Glasshouse Country Christian College

Student Laptop (MacBook) Program Handbook 2013
WHY A LAPTOP PROGRAM?

For a long time now computers have formed an important part of the educational landscape for any school. There is no greater research, storage and presentation tool for student use. This has been a well-established fact but there was a limitation that prevented computers from reaching their true educational potential, that being, the computers had to remain anchored to desks and tethered to power chords and network leads in rooms called labs. There has always been great competition for lab time and they have always been the most in demand specialist classroom of any school. At times students have had to miss out and educational programs had to be compromised due to a lack of access.

In recent years portable computers have become more affordable and wireless access more possible. Now with the assistance of funding provided to all schools through the National Secondary School Computer Fund we are able to supply all Year 10, 11 and 12 students with a laptop. Our computer of choice is the MacBook 13” by Apple.

The purpose of this handbook is to make very clear for you as parents and students of the College how the program will work, yours and our obligations and all the terms and conditions associated with the laptop program options.

We are very excited about this program and believe it will have great benefits for our students. Learning will be enhanced and our students will be better prepared for the demands of the 21st century.

Mike Curtis
Principal
THE PROGRAM IN SUMMARY

All students in Year 10, 11 and 12 will be issued a 13’ MacBook. The student is given Administrator Rights to the machine and it is the student’s exclusive responsibility to ensure that it is properly looked after and charged ready for use every day.

TECHNICAL SUPPORT

The MacBook has been chosen because of its robust build quality and its ease of use. A manual called the Mac Guide is available for download from the College website. Students will be given elementary instruction as to how to access and store files and some basic software usage.

If the machine becomes damaged in some way or the machine is not functioning properly it must be returned to the IT Department immediately. A Request for Technical Support form will need to be completed.

The following websites may be of some assistance

The Apple Learning Interchange  http://edcommunity.apple.com/all/

MANAGING YOUR FILES AND SAVING YOUR WORK

- All data needs to be backed up regularly in case the machine fails.
- All data should be saved to the “home drive” which is the local drive on the computer.
- A portable hard drive needs to be purchased to facilitate this backup.
- Students will be demonstrated how to operate the “Time Machine” application on the MacBook.

CYBER AWARENESS/PRIVACY

Keeping Safe on the Internet and Privacy

Glasshouse Country Christian College employs a content filtering program, Getbusi, and also has sophisticated tools to enhance filtering including the ability to indicate the top 50 sites used by users (daily or monthly) as well as the top 50 users (daily or monthly). In addition, the IT technician staff can trace all sites visited by users, the time visited and even the search items used in a Google search.

A growing concern is the invasion of privacy that occurs when you choose to respond to online surveys, sign up for free services or when you purchase online. ‘Spyware’ programs are computer programs that are installed without the users’ knowledge which gather information about someone without their knowledge, and ‘Ad-aware’ are programs that tell you that information is being gathered and used for commercial
purposes. Additionally, identify theft and fraud can occur through a process of ‘phishing’. Through email or fake websites, someone could impersonate a legitimate organisation (such as a Bank) to obtain personal information. This information can then be used to defraud. It is imperative that personal information is not revealed via email.

Cyberbullying
Cyberbullying is an increasing concern and can best be described as electronic bullying. It occurs when threats are made via email or mobile phone or when defamation occurs on websites.

Cyber-bullying has been defined as "when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person",[2] or as "when an electronic device is used to attack or defame the character of a real person. Often embarrassing or false information about the victim is posted in an online forum where the victim and those who know the victim can see it publicly.

Cyber-bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender, but it may also include threats, sexual remarks, pejorative labels and terms, ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact aimed at humiliation. Cyber-bullies may disclose victims' personal data (e.g. real name, address, or workplace/schools) at websites or forums or may pose as the identity of a victim for the purpose of publishing material in their name that defames or ridicules them. Some cyber-bullies may also send threatening and harassing emails and instant messages to the victims, while other post rumors or gossip and instigate others to dislike and gang up on the target.

Cyber-bullying in any form is completely unacceptable at the College. Any student that has been found to engage in such behavior may have their computer privileges revoked.

Monitoring at School
Students may encounter random audits on their MacBook by their teachers or the IT Department Staff. These checks include searches for inappropriate images, illegal downloads or non-standard software.

