

One to One Student Computer Program, Supply and Usage Guidelines

Introduction:

The Mary MacKillop One to One Computer Program provides each student with a portable computer to use at school and at home to enhance learning outcomes. The computer is an expensive device that needs care when using and transporting. Parents and carers need to be aware that while the College provides the computer for each student at no extra cost, the cost of replacements and repairs are not covered and will be charged to the College fee account. For the program to operate efficiently, this policy sets out the conditions under which the student computers are provided for use while studying at Mary MacKillop College.

Ownership of the student computer:

- At all times the student computer remains the property of the Mary MacKillop College.
- Students have use of the student computer only whilst they are enrolled at the College.
- When leaving the College, students are to return the student computer and all accessories in good working order. Every device will be checked for damage and the College fee account will be charged for the cost of repair or replacement of the computer and accessories.
- Parents can insure student computers if they wish as they are not covered under the College's policy. Replacement costs vary but are around \$1,200.00 depending on the age of the computer. The College will charge the nominal value of the student computer based on its age if it is lost, not the full new replacement cost.
- Students must only use the College provided computer while at school. No other devices are allowed.

Home Use of Student computers

- Students must take their computer home with them each night to use for assignments, assessment tasks, homework or other school related work only. The computer battery is to be recharged at home each night ready for the next school day.
- The student computer can be connected to the internet at home (via a home wireless connection or USB modem) at the parent's/carer's discretion. Parents are encouraged to supervise proper usage of the student computer at home, especially whilst students are using the internet. While at school, connection to the internet is via the College network only and browsing is filtered for inappropriate content.

Security

Students are responsible for the care, maintenance and security of the computer, as outlined below.

Care, Storage and Transport

- The student is to take care of the physical appearance of the computer. They are not to personalise or deface the physical appearance of the computer in any way.
- All steps must be taken by students to make sure the computer is stored securely and transported safely.

- Student computers should always be stored in the computer case that has been provided when being transported or not in use.
- At school, the student computer will be in the student's possession during most classes. When it is not in their possession, it must be stored in its case and placed inside the student's locker. Lockers must be secured and not left unlocked at any time.
- When transporting the student computer to and from school, it must be treated with due care. The device must be in its case, inside the student's school bag and not visible.

Software

- The student computer comes preconfigured with software that has been chosen to assist students meet the requirements of the curriculum.
- Students must not delete or replace any software supplied by the College; however, they are permitted to add appropriate software to assist with organising their work.
- Students will also be able to install home-based printers, scanners and other peripheral devices if they wish.
- When changing the computer setup, it is important that in doing so they do not interfere with the primary setup of the device. The computer must still be able to access the internet through the College network.
- If problems are noted, the computer must be taken to the support staff for fixing. This may result in the loss of data.
- Software is updated or upgraded occasionally, usually via the College network while the student computer is in the student's possession. There will be times, however, when updating software can only be done by returning the device to support staff.

Battery

- It is the responsibility of the student to maintain the battery charge in the computer. The battery is to be fully recharged each night ready for school next day. A fully charged battery should last for the whole of the school day.
- There will be limited facilities at school for recharging batteries or connecting the student computers to power.

Loss, Theft, Damage

Loss:

- If the device is lost at school, it must be reported to the Heads of House immediately. If the device is lost when not at school the Heads of House and the Police must be notified. A copy of the police report must be forwarded to the College confirming the loss.
- In both cases above, if the student computer is not recovered, parents and carers will be charged the cost of replacement depending on the age of the machine. (see Cost below).

Theft:

- If the student computer is stolen the Heads of House and the Police must be notified. A copy of the police report must be forwarded to the College confirming the theft.
- If the student computer is not recovered, parents and carers will be charged the cost of replacement depending on the age of the machine. (see Cost below).

Damage:

- Any deliberate damage to the device must be reported to the Heads of House.
- Accidentally damaged machines should be taken to IT support to be sent for repair.
- In both cases above, parents and carers will be charged the cost of repairs of the device (see Cost below).

Summary of Computer Costs:

- The cost incurred for the loss, theft or damage to a student computer may be considerable and will be calculated based on the age of the machine.
- These expenses will be added to family tuition accounts and must be paid promptly.
- Any disputes arising from these charges must be communicated to the College immediately.
- The formal debt recovery process also applies to these charges through the College's debt collection agency. Any costs associated with this action would be at the additional expense of the families concerned.

Summary of Costs:

Type of Charge	Amount Charged
Damage to Student computers/Tablets screens requiring replacement for any reason:	\$99 - \$400 per incident charged to the College Fee account depending on device model and number of incidents**
Damage to other Student computer/Tablet components requiring replacement for any reason:	Repair costs, as set by College repair contractor, plus administration fee, will be charged to College fee account.
Removal of permanent pen marks from Netbook	Repair costs, as set by College repair contractor, plus administration fee, will be charged to College fee account.
Replacement power adapter Replacement stylus Replacement of Netbook case	\$45 - \$75 depending on device model** \$75 - \$110 depending on device model** \$50**
Non-return of Netbook to the College when student leaves or when device requires total replacement for any reason.	\$850** to \$1,300 ** Depending on age of machine.

** There are different makes and models of computers in use at the College, so costs may differ.