

ICT Policies.

MacBook Program Policy.

As part of the enrollment process at Sacred Heart College each student is allocated a MacBook and, depending on the Year level, an iPad mini. As the devices will be operated by the student for the majority of the time, it is important that a number of guidelines be established to ensure basic maintenance, backups, etc are performed. The expectations of the program are as follows.

Basic Maintenance

The basic maintenance of the laptop is the responsibility of the student.

- Students should take care when inserting CD/DVD disks.
- A basic hard drive check can be performed by the student. This should be done at least once a term.
- Students will have 'administrator rights' on the MacBook which enables students to install printers, software, etc.

Backups

Backup of important files on the laptop is the responsibility of the student. If a student's MacBook has a hardware or software fault the College will maintain a set of loan machines enabling the student to continue their work. The College will endeavor to copy or retrieve the required work from the student's computer to the loan computer where possible.

- The MacBook comes with extremely easy to use backup software called Time Machine which will automatically backup nominated files when an external drive or USB 'thumb' drive is connected.
- The family has the option to purchase a backup drive if they wish at the beginning of the program or one can be added at any time.
- USB 'thumb' drives can be used as the backup media.
- Students should ensure that this process is completed regularly. Time Machine will automatically warn the student if a backup has not been completed recently.
- Students can upload work to Google Drive as a backup.

Battery use / Charging

To ensure the MacBook and battery are well maintained the following guidelines should be followed.

- Students should bring their MacBook to school fully charged.
- Batteries should not be allowed to completely drain as this can lead to lost work and damaged files. A warning will appear to inform the student when the battery is very low and to shutdown as soon as possible.
- The MacBook power charger should be left at home and not brought to school.
- Students will learn strategies to maximise their battery life whilst at school.

Treatment of the laptop

The MacBook is a durable machine designed for the education market, however it still needs to be treated with care.

- Students cannot 'decorate' the MacBook or laptop bag with stickers, labels or pen/texta and should not remove the identification tags of the MacBook.
- Laptops should **never** be left in lockers overnight. Laptops can be stored at the Helpdesk if the student is unable to take them home due to a valid reason, eg After school sport, etc.
- Cleaning chemicals should never be used to clean any surface of the MacBook.

Acceptable use and Internet Policy

Sacred Heart College has a number of ICT policies including: Acceptable use and Internet use policies. Each policy has been included at the end of this document. All students (including students in the 1:1 program) are expected to comply with these policies.

Repairs and warranty

Sacred Heart College has an Apple Authorised repair center located at the College. This means repairs can be completed on-site, allowing a fast turn around for the MacBooks. Together with this a number of loan machines will be made available to students while repairs are being completed.

- A three year warranty covers the MacBook and power supply for mechanical faults.
- The Battery is covered for failure or defectiveness for three years (1,000 cycles) however it does not include degradation over time.
- All other hardware components, carry bag, etc have a very limited standard warranty.
- During repair a Sacred Heart College MacBook will be loaned to the student, enabling them to continue with their work. **Whilst in the care of the student the loan MacBook is the sole responsibility of the student and any damage to the loan MacBook will be repaired and the cost passed on to the family.**

Compulsory Comprehensive Insurance (CompNow Protect)

The MacBook program has a comprehensive insurance component which covers the MacBook and iPad mini if applicable, against theft, damage and any repair costs which may be incurred. The excess on any claim is \$150. The cost of this insurance is \$225. This one off payment covers the devices for three years and can be paid via any of the following methods;

- Complete the online form at http://intranet.shcgeelong.catholic.edu.au/online_store/
- Pay with Credit card, EFTPOS or cash at student reception

Please bring your receipt to the collection day as proof of purchase.

Having a laptop at home

Some families may not already have a computer in the home and it is important to be aware of some good practices when young people are using technology, especially the Internet. Whilst the majority of Internet activity is positive, care must be taken especially when young people are new to the experience or the home has a wireless network enabling multiple devices to simultaneously access the Internet from various locations.