Monitoring at Home
It is important that parents understand that the internet filter employed at the College does not extend to the home and that parents need to provide for their child’s online safety in the home. Parental controls will facilitate appropriate and safe use of the MacBook at home. Parents will be able to allow access or disable parental controls at their discretion. To find out more about Parental Controls on the MacBook visit: http://www.apple.com/au/macosx/leopard/features/parentalcontrols.html

APPLE SOFTWARE UPDATES
Apple will regularly prompt the user to update current software and the College recommends that software be updated. Software updates cannot be performed while in class.
FREQUENTLY ASKED QUESTIONS

Can I use the computer and software throughout my time at Glasshouse Country Christian College?
Yes.

What if I already have a MacBook or laptop computer?
You will be able to use your laptop at school as long as the Acceptable Use Guidelines of this document are adhered to. If you require a replacement computer for whatever reason you can apply for one through the IT Department.

What will I do without a computer in my classes if my MacBook is being repaired or while I am replacing it if it is lost or stolen?
We stock a limited number of MacBooks that may be provided during school hours for exceptional circumstances. You will be able to apply for a loan unit at the IT Department.

How do I connect to the internet at home?
You may connect to the internet using a cable Ethernet connection or wireless Ethernet connection. If you have service with an Internet provider, you simply need to plug the Ethernet cable into the Ethernet port on the MacBook. If you have a wireless home network, you must set the MacBook to connect to your wireless connection. Technical support for home connections will not be provided.

Will there be facilities to back up the files I create on my MacBook?
It is highly recommended to use the Mac application Time Machine for back up storage. You must save your documents to an external hard drive, purchased by you.

Are Student MacBooks subject to school checking and if so, what if they bring their MacBook in for repairs and objectionable data is detected?
Inappropriate material on MacBooks should be reported to the Classroom Teacher, PC Teacher or Head of Senior immediately upon identification.

Who will own the MacBooks?
The MacBooks will always remain the property of the College, as such students need to exercise the highest care in looking after them.

What happens if the MacBook is stolen?
Part of the cost of the MacBook is comprehensive insurance, which covers theft or loss. There will be a $200 excess in the case of lost or stolen MacBooks, payable by the student before a replacement will be issued.

What about recharging the MacBook during the day?
Charging of the battery during the day while at school will not be possible unless it is done in the library during Lunch break. Students will not be permitted to plug their machine in during any lesson time. The MacBook will have a long battery life (about 8 hours). Students will be expected to charge their MacBook the previous night so that they have a fully charged battery for the following day.

Where will my child store his or her computer during the school day when it is not in use?
All MacBooks must be stored in their locked locker.
Will my child still have to have text books and exercise books?
Yes they will. It is important to note that the MacBook will become an integral tool in your child’s comprehensive education along with printed and hand written material such as text books and exercise books. NOTE: Students will still need exercise books as not all work will be completed on the MacBook. In the future we will provide text books in electronic format, where it is appropriate, on each student’s MacBook.

What will my child do if his/her MacBook breaks and is out of action for a week or so?
Any MacBook faults will be assessed by the GLASSHOUSE COUNTRY CHRISTIAN COLLEGE staff at the IT Department and each situation may require a unique solution pathway. Genuine software or hardware failures will qualify issuing of a temporary replacement laptop for classwork. All damage must be submitted to the IT Department and a Damage Form must be completed.

Can they leave the MacBook at school overnight?
No. Students must take their MacBook home every night.

How will students transport their MacBook from home to school and vice versa?
The computer will be transported in the student’s school bag.

CONTACT DETAILS
For all Technical related issue please refer to Roland Munyard - roland.munyard@gccc.qld.edu.au
For all Administrative and Policy related issues please speak with Administration admin@gccc.qld.edu.au
TECHNOLOGY ACCEPTABLE USAGE POLICY

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<thead>
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<th>Policy Name</th>
<th>Technology Acceptable Usage Policy</th>
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<td>Principal</td>
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Overview
The computers and computer network at Glasshouse Country Christian College together with access to the internet and email are provided for educational and professional purposes. The use of these facilities should therefore be consistent with that purpose, as detailed in this document.
College employees and students must adhere to all elements of this policy. Those whose responsibilities include the teaching and supervision of students access the internet, and using other electronic resources should be familiar with the Student aspect of this Policy.
The principles of behaviour relating to the use of school resources include: respect for the law; respect for other people; and respect of the Glasshouse Country Christian College’s mission and values. The principles of conduct also assume integrity, diligence, economy and efficiency from the users.
We believe that the benefits to students from access to computers and the Internet, in the form of learning, information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors, are responsible for setting and conveying the standards of behaviour that their children should follow when using media and information sources.

