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Student Resource Scheme – Laptop Program

Student 1-to-1 Learning Program

Participant's Guidebook

Mt Gravatt High School

October 2017



Queensland Government

Mt Gravatt High 1 to 1 Laptop Program

Overview

Since 2008 when computers in schools began, our school has grown in enrolment from 800 to over 1200 students. The wind down and removal of government support for computers in schools over the last few years makes it financially unsustainable to continue with the current take home laptop hire scheme without substantial price increases to parents. Likewise, without increasing hire fees, the school is also impacted upon by committing more of cash flows to replace a quarter of the fleet of computers every year. Many schools have abandoned a one to one program, while others adopted the use of devices of limited capability but lower cost.

We remain committed to a quality device due to the success of ICT integration as tools into learning productivity achieved over the past 7 years and the potential this holds for our students. A new scheme will be phased in from 2017 where years 7 to 9 will continue to have access to a hire scheme and by 2019 all years 10, 11 and 12 students a BYO device selected from an approved school list.

We have taken steps to ensure during the phase in period:

- learning continuity and equity of access for all students. Laptops will still be available for day use.
- protecting the investment in learning technology infrastructure over the past 6 years and continuation of a student safe managed network environment
- being financially responsible to ensure all areas of the school receive adequate funding and resources into the future and
- where parents, who bear responsibility for providing resources for their child's schooling, are asked to commit to providing such a resource, equity, fairness and value for money are high priorities.

Our resource hire fees structure consequently has to change. Some schools charge significantly higher resources fees than at MGHS to cover these costs, or do not conduct a student resource hire or technology scheme at all to provide resources or a device. Some still charge levies. Advice from parents, students and teachers is that they would not want either to occur. The school laptop hire fee from 2017 will be \$300.

Schooling in junior and senior secondary has different demands. The most viable phase in to be adopted from 2017, is that our one to one laptop program:

- will remain a 'for hire' system for Years 7 to 9 students
- BYO 'bring your own' by direct purchase for year 10, 11 and 12 students will be an option from 2017
- Our current year 7 students will be the first cohort, that in 2019, the hire scheme will no longer be available when in years 10 to 12.
- Years 10, 11 and 12 students will be in phase out period of the hire scheme and may either see out the current hire plan or be an early adopter and elect to 'bring your own' by direct purchase laptop.

Terms and conditions - Student Resource Scheme – 1 to 1 Learning Program

1. Principles

- 1.1 In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
- 1.2 The School operates a Student Resource Scheme – 1 to 1 Learning Program that enables a Parent/Guardian to enter into an agreement with the School and provides for the use by the student of a school laptop and or in the case of BYO safe and secure connection for a personally owned device for a specified participation fee.

2. Benefits of the scheme

- 2.1 The purpose of the hire scheme is to provide the Parent/Guardian with a cost effective alternative to purchasing a laptop, through providing access to departmental-owned laptops purchased at reduced prices through the school's bulk purchasing practices. Such provision is an education service that is not met by the State under s.50 (2) of the *Education General Provisions Act 2006*
- 2.2 With the introduction of the BYO option from 2017 for senior students in years 10 to 12 Parents/Guardians now have the option to purchase a device that remains your personally owned device using the schools BYO web portal.
- 2.3 The scheme also ensures that students have a laptop for their education that can be safely connected to the Departmental network and saves the Parent/Guardian time and money in sourcing the prescribed materials elsewhere.
- 2.4 The Student Resource Scheme - 1 to 1 Learning Program is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

3. Parties involved

- 3.1 This Agreement is between the State of Queensland acting through the Department of Education and Training [in particular via Mt Gravatt High School (hereafter called "the School") and Parent/Guardian in relation to provision of computer equipment or safe connectivity for BYO devices to your child (Student).
- 3.2 The Student has been accepted into the School 1 to 1 Learning Program for the remainder of the agreement.