We recommend the following as a guide for families:

General Advice adapted from ACMA CyberSmart - <http://www.cybersmart.gov.au>

Internet safety is equally important in the home, the library and other public places. By planning to be cybersafe in any location, children are most likely to enjoy fun and rewarding online experiences. There are four key steps to cybersafe practices in the home:

- » **educate**
- » **empower**
- » **make the computer safe**
- » **supervise.**

The four work together towards positive and safe online use. The aim is not only to protect children but to help them learn to make good decisions.

Educate— an essential part of keeping children safe is making them aware of risks, and talking to them about how to avoid potential problems. Visit the Cybersmart website for internet safety information and educational programs suitable for children's use.

Empower— encouraging and supporting children is a positive step towards making them feel confident in their internet use. Children need to know they can make the right choices. They also need to know they can talk to a parent if something happens online that makes them feel uncomfortable.

Make the computer safe— one of the most practical ways to help children stay safe online is to set up the home computer with an internet content filter and other security software.

Supervise— children may behave differently online, than they do in person, so it's important to be involved. By placing the computer in a family area, supervision becomes easier. It is widely accepted that computers should not be located in the student's bedroom.

Using the internet safely at home

Before starting:

- » talk with the family about the importance of staying safe online and having an internet safety plan
- » teach children how to use the internet safely. Use an educational program suitable for the child's age
- » learn about the internet and the types of internet services children use. Check with the local public library to see what courses are offered.

Set up correctly:

- » determine if your internet service provider can assist with advice for staying safe online. If not, switch to one that can
- » look at where the computer is set up. If it is in a bedroom, move it to a public area of the house where it's easier to supervise
- » make sure safety software is installed on the computer. This may include an internet content filter and other security software such as anti-virus programs, spyware and adware
- » use a safe search engine for all web searches. For example Google Safe Search, Victorian Government EduSearch.

Create family guidelines:

- » discuss the benefits and risks of going online with children and offer support if they get into trouble
- » create an internet safety contract with children, setting house rules for internet use.

When online:

- » stay involved in the child's use of the internet and new technologies. Work with them. Set up an account, join the child's 'friends' and see what they are doing. It can be a fun experience for parents too
- » help the child set up their profile to make sure that they don't put too much personal information online
- » check the privacy settings for internet services and see how to report abuse. Many social networking, virtual networks and gaming sites have facilities to do this
- » supervise and monitor the use of the internet, particularly with younger children. If issues arise, address them quickly and know who to report problems to
- » above all, keep the lines of communication open. Children need to be confident that they can talk to an adult about what's happening, without being afraid that they're automatically going to get into trouble.

Additional guidelines.

When using social networking, befriend your daughter or ask another trusted adult to.

If you are concerned about the use of social networking on your daughter's MacBook and feel comfortable, you should ask to become an online 'friend'. You then can see their activity online as would their 'normal' friends. A simple rule for young people online is that if you wouldn't want your family to see it don't post it!

Use the MacBook in common areas.

Students should be encouraged to complete their homework in a common area of the home if possible. This allows parents to easily monitor the student's Internet use and provide assistance when necessary.

With wireless access to the Internet in most homes parents may wish to leave the power charger in a common area of the home. This will ensure that MacBook is not left in bedrooms overnight and it will be charged for the next school day.

Check the browsing history.