Classroom Requirements
Teaching staff have a responsibility to:
- Ensure that students have clearly defined tasks for using the on-line services and resources,
- Provide appropriate levels of supervision,
- Educate students about intellectual property and copyright laws,
- Provide students with an ethical understanding of the issues regarding plagiarism, and
- Educate students about the information handling skills of on-line research, including evaluating, verifying and citing the on-line sources of their information,
- Educate students in locating suitable resources available through catalogues, directories and teacher developed resources lists, and also when to use search engines.
- Maintain confidentiality of personal username and password
- Only use the computer under your personal username and password

Students have a responsibility to:
- Maintain confidentiality of personal username and password
- Comply with instructions of teacher,
- Conform to acceptable school behaviour, conduct and standards,
- Enter a computer room only when a teacher is present,
• Refrain from bringing music, mp3 files and any other non-school related digital material and devices
• Respect the equipment and not cause deliberate damage or modification
• Respect the network security of the College and refrain from attempting to ‘hack’ the network or gain access to the network via someone else’s login and username.
• Ensure that, when required, electronic media is virus checked prior to reading or writing to it,
• Email accounts are only to be used for school purposes
• Ensure computer room equipment is not swapped around. That is, no changing of keyboards, mice or other equipment from one computer to another,
• Report all equipment faults to your teacher immediately, and
• Honour the agreement they have signed
• Never trespass in another person’s computer folders.

Legal Implications
For legal purposes email has the same standing in court as paper documents. Users must be aware that the college can be involved in litigation. Records relating to use and activities involving email, internet and intranet can be requested by a court order or subpoena. These include matters affecting legal proceeding, affecting personal affairs of employees, parent, students, or third parties, as well as relating to research, or other communications even if communicated in confidence.
Email residing on or transmitted across the Glasshouse Country Christian College system is the property of the College. All electronic files are the property of the College, and users should act on the basis that they can be, and where necessary will be, held accountable for their messages and stored files.
While all transmissions remain the property of the College by law, all efforts to retain professional confidentiality will be made. Confidentiality is not guaranteed regarding private emails that are sent/received on the College system. All internet activity is recorded for individual users. Reports of this activity are continually being monitored. Over time, all employees and students could expect that the record of their internet activity will be viewed by senior staff of the College.

Employees: Should access to an individual’s files or internet logs be necessary for an alleged criminal offence or serious disciplinary matter the individual concerned will generally first be told the circumstances of the complaint and will be requested to be present when the files or logs are opened. The individual may be accompanied by their Union representative, or a colleague. Notwithstanding the above, the College reserves the right for any reason whatsoever to inspect without forewarning any files or logs held on any College computer.

Students: Where there is an alleged criminal offence of serious disciplinary matter concerning a student, the individual concerned will generally first be told the circumstance of the grievance. Parents will be informed, and disciplinary actions taken. The College reserves the right for any reason whatsoever to inspect without forewarning any files or logs held on any College computer.
Acceptable Use Parameters
Appropriate activities for acceptable use include:
- Correspondence with colleagues and contacts around the world via email
- Connecting to resources that provide a variety of academic and employment related information
- Exploring the internet looking for information and resources useful in carrying out academic and professional requirements
- School-based or authorised IRC (chat) and discussion groups
- Employees: Minimal amounts of personal correspondence with family or friends. This is a difficult area to determine acceptable quantities, but a rule of thumb would be that if an employee had to spend on average more than 10 minutes a day on non-employment related emails then this is an excessive amount.

Unacceptable Use for College Employees and Students
Maintenance of Security
- On no account should an employee or student pass on their login code or password to any other person, with the exception of IT employees or students to teacher.
- When not at your computer, employees and students must log off.

Damage
- College employees and students must not damage computers, computer systems or computer networks; this includes removal and/or swapping of keyboards and/or other computer components.

