, the Principal will have final say as to whether a replacement laptop is appropriate and/or whether a student retains access to a laptop at all. Malicious, deliberate or reckless damage to a laptop will be charged to the student. In the case of malicious damage or the suspected theft of a laptop, a police report will be made by the school. At the end of Year 12 or in the case of a student leaving Mid North Christian College the laptop is to be returned by the end of the students last day. Unreturned laptops will be billed to the student's account.

An invoice for damage repair or replacement will be made to the students account. For insurance purposes the laptop remains the property of MNCC.

ACCEPTABLE USE

The use of ICT resources at MNCC carries with it responsibilities. Users must, at all times, remember that when using ICT resources outlined in this agreement, they are using those resources provided to them for educational purposes only. Negative use of technology inside our school, which degrades or defames other users or members of our community, or that damages hardware and software, is unacceptable.

The conditions outlined below are in place for all users. Students must:

- Not use the computers for playing games or accessing social media at any time during school hours, including recess or lunch times. This includes games loaded from storage devices or accessed online.
- Only connect to the internet in the approved manner. Students must not attempt to bypass this server, connect to the internet using alternative access devices, connect to the internet using an anonymous proxy server, or bypass any security, filtering or monitoring in any way.
- Not use the internet to access or send content that contains common swear words, or that is violent, racist, sexist, pornographic, malicious, harassing, bullying, offensive or illegal in any way.
- Not download streaming audio or video from the internet unless they have been given specific permission to do so by a staff member.
- Not access any file-sharing websites (e.g. torrents) to download material from the internet, such as music, videos, games or applications, unless they have been given specific permission to do so by a staff member.
- MNCC is not responsible for personal storage of data on the laptops and students are encouraged to save all of their data in more than one place.
- Students are required to store all files on Microsoft One Drive using their school supplied account. This will ensure that all data is saved in the cloud and can be transferred to a new laptop in the case of a failure.

INTELLECTUAL PROPERTY & COPYRIGHT

Students will respect the laws relating to copyright and intellectual property rights when using the network. Students must not copy information from other students, the internet or any other source, unless the owner of that information has given permission for the material to be copied. Students must not copy information and present that information as their own work. Where work is copied, students must appropriately acknowledge the source of that information.

CONSEQUENCES FOR BREACH OF THE LAPTOP CONTRACT & IT USER AGREEMENT

Students should be aware that use of the IT system is recorded in network logs, and is also monitored by IT staff and/or teaching staff to ensure that they comply with this policy. If a breach of this policy occurs students will be subject to the consequences outlined below. In addition, depending on the nature of the breach, students may also be subject to further consequences in line with the school Behaviour Management Policy. Minor breaches of this policy will result in the confiscation of laptops and/or suspension of IT accounts for a period of time. .

- Repeated occurrences of minor breaches, beyond two occasions, will lead to consequences in line with those of a major breach of this policy. Minor breaches include, but are not limited to:
- The playing of computer games
- The streaming of music
- Changing the appearance of the laptop (e.g stickers on the outside)
- Sending emails or messages that contain inappropriate language.

Major breaches of this policy will result in the confiscation of a student's laptop and/or the suspension of IT accounts for a period of up to ten weeks. Additionally, other consequences, such as suspension from school, may be warranted. Major breaches include, but are not limited to:

- Using another students account or password to access the network
- Saving executable programs from any source onto the network or using programs other than those programs installed on the network by the school.
- Use of abusive, sexist, racist or threatening language in any document, message or email.
- Deliberately damaging any equipment, irrespective of the extent of the damage.
- Interfering with any network hardware or software
- Attempting to circumvent network security or to bypass the proxy server.

Please note that the Principal has the authority to suspend or exclude a student from attendance at school if they have behaved online in a manner that threatens the well-being of another child, student, parent, staff or member of the school community, even if the behaviour occurs off-site or out of school hours.

(Please remove this page and return it, signed, to the school)

Mid North Christian College Laptop Contract & IT User Agreement

This policy applies whenever students are using MNCC information technology equipment or services. Student access to, and use of, the MNCC IT System must be:

- only for school use and with regard to subject work.
- in accordance with the information contained in this user agreement

This policy and agreement, along with any additions and amendments, will remain in force as long as a student is enrolled at MNCC. If it becomes necessary to add to, or amend, the policy, parents and students will be advised in writing via the school newsletter.

Parent/Caregiver Agreement

- I have read and understood the Mid North Christian College Laptop Contract and IT User Agreement and understand that student access is granted for educational purposes according to the conditions stated in this policy.
- I understand that the internet is a global network and that Mid North Christian College will monitor student use of the internet, but it is not able to completely control the content or restrict student access to all controversial materials. I agree that I will not hold the school responsible for any material encountered on the internet.
- I am aware that the devices provided to students remain the property of the school and will be subject to a thorough inspection by school staff at any time.
- I am aware that any costs associated with the repair or replacement of information technology equipment that has been deliberately or recklessly damaged by my child may be borne by me, the parent/caregiver.
- I am aware that my signing and returning of this form constitutes a commitment to pay such costs, and that Mid North Christian College policies relating to the recovery of debts will apply.

I give permission for _____ (student name) to be granted access to the Mid North Christian College IT network, internet and equipment.

Parent / Caregiver Signature: _____ Date: _____

Student Agreement

- I have read and understood the Mid North Christian College Laptop Contract and IT User Agreement and agree to abide by those rules and conditions outlined in the Agreement.
- I understand that if I do not abide by this policy, my use of MNCC information technology systems may be suspended and my laptop or network USB will be confiscated.
- I am aware that the device provided to me remains the property of the school and that, at any time, it may be inspected by a staff member in addition to the annual routine inspection.
- Additionally, I understand that I am also subject to the school's Behaviour Management Policy and its consequences while using IT systems or resources.

Student's Signature: _____ Date: _____

Year Level: _____