- 3.3 In exchange for the Parent/Guardian complying with this Agreement, the Student Resource Scheme – 1 to 1 Learning Program provides the Student with a laptop computer for educational use at school and home or safe connectivity for BYO devices.
- 3.4 Under the hire scheme the equipment is provided to the Student and remains the property of the School until the end of the arrangement when the Private Treaty arrangement is concluded.
- 3.5 This Agreement outlines the roles and responsibilities in relation to the Student Resource Scheme – Student 1 to 1 Learning Program and the terms and conditions which binds the parties during the term of the provision of the equipment.

4. Equipment provided – Hire Scheme

- 4.1 The equipment, subject of this Agreement, consists of a laptop computer, carry case and power pack. These items are referred to through this Agreement collectively as the “Laptop”.
- 4.2 Each laptop will be:
- commercial grade
 - protected by Education Queensland anti-virus tools and automated updates
 - covered by warranty including the battery
 - able to be connected to the Education Queensland Network and have filtered internet and email
 - able to be used at home and at school for student learning
 - installed with central data storage, common file access, backup and network software resources
 - repaired through the school, where possible, including software and hardware repairs
 - exchanged for a temporary laptop during any repair and maintenance (unless unavailable)
- 4.3 At the end of the provision period, the laptop will be removed from the school network. At this time the laptops will have all licensed software and data removed and be restored to original factory state.

5. Laptop specifications

Dell Latitude E6320/E6230/E7240/E5250

The Dell Latitude E6320/E6230/E7240 is a lightweight/full performing, take-anywhere, durable laptop. It has a stylishly armoured top to bottom with hard-wearing Tri-Metal™ casing and a powder-coated base along with a backlit keyboard, extended battery life designed to last a whole school day.

Features include:

- ultra-low voltage processor
- Intel Core i3 processor 2.1GHz
- 4 GB memory
- 13.3 inch screen
- 320GB storage or SSD
- Wireless network connection
- Student helpdesk
- Full sized keyboard
- 6 hour battery
- 4 year warranty
- Accidental damage protection
- Crush-proof protective case

Acer Aspire 1830/B113/B118

The Acer Aspire 1830/B113/B118 is super-light (less than 1” thick), and is designed to run all day on a single battery charge.

Features include:

- ultra-low voltage processor
- Intel processor 1.33GHz
- 4 GB memory
- 11.6 inch screen
- 320GB storage or SSD Storage
- Wireless network connection
- Student helpdesk
- Integrated webcam
- Full sized keyboard
- 6 hour battery
- 3 or 4 year warranty
- Accidental damage protection
- Crush-proof protective case



6. Rights and obligations – Hire Scheme and BYO

- 6.1 The Student has the right to use the Laptop only in accordance with this Agreement.
- 6.2 The Parent/Guardian must comply with the Agreement and ensure that the Student complies with the *Laptop Rules for Students* in relation to use of the laptop at the School and outside the School for school provided laptops (e.g. at home).
- 6.3 To the extent that the *Laptop Rules for Students* can apply to the Parent/Guardian, the Parent/Guardian must comply with the rules.
- 6.4 The Parent/Guardian must also comply with their respective obligations under the *School's Student Network / Internet Access Agreement* and the *School's Internet Usage Policy*.



7. Period of participation

- 7.1 The School agrees to provide the Laptop or in the case of BYO safe access to the school network and resources to the Student/Carer from the date all parties sign this Agreement and the Student receives the Laptop or brings their BYO device to school for connection.
- 7.2 Subject to clause 7.3, the provision continues until the end of the agreement.
- 7.3 The provision may be ended earlier, at the School's absolute discretion, if:
- the Student is no longer enrolled with the School;
 - the Student is excluded from the School;
Note: The Hire Laptop may be retained within the school during any period of suspension.
 - if, in the opinion of the School, the Student is not meeting the School's behaviour and educational requirements, including absenteeism, fall below the accepted school standard without appropriate justification;
 - the Parent/Guardian fails to comply with this Agreement or the Student Network / Internet Access Agreement and the School Internet Usage Policy; or
 - the Student fails to comply with the attached *Laptop Rules for Students* or the School's Student Network / Internet Access Agreement and the School's Internet Usage Policy.