Defamation
- College employees and students must not publish, post or include in an email any material which might be deemed to defame an individual, company or organisation.

Improper Communications
- Such as chain letters or harassing mail. Sending of improper communications may harm employees and students, and expose the College to risk of legal action or adverse publicity. Email must not be sent anonymously, and must include a signature block.

Commercial and other inappropriate use
- Use of the College computers/network/email for personal financial gain, gambling purposes or advertising is prohibited.

Harassment
- College employees and students must not transmit, or cause to be transmitted, communications (whether in the form of text, picture or other data) that may be construed as harassment or disparagement of others based on the criteria of the anti-discrimination legislation and college policy.
Jokes
• Employees and students must not send emails which contain jokes and/or articles which are in poor taste; contain coarse language, racist or sexist comments.

Pornography
• Employees and students must not access, store or transmit pornographic material on College systems. When such material is inadvertently encountered, the employee or student must immediately exit from the site. In the case of the student, their teacher must be notified. In the case of an employee, their supervisor or Network Administrator must be notified. If this site has implications for searches, the Network Administrator must be advised of the unwanted site link.

Consequences of Unacceptable use:
Employees: Should access to an individual’s files or internet logs be necessary for an alleged criminal offence or serious disciplinary matter, the individual concerned will generally first be told the circumstances of the complaint and will be requested to be present when the files or logs are opened. The individual may be accompanied by their Union representative, or a colleague. Notwithstanding the above, the College reserves the right for any reason whatsoever to inspect without forewarning any files or logs held on any College computer.

Students: Where there is a serious disciplinary matter concerning a student, the individual concerned will generally first be told the circumstances of the grievance. Parents will be informed and disciplinary actions taken. The College reserves the right for any reason whatsoever to inspect without forewarning any files or logs held on any College computer.

Privacy Issues:
College employees and students must not include in documents or emails personal information about colleagues, students or parents without their written consent.
College employees and students should act within the GCCC Privacy Policy.

Forums/Listservs
Only employees of the College may subscribe to listservs, however they need to:
• Unsubscribe or suspend mail from listservs during holiday periods and periods of absence
• Be familiar with and follow the common rules of etiquette of that listserv
• Include a signature block in all postings
• Delete unwanted emails.

Copyright
Users must not:
• Download or authorise downloading of information or software from the internet or emails to provide to a third party
• Violate copyright, license agreements or contract of usage. This includes through the use of peer to peer file sharing sites.
• Undertake any action which might interfere with the integrity of data or a commercial software program e.g. introduce viruses

Respecting the systems’ limitations
College employees and students are requested to:
• Avoid sending large attachments, especially to the address, or other large distribution lists because of the impact on the network’s performance.
• Not send, forward and/or reply to large distribution lists concerning non-school business.
• Must consider the impact on the network when creating and using large distribution lists.
• Not forward lengthy or frequent emails to system groups, which may be time wasting or unwanted for many recipients.
• Avoid the use of decorative email screens. These can take up as much as 30 times the memory and disk space of an ordinary email.

Protection against viruses
College employees and students need to work in accordance with safe computing practices to minimise the risks associated with computer viruses.
Note:
• Be careful opening email attachments from unknown sources; if in doubt about a source, check with IT personnel.
• Never open .exe files.
• Should the virus protection software detect a virus from an incoming file, inform the person who introduced that file so they can ensure it does not happen again.
• If a computer is acting strangely, there may be an undetected virus. This does not happen often, but it is worth checking with the network team.

Conservation of electronic and print resources
Efforts must be made to conserve the finite resources of the College. This can be achieved through such behaviour as:
• Avoid using large amounts of the system resources such as disk space
• Avoid leaving programs open causing congestion of the network
• Always close down properly, avoiding system failures
• Avoid waste such as unnecessary broadcast messages or attaching large files to email messages
• Avoid printing straight from an internet site. Try to copy and paste the relevant section or use a database to keep track of your data.
• Endeavour to keep paper wastage to a minimum
• Before printing, proofread, spell check, and print preview your document, and only when completely satisfied with the document send it to the printer
• Place unwanted printouts in recycling boxes.
Email received on the College system is retained on the server until deleted by the recipient. To conserve disk space, maintain your mailbox by:
  o Keeping messages short
  o Checking email daily
  o Deleting unwanted messages immediately
  o Emptying your deleted messages wastebaskets frequently
  o Saving wanted messages to file rather than leaving them in the mail

Personal responsibility for security
System security is the individual and collective responsibility of all college users. All suspected security violations will be treated seriously as they may threaten the provision of the College service.

