

Heathfield High School

Information Technology

Laptop Policy

Version 0915

This policy applies whenever you are using a laptop which has been issued to you by Heathfield High School. It should be read in conjunction with the Heathfield High School Cyber Safety & Acceptable Use Policy.

In some cases, conditions of this policy will override or modify conditions in the Heathfield High School Cyber Safety & Acceptable Use Policy. Where this is the case, students must ensure that they apply these conditions only when using their personal laptop. When using school workstations, the conditions stated in the Cyber Safety & Acceptable Use Policy will apply.

Your Laptop

- Your laptop is issued to you on long-term loan, but remains the property of Heathfield High School.
- Your use of the laptop is conditional upon your continued enrolment at Heathfield High School.
- When you cease enrolment at Heathfield High School, or on any date that the school specifies to you, you must return the laptop in good working order and repair, complete with all accessories.
- When returning your laptop, you must ensure you have a backup of any critical data stored on it. It may be re-imaged, causing the loss of all data on the laptop. Heathfield High School accepts no responsibility for the lost data.
- If you do not return the laptop in its original condition, Heathfield High School will invoice you for the cost of any repair or replacement of the laptop that is not covered by the warranty and/or accidental damage insurance.
- Heathfield High School does not give any warranty, representation or assurance as to the quality, fitness for purpose or safety of the laptop. Your laptop is subject to a manufacturer's warranty which covers any faults in materials or manufacture. This manufacturer's warranty does not cover accidental or malicious damage, including, but not limited to, the breakage of the screen. However, accidental damage may be covered by an accidental damage insurance policy.

Caring For Your Laptop

- It is your responsibility to carry the laptop in the protective case that was provided as part of the laptop package, and to ensure that heavy objects are not placed on top of the laptop.
- Your laptop will carry labels showing your name and school details, identification numbers and barcodes, and operating system licence numbers. These labels must not be removed or damaged in any way. The removal of, or damage to, the operating system licence sticker invalidates the licence. If this occurs, you will be charged for the cost of an equivalent operating system licence.
- You must not modify, or attempt to modify your laptop hardware, or dismantle your laptop in any way, as this will void the warranty.

Use of Your Laptop

- You must bring your laptop to school each day with the battery fully charged. You should not bring the battery charger to school. Heathfield High School cannot provide facilities for battery charging during the school day.
- Your laptop is issued to you for educational use. In addition, you may also use your laptop for personal use when not at school, provided that use does not affect the performance of the laptop for teaching and learning.
- You must not allow your laptop to be used by other people, other than your parent(s) or caregiver(s).
- You must not use your laptop for any commercial purposes.
- You must not take your laptop on holiday overseas, unless specific permission has been granted by the Principal.
- Your use of the laptop must be in accordance with this policy, and the Heathfield High School Cyber Safety & Acceptable Use Policy.

Security of Your Laptop

- Your laptop is an expensive item of school property. You have a responsibility to care for and safeguard the laptop in a responsible manner.
- You must take appropriate precautions to prevent theft or damage. Your laptop should not be left unattended in a public place, in an unlocked vehicle, or in a locked vehicle if it is visible from outside the vehicle.
- Any instances of loss, theft, damage, or vandalism must be reported immediately to Heathfield High School. In the case of loss or theft, you must also report the loss or theft to the police, and provide a copy of the police report to Heathfield High School

within 24 hours.

- In the case of loss or damage as a result of negligence, abuse, malicious act, or loss from an unsecured location, you will be responsible for meeting the cost of repairs to, or full replacement of, the laptop and/or its accessories.
- In the case of loss or damage, the Principal will determine whether a replacement laptop is supplied by Heathfield High School.
- **You should be aware that your laptop contains tracking software that may determine the location of a lost or stolen computer.**

Maintenance of Your Laptop

- If you experience any problems with your laptop, you should return it complete with all accessories to the IT Help Desk. An IT technician will evaluate the problem.
- In most cases, the IT technician will rectify any operational problems by re-imaging the laptop. When your laptop is re-imaged, all data stored on the laptop will be lost. It is your responsibility to ensure that any data on the laptop, especially critical data, is backed up by copying that data to Heathfield High School's network servers. Heathfield High School accepts no responsibility for the loss of data stored on your laptop.
- Should the problem with your laptop involve a hardware fault, it may be necessary for the laptop to be repaired by the manufacturer's service agent. In this case, Heathfield High School will endeavour to provide a loan laptop for the duration of the repair. However it is not possible to guarantee that a replacement laptop will be available.
- **Heathfield High School reserves the right to recall your laptop at any time for the purpose of routine maintenance of hardware or software applications, or inspection of the laptop's condition. Should you be notified that your laptop has been recalled, you must deliver it to the IT Help Desk, complete with all accessories, within 48 hours of such notification.**

Software

- Your laptop will be loaded with a software image containing an operating system and applications configured for use on the Heathfield High School network.
- Where appropriate, additional educational software may be installed by IT staff for those students who are studying specific subjects.
- **Heathfield High School has legal responsibilities with respect to copyright and intellectual property rights applying to software applications. In addition, the performance of your laptop may be adversely affected by software incompatibility issues. For these reasons, you must not install any additional software on your laptop.**

Printing Software Installation

- This section modifies the Heathfield High School Cyber Safety & Acceptable Use Policy when you are using your laptop while it is disconnected from the Heathfield High School network.
- In general, you must not install any software on your laptop. However, you are granted specific permission to install printer drivers and associated software for the express purpose of connection to a home printer.
- **Please be aware that such installations are at your own risk. Heathfield High School IT staff will not be able to assist you with problems relating to the installation of printer drivers. Should your laptop be adversely affected by the installation of inappropriate or faulty printer drivers, Heathfield High School IT staff will rectify the problem by re-imaging your laptop, with the consequent loss of all data stored on the hard-drive.**

Storing Data Files

- This section modifies the Heathfield High School Cyber Safety & Acceptable Use Policy when you are using your laptop while it is disconnected from the Heathfield High School network.
- If you are using your laptop while you are not connected to the school network, you are granted specific permission to save data on the D drive of the laptop. However, it is your responsibility to ensure that this data is subsequently backed up, by copying your files to the Heathfield High School network servers when you next reconnect to the network.
- In addition, it is very strongly recommended that you also keep a backup of these files on a portable storage device such as a USB drive. This backup device should be kept separate from your laptop to ensure that your data will not be lost in the event of the loss or theft of your laptop.
- You must not save documents to your desktop, as this will increase the time it will take for you to log-on or log-off the network.
- **You should be aware that all files stored on your laptop can be monitored by IT staff and teaching staff to ensure that you are not saving inappropriate material.**

Transfer of Ownership

- Ownership of your laptop may be transferred to you when you leave Heathfield High School.
- Transfer of ownership will require a formal agreement between the student and/or parent, and the payment by the student or parent of any outstanding balance, plus the residual sum of \$10.00.
- **Transfer of ownership will only be permitted and will only occur after the laptop has been returned to the Heathfield High School IT Help Desk to allow the removal of all school-licensed software, and reinstallation of the original base operating system.**

What Happens If You Breach This Policy?

- If you breach this policy, the conditions and consequences stated in the Heathfield High School Cyber Safety & Acceptable Use Policy will apply.