8. Ownership of laptop – Hire Scheme only

- 8.1 This Agreement does not give the student ownership of the School provided Laptop. The school retains ownership of the Laptop during the term of the provision.
- 8.2 This Agreement and the School's delivery of the Laptop to the Student does not constitute a transfer of ownership, or the obligation to transfer ownership, of the Laptop to the Student or Parent/Guardian.

9. Status of laptop

- 9.1 The Laptop being provided to the Student may not be new, and is likely to have been used before. This is because the laptops have an expected life of approximately 4 years. This may mean that at some point throughout the student's time at Mt Gravatt a new laptop will be given as old laptops are replaced.
- 9.2 Students will be responsible for the laptop (including BYO devices) at all times during school hours. At such times when the student may need to leave the laptop (during morning tea/lunch breaks or teacher-directed activities such as sport), the school will aim to provide a secure location for their storage.

Part B: Laptop Rules for Students - Student Resource Scheme - 1 to 1 Learning Program

9.3 The School may demand the return of the school laptop for any reason, for example, to upgrade software, to inspect hardware or software's operational performance, if there is suspected misuse of the laptop and to verify that it is being used in accordance with this Agreement and the Laptop Rules for Students.

10. Fee for provision of laptop or BYO connection to school network resources

10.1 If the parent / guardian and student opt to participate, a Student Resource Scheme – Student Laptop Program fee will be due and payable by the parent / guardian.

10.2 In the event of loss or damage to, or caused by, the School Laptop, see Clause 16 Loss or Damage.

11. Connection to the internet

11.1 At school, the carriage service and connectivity to the internet is governed by the *School's Student Network / Internet Access Agreement and the School's Internet Usage Policy*. The School reminds the Parent/Guardian of their obligations under this agreement.

11.2 The department provides a web filtering system to protect schools from malicious web activity and inappropriate websites. Students' Internet browsing on departmental owned laptops installed with the MOE CFS build is filtered at school and at home.

11.3 No web filtering system can be 100% effective and students and/or parents should notify the school as soon as possible if an unsuitable website is accessible when using the laptop so that the school can take appropriate action.

11.4 If Internet access at home occurs through private internet providers and is unfiltered, it is the Parent/Guardian's responsibility to monitor student Internet usage. The School accepts no responsibility for consequences of internet access outside the school and will seek to enforce any breach of policy found on a departmental-owned laptop regardless of whether the breach was done at home or not (e.g. cache files for internet browsers containing pornography).

12. Improper use

12.1 The Parent/Guardian must ensure that the School Laptop is not tampered with in order to connect to internet services outside the school and that the school laptop or BYO device is not used:

- for any illegal, pornographic, fraudulent or defamatory purposes;
- for bulk transmission of unsolicited electronic mail;
- to send or cause to be sent any computer worms, viruses or other similar programs;
- to menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive);

Part B: Laptop Rules for Students - Student Resource Scheme - 1 to 1 Learning Program

- to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- 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
- in a way that violates any laws, such as privacy laws.

13. Software

- 13.1 The software loaded by the school on the Laptop is licensed to the Department of Education and Training or the School. The Parent/Guardian must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the School. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.
- 13.2 Students have the right to install additional software onto their school laptop. However, only licensed software can be installed. The student must hold a valid licence for any software installed and the licence must be appropriate for installation on a school owned laptop. Laptops may be periodically audited by the school and the student asked to present a valid licence for any software which has been installed.
- 13.3 Should either a school or BYO laptop require repair (in the case of a BYO device parental permission will be sought first before any repair is undertaken), the hard drive may need to be reformatted and the laptop returned to its originally issued state.
- 13.4 The school is not responsible for restoring any programs, music, pictures or other data which may have been installed by the student. Students are responsible for backing up any work or installed software on the laptops.
- 13.5 In addition, at the conclusion of this agreement, all school installed software and data will be removed and the laptop restored to its original manufacturer's state.