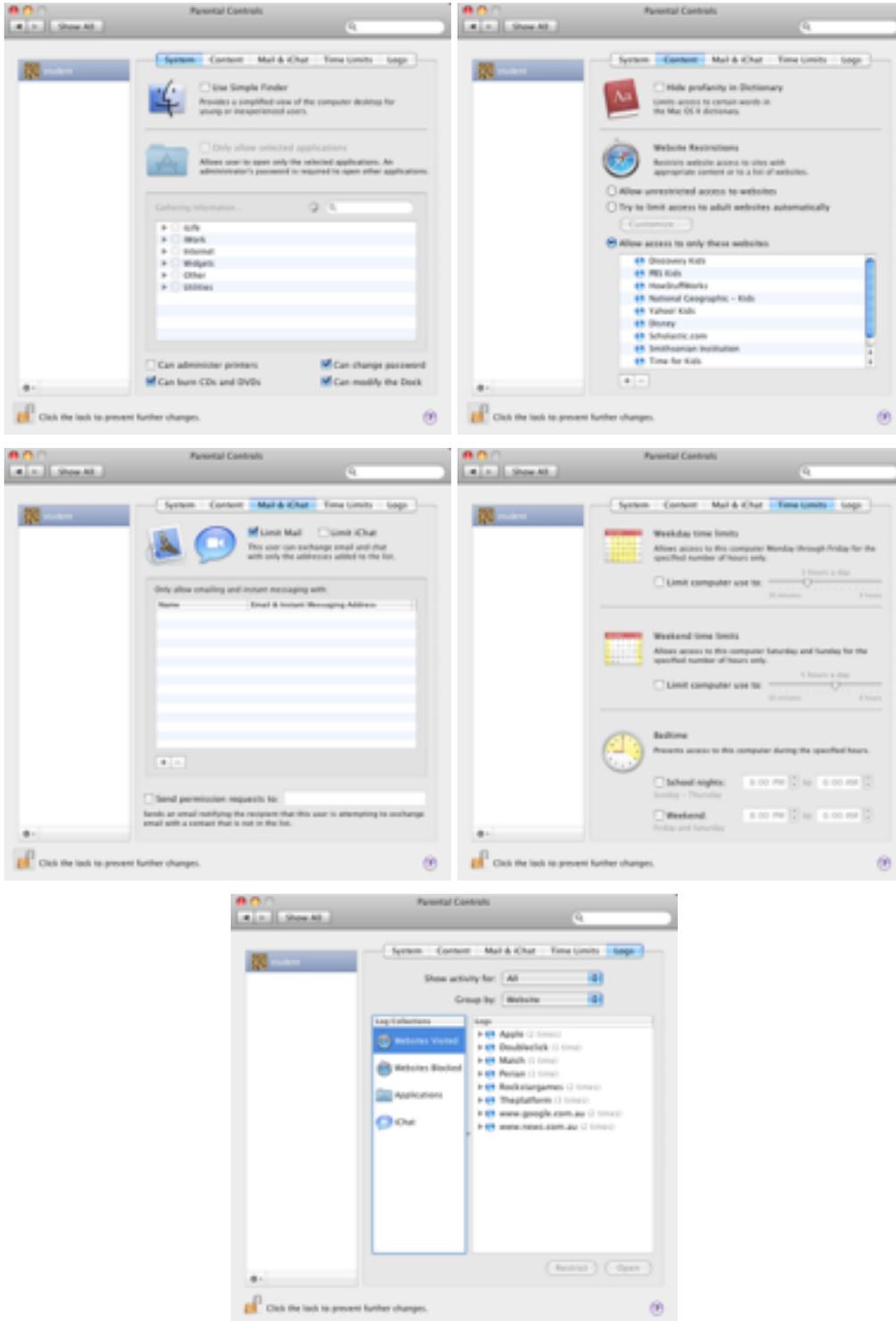
Families should be aware of the ability to look through the browsing history of the computer. Both Safari and Firefox keep a 'trail' of the recently visited sites which can be easily accessed from the history menu. The Parental Controls (see next section) of the MacBook also can track the usage of the Internet. The College has also investigated various Internet Control systems which can be installed on your MacBook.

Additional Internet Controls.

The ICT staff at SHC continually evaluate and test software to provide greater control for parents. As applications are tested and approved parents will be notified via the ICT@SHC newsletter. Please feel free to email any questions to icentre@shcgeelong.catholic.edu.au.

Disabling or reducing the ability of the computer when necessary.

The College can enable Apple MacOS X Parental Controls when requested by families. This can assist with basic filtering of Internet usage, limiting the number of hours the MacBook can be used, reporting on usage and more. The following images show the various settings that can be configured on each MacBook.



ICT Policies.

Acceptable use.

This policy applies to the users of the Sacred Heart College Network, Email, Internet, Intranet and other electronic equipment. This includes but is not limited to all students, staff, contractors, casuals, temporaries and volunteers of the College.

Each individual using the College network agrees that they are solely responsible for their actions, or the actions of others, for all material accessed and all actions undertaken whilst under their account on the network.