Any users who suspect a security problem on the College network including the internet must immediately notify the IT Department and not demonstrate the problem to others. Any user who believes their files have been tampered with must immediately change their password and contact the Principal with the specific details.
TERMS AND CONDITIONS FOR PARTICIPATION IN MACBOOK PROGRAM (all students)

These Terms and Conditions outlined below are to be read in conjunction with the GCCC Technology Acceptable Usage Policy.

Personal Use
The MacBook is a tool to support student learning at school and at home. The MacBook is intended for the sole use of the student it is issued to. While at school the computer will be used for school purposes.

Travel
For safety and security reasons, it is advisable that the MacBook not be used while in transit to or from school. MacBooks should be transported concealed within your school bag for the duration of your trip.

Laptop care
- Do not consume food or drink while operating the MacBook
- Do not leave the MacBook exposed to the elements
- Do not leave your MacBook unsecured
- Do not carry the laptop with the screen open
- Exercise great care when using the laptop
- Do not make physical unauthorized alterations to the MacBook
- Exercise care when closing the laptop
- Do not place anything on top of the MacBook

Stickers and Permanent Markers
You are not permitted to add stickers to your MacBook or mark it in any way.

Plastic Case
The plastic case is not to be removed when fitted.

Software
The software originally installed by Glasshouse Country Christian College must remain on the laptop in usable condition and be easily accessible at all times. This software is licensed for single user use and is not for distribution.

Battery Charging
MacBooks must be fully charged in readiness for each school day. Students need to charge their MacBooks each evening. **MacBooks will not be allowed to be charged at school.** Repeat violations of this policy will result in disciplinary action. Power chargers should be left at home. The MacBook must only be charged with the Apple AC adaptor provided. A fully charged MacBook is essential for your ability to engage in learning activities for the day. To prolong the battery life it is recommended to keep the charger on at home when in use.

Inappropriate Material on Computers
Parents are encouraged to supervise proper usage of MacBooks at home. Students are not to bring inappropriate media to school that is not in keeping with the College ethos.
Securing the MacBook
You are expected to take full responsibility for securing your MacBook both on and off campus. MacBooks that are lost, damaged or stolen whilst in your care are your responsibility.

Within the College: MacBooks are to be secured in your locker when not in use and you are responsible for ensuring your locker is secure at all times. MacBooks are not to be left at the College after hours.

Assemblies: Store your MacBook in your locker prior to assembly.
HPE: Store your MacBook in your locker prior to your practical lessons.

The MacBook Screen
The LED screen is made of glass and is susceptible to damage. You should not push the screen with your finger or any object. Pressure on the screen may cause the screen to crack/fracture rendering the MacBook unusable. The LED screen should not be twisted or bent as this will also cause the screen to crack. The LED screen accounts for approximately 40% of the MacBooks value and replacement incurs significant personal expense and delays.

Placement
The MacBook must not be carried around whilst the screen is open. Proper care must be exercised at all times.

Students Leaving the College
Your MacBook must be returned to the College prior to change of enrolment status.

Damage to Laptop
If the laptop is damaged the student must take the laptop to the IT department as soon as the damage is noticed. A damage report will be required to be completed. Similarly if the laptop is stolen the theft must be reported to the IT department as soon as it is realised.
If the damage has been caused by the student and the damage has been mischievous or has been caused by not following acceptable use procedures the student’s parents will be billed for either the cost of the repair or the cost of the insurance excess (maximum 200 dollars).
If the damage is not reported, but rather discovered by the IT department the damage will be deemed to be mischievous or willful. It is the responsibility of the student to report all damage.

Regular backups
The student must agree to regularly backup their files either on the network drive or an external hard drive. The IT department do not have the resources to spend time retrieving lost data and many computer problems will be solved by reimaging the computer.

MacBooks left at Home
If students leave their MacBook at home, they will not be allowed to call parents to bring it to school. Students will be required to participate in lessons using other materials. Repeat violations of this policy will result in disciplinary action.
**MacBook Identification**
Student MacBooks will be