14. Virus protection

- 14.1 Computer viruses, malware and malicious code have the potential to severely damage and disrupt operations within the School and the Department's networks. They can also be costly to restore the network, infected hardware or software to its previous state and operability.
- 14.2 These can enter laptop computers through:
- Removable media such as CDs, DVDs, floppy disks and USB memory sticks
 - Emails / Phishing attempts (emails linking to malicious websites)
 - The internet (including web browsing, FTP programs and chat rooms)
 - File download
 - Network file shares, such as servers and shared folders

Part B: Laptop Rules for Students - Student Resource Scheme - 1 to 1 Learning Program

- 14.3 Departmental laptops have commercial anti-virus software installed. Students with BYO devices must also have an antivirus program installed before they can connect to the school network. As all BYO devices come with Windows 10 and includes as standard an antivirus program this is suitable for use within the school network. The parent/guardian must ensure this software is not disabled. However, anti-virus software cannot be 100% effective if appropriate practice is not followed when using the laptop.
- 14.4 Students have the right to use their school provided laptops at home for limited personal use. If accessing the Internet from home via cable, ADSL or wireless, they should take all steps to protect the school-owned laptop and the department's computer network from virus attacks, including never disabling the installed anti-virus software.
- 14.5 Within the constraints of the departmentally supplied software, the Parent/Guardian must take reasonable steps to prevent malware or malicious code from infecting the laptop.

15. Repair and maintenance

- 15.1 A manufacturer's warranty may apply to the Laptop for some of the period of the provision.
- 15.2 Students must not "personalise" their school laptops in any way by using felt pens, stickers or other marks. Laptops will be identified as belonging to a particular student in a manner determined by the school. Such identification is not to be tampered with.
- 15.3 The Parent/Guardian or Student must immediately return the school Laptop to the School if they suspect the hardware (e.g. laptop computer or power pack) or software is or may be faulty.
- 15.4 The Student and Parent/Guardian must not arrange or allow any repair or maintenance work to be carried out on the school Laptop without prior written consent of the School.
- 15.5 Should the Laptop require repairs or maintenance, a replacement computer may be made available while the computer is being repaired, if available.
- 15.6 Should any repairs be required for a BYO device a report detailing the issue/s and proposed resolution will be sent home for parental permission.

16. Loss or damage

- 16.1 The Laptops provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to, or caused by, any issued item.
- 16.2 Where an issued item is lost or negligently damaged, parents/guardians may be responsible for payment to the scheme of the full (or partial) replacement cost of the item as per the schedule below. Please note these are subject to change as manufactures do make changes from time to time to their insurance policy.

Part B: Laptop Rules for Students - Student Resource Scheme - 1 to 1 Learning Program

Should a change be necessary communication about these changes will be made with parents/caregivers beforehand:

Lost or theft

Should a school device be unrecoverable, the cost of replacement is as follows:

- First case: \$200 (insurance excess)
- Subsequent cases: full replacement cost.

Accidental damage

Where a school laptop is accidentally damaged, schools will invoice a student's parents according to the following sliding scale:

- First incident: \$50
- Second incident: \$75
- Subsequent: \$100

BYO devices are subject to the individual vendor agreements as set out in their policy guidelines. You should consult these for further information.

Wilful and malicious damage

Where a school determines that damage has been intentionally or negligently been caused to a school device, the full cost of repair or replacement may be charged.

16.3 The Parent/Guardian must use their best endeavours to ensure that the Laptop is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the Parent/Guardian to ensure the Laptop in a safe place when it is taken off the School's site.

16.4 The Parent/Guardian must immediately notify the School if the School Laptop is damaged, lost or stolen.

16.5 If the School Laptop is stolen, the Parent/Guardian must report this to the Police as soon as possible. The Parent/Guardian must obtain from Queensland Police a Crime Number and the name of the investigating officer and provide this to the school.