Users understand that all aspects of use of ICT will be monitored and that the ICT team may view users files, usage or screen at any time for either maintenance or monitoring.

All users agree not to:

- Use any ICT equipment to negatively effect the learning of any other person.
- Use any ICT equipment to bully, threaten, intimidate or communicate in a negative way to another person.
- Eat or Drink in any location whilst using a laptop.
- Change the default settings on any computer.
- Record either audio or video, take photos or images of any person without their permission.
- Deliberately seek to infect, damage or destroy hardware and/or software including accessing administrator functions.
- Print material that is not school related, ie. personal photos, party invitations, etc whilst at school.

Any breach of these basic requirements could result in costs involved in repair/replacement being payable by you, your account being suspended or other disciplinary action as determined by the Principal.

By using the College Network and Services you agree to accept the terms and conditions outlined in this document.

Email

Sacred Heart College provides an email account for all users. The email system provided is to be the primary one used on the school network. This means that other mail providers such as Hotmail and Yahoo, and all other email providers can be accessed via the network however they are not to be used for official communication.

All users of the email system are automatically added to a series of College circulation lists. These lists enable the College to pass on important and relevant information to its members in an efficient way. Such lists are moderated and all messages submitted must be relevant to the list members.

1. The email tool is to be used for the purpose of electronic communication between two parties. It is not to be used for spam, annoying, harassing or abusive emails, this includes 'chain' or 'forward (fwd)' emails. Email is considered harassment if it offends the receiving party in any way.
2. The individual is responsible for all emails sent and received on their email account.

3. Proper use;
 - a. In a way that may be considered offensive, obscene, discriminatory, insulting or disruptive to any other person.
 - b. No individual shall store, send or knowingly receive any pornographic, or other sexually explicit material.
 - c. The use of email to obtain, disseminate or publicise derogatory, defamatory, offensive, illegal or in any other way inappropriate material which include;
 - i. Language that is not appropriate, such as swearing
 - ii. Offensive or inappropriate cartoons or jokes
 - iii. Ethnic, religious or racial slurs
 - d. The bulk dispatch of emails where this is likely to cause offense or inconvenience to recipients.
 - e. The use of forged or in any way deceptive email messages or headers.
 - f. The circulation of material over which a third party holds an intellectual property right without their explicit permission.
 - g. The use of email must in all ways meet the conditions of the College's equal opportunity and Personal respect and dignity policies.
 - h. Use of a student's name in the subject line of any email should be avoided completely.
 - i. Access to other people's e-mail accounts is not permitted.
4. College e-mail system administrators will **not** routinely monitor an individual's e-mail and will take reasonable precautions to protect the privacy of e-mail. However, e-mail is **not completely confidential and private**. College e-mail system administrators and/or other authorized persons may access e-mail;
 - a. when there is a reasonable basis to believe that this policy or federal, state or local law has been violated;
 - b. to diagnose and resolve technical problems involving system hardware, software, or communications; and
 - c. as otherwise required or permitted by law.

Any breach of the Email policy will automatically result in your account being suspended and further disciplinary action if required.

Internet

Sacred Heart College provides access to the Internet via the College wired and wireless network. This service is provided for school research, assignments and other educational related activities only. The internet is a very valuable research tool and all students and staff are encouraged to use it, provided it is used appropriately.

Students and their parent/guardian must sign the Agreement within this document. All staff are expected to comply with the same guidelines as students.

All users agree not to:

1. Access, view, download, print, distribute or post any material that may be considered inappropriate, offensive, obscene or discriminatory including material that contains adult themes or that has racist, sexist or political content.
2. Access, view, download, print, distribute or post any material, which includes inappropriate comments in relation to individual's disabilities, or any physical attributes.

3. Attempt to break/hack into security mechanisms at the School or any other Internet sites, including the use of anonymous proxy sites.
4. Post any information on the Internet on behalf of the College unless specifically authorised to do so.
5. Copy or download information/graphics/music/video files, from the Internet, unless it/they are fully acknowledged using normal resourcing and referencing rules that applies to the use of hardcopy documents.
6. Create forums, accounts, groups or other listings on Social Networking sites such as Facebook, MySpace, Twitter, etc or create stand alone websites under the name of the College or under the name of any other individual.
7. Use the College logo, name or images in any way unless approved by the Principal.
8. Download unrelated school materials, including games, music, movies and all other unrelated school material.
9. Use at any time chat and/or file sharing programs unless under requested by a teacher. These include MSN Messenger, Yahoo Messenger, Limewire, ICQ, BitTorrent, Skype, Facebook, MySpace and all similar programs.

Any breach of the Internet policy will automatically result in your account being suspended and further disciplinary action if required. Students should be aware that if their account is suspended this will not be a valid excuse not to complete any classwork.

Intranet

The College Intranet is a dynamic interactive learning environment accessible by all members of the College community and as such care must be taken when using this resource.

All users agree to:

1. Use the same principles as the College Internet policy with regard to content posted to the Intranet.
2. Report any misuse to the IT Helpdesk.
3. Not attempt to hack/break into any area of the Intranet.
4. Respect others.
5. Logout of their session when leaving the computer and never leave a session open and unattended.

A failure to comply with the above conditions will, in the first place, subject students to the usual discipline procedures of the College.

This may result in full denied access or suspended access for a specific period of time, at the discretion of the Year Level Leader and the ICT Manager.

The Deputy Principal and Principal will handle severe breaches.

Monitoring.

The College reserves the right to monitor and log the use of its computer facilities including email and Internet use and to take appropriate action where use is a breach of College policies, poses a threat to security and/or damages the College's reputation.

Student use of College computer facilities must be related to schoolwork. Access to and time spent using many of these facilities is automatically logged when at school. Students using the home internet filter will also have their internet usage monitored when outside the school.

Specific monitoring facilities may include:

- CC T V in some rooms and around the grounds
- Software may be used that allows staff to observe students' computer use at school
- Log files indicating login history and use
- Student email software filtering which quarantines any email with inappropriate language or content
- Internet software filtering which logs Internet use at school
- Should parents allow the use of the school internet filter at home then internet use outside school can be monitored.

Online Translators

We recognise that students use technology on a daily basis as a learning tool. While it is acceptable to use online translator sites for looking up individual words, students who use this function to translate complete sentences and pass it as their own, are in breach of academic honesty. Students guilty of such acts will receive an Unsatisfactory Effort form to be signed by parents and this will also be reflected in the Language B report under effort / uses dictionaries / online reference tools effectively. The student's access to the MacBook in the Language class might also be reviewed. Furthermore, we expect students to use the dictionaries purchased for their subject as it is a requirement that they understand how to use a dictionary throughout their language studies.

Equipment Loans

The College makes available many different types of equipment available for loan during school hours as well as overnight or on weekends. During school hours laptops, digital cameras, projectors and many other devices can be borrowed from the IT Helpdesk. Staff and students can borrow equipment based on the following;

- The items are charged and in good working order.
- When requesting more than 3 items a booking must be made at least one school day prior.

Staff and students often wish to borrow equipment for overnight or weekend use. The College makes available laptops, digital video and still cameras and tripods to students from the IT Helpdesk. Staff may also request to borrow other equipment normally available to them while at school.

The College will make every effort to assist the staff member or student by making equipment available to support them, providing;

- The equipment requested is readily available.
- The borrower has signed the Equipment loan form and understands the insurance/replacement costs.
- The equipment is being loaned for a College/Educational related purpose.

All loans may or may not be approved at the discretion of the Principal. Applications for loan equipment must be made using the appropriate forms at least 3 school days prior to the start of the loan and should be forwarded to the Principal or Deputy Principals for approval.

Privileges to borrow equipment may be revoked or suspended due to the following:

- Repeatedly returning equipment late.

- Returning equipment that is damaged or otherwise not complete or in good condition.
- Repeatedly not picking up booked equipment.

Forms.

Commonly used ICT forms.





Sacred Heart College
Geelong

Sacred Heart College Geelong

Retreat Road, Newtown, Australia 3220

T: 03 5221 4211 F: 03 5221 3634

e: info@shcgeelong.catholic.edu.au

shcgeelong.catholic.edu.au



**Sacred Heart College MacBook Program.
Request for Parental Controls to be changed.**

Parental controls can change the way the student's MacBook can be used. A number of settings can be changed to assist families with acceptable use in the home. Once this form is completed and returned an ICT staff member will make contact to confirm the changes that are required before changing any setting.