16.6 Advice on how to protect the Laptop is outlined in the attached Use and Care of the Laptop Computer guidelines.

17. Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.



18. Consequences

- 18.7 All School Laptops provided for temporary use by the program remain the property of the Department and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier.
- 18.8 Where an item is not returned, the Parent/Guardian will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Guardian.
- 18.9 Failure to comply with this Agreement may result in the School ending the Agreement including automatic loss of the Laptop or suspension of use for a period of time.

19. Acceptance of agreement

- 19.1 By completing and signing the Student Resource Scheme Participation Agreement form which is included in *FNM-PR-018: Student Resource Scheme* <http://education.qld.gov.au/strategic/eppr/finance/fnmpr018/>, the Parent / Guardian is acknowledging they understand and accept the Terms and Conditions of this agreement.



Laptop Rules for Students

1. You can use the Laptop for your own educational purposes, both at home and at school. The Laptop may be used for limited personal use but not for commercial purposes (e.g. you cannot use the Computer for a part-time job).
2. 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. There may be other disciplinary consequences under your School's Responsible Behaviour Plan for Students as outlined in *SMS-PR-021: Safe, Supportive and Disciplined School Environment* <http://education.qld.gov.au/strategic/eppr/students/smspr021/>
3. The *School's Student Network / Internet Access Agreement* and *Internet Usage Policy* also apply to your use of the network / internet when you are accessing the internet using the Laptop. You are reminded of your obligations under that agreement and policy.
4. 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.
5. You can only have and use the Laptop at the School and at home. Upon request, the School may give written approval for the Laptop to be used in other places.
6. You accept responsibility for the security and care of the Laptop.
7. You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Therefore please ensure all your school work and important documents are backed up onto usb or other device.
8. The software loaded on the Laptop is licensed to the Department of Education and Training or the School. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.
9. All software installed on the laptop must have a legitimate licence. If you have been authorised as a Local Administrator on the laptop, you may install software provided you have a legitimate licence. The school has the right to inspect the licence for any software installed on the laptop at any time. If the school has not authorised you as Local Administrator, then all software must be installed by the School's Technical Administrator.
10. 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 data files stored on the laptop are not to be uploaded to school server(s).
11. You must not open, or allow anyone else to open, the hardware case of the Laptop to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hardware specifications of the Laptop, without the School's written consent.
12. 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.

Part B: Laptop Rules for Students - Student Resource Scheme - 1 to 1 Learning Program

13. 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 or during morning tea and lunch breaks.
14. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the Laptop, for the purpose of causing embarrassment to individuals or the School for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.
15. You must not intentionally use the Laptop or internet services to which it may be connected:
 - for any illegal, pornographic, fraudulent or defamatory purposes;
 - for bulk transmission of unsolicited electronic mail;
 - to send or cause to be sent any computer worms, viruses or other similar programs;
 - to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
 - to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
 - 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
 - in a way that violates any laws, such as privacy laws.
16. 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.
17. 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. If the Participation Agreement is ended, you must return the Laptop.
18. The School can request the Laptop be returned for any reason at any other time.

For more information about the Program and the Laptop Rules for Students, contact:

Daniel Orth, HOD Information Services
Mt Gravatt High School
(07) 3291 5222



Use and care of the laptop computer

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, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- 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.
- Personalise technology devices with methods approved by the school, to ensure students do not get the devices mixed-up.
- 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

- Try to avoid moving 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 key tops 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.
- Never use technology devices to engage in illegal activity, including violation of copyright or other contracts.

Batteries

- Don't use incompatible computer batteries and chargers.
- Computer batteries can get hot during use. Do not use your computer on your lap.
- Have fully charged battery/batteries at the start of each school day. All charging should be undertaken at home, as the school will not have the infrastructure or resources available to charge batteries for every student.
- Don't permit a loose battery to come in contact with metal objects, such as coins, keys or jewellery.
- Don't crush, puncture or put a high degree of pressure on the battery as this can cause an internal short-circuit, resulting in overheating.
- 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.