Please indicate which controls you would like to have enabled.

Please Tick	Controls	Setting required
	MacBook cannot be used after a set time (Weekdays). (Eg: 8:30PM)
	MacBook cannot be used after a set time (Weekends). (Eg: 8:30PM)
	Limit the total number of hours the MacBook can be used on Saturdays and Sundays. (Eg: 3 Hours)

Student Name Homeroom

Parent / Guardian Name

Contact telephone number

Signed (Parent/Guarden)

Date

.....

SCHOOL USE ONLY:

ICT Staff:

Contact made with parent on : ___ / ___ / ___

Notes :

.....

.....

Principal/Deputy Principal/ICT Manager: Permission Granted: _____

ICT Staff: Changes applied:

.....

.....

Date: ___ / ___ / ___



Sacred Heart College
Geelong

Sacred Heart College Geelong

Retreat Road, Newtown, Australia 3220

T: 03 5221 4211 F: 03 5221 3634

e: info@shcgeelong.catholic.edu.au

shcgeelong.catholic.edu.au



Sacred Heart College MacBook Program. Request for iPad management.

Parental controls can change the way the student's iPad can be used. A number of settings can be changed to assist families with acceptable use in the home.

Please indicate which controls you would like to have enabled.

Please Select	Controls
	Highest control • Disable installation of Apps, Camera, screen capture, Siri, iMessage, Youtube, iTunes.
	Medium control • Disable installation of Apps, iMessage, Youtube, iTunes.
	Low control • Disable iMessage. • Restrict App purchases to 12+ apps only.

Student Name Homeroom

Parent / Guardian Name

Contact telephone number

Signed (Parent/Guarden)

Date

SCHOOL USE ONLY:

ICT Staff:

Contact made with parent on : ___ / ___ / ___

Notes :

Principal/Deputy Principal/ICT Manager: Permission Granted: _____

ICT Staff: Changes applied:

Date: ___ / ___ / ___



Sacred Heart College
Geelong

Sacred Heart College Geelong

Retreat Road, Newtown, Australia 3220

T: 03 5221 4211 F: 03 5221 3634

e: info@shcgeelong.catholic.edu.au

shcgeelong.catholic.edu.au

Sacred Heart College MacBook Program. Request for Additional Internet Controls.

Parental controls can change the way the student's MacBook can be used. A number of settings can be changed to assist families with acceptable use in the home. Please note this system is a subscription service which costs \$45 per year (this cost will be added to your school fees).

Please indicate which controls you would like to have enabled.

Please select	Controls
	Allow Social Networking sites between 5pm and 6pm only
	Allow Social Networking sites between 6pm and 7pm only
	Allow Social Networking sites between 7pm and 8pm only
	Allow Social Networking sites between 8pm and 9pm only
	Block Social Networking sites after 7pm
	Block Social Networking sites at all times
	Complete Internet block outside school network

Student Name Homeroom

Parent / Guardian Name

Contact telephone number

Signed (Parent/Guarden)

Date

.....

SCHOOL USE ONLY:

ICT Staff:

Contact made with parent on : ___ / ___ / ___

Notes :

Principal/Deputy Principal/ICT Manager: Permission Granted: _____

ICT Staff: Changes applied:

Date: ___ / ___ / ___



Sacred Heart College Geelong
Retreat Road, Newtown, Australia 3220
T: 03 5221 4211 F: 03 5221 3634
e: info@shcgeelong.catholic.edu.au
shcgeelong.catholic.edu.au

Sacred Heart College MacBook Program. Insurance Incident Notification Form.

Student

Name

Homeroom

Parent / Guardian

Name

Contact telephone number

Briefly describe how the loss or damage occurred:

.....
.....
.....
.....

Details of incident:

Place	
Date	
Time	

I am aware of an excess of \$150 applies to all successful claims.

Signed (Parent/Guardian)

Date

This form must be returned before a loan laptop will be issued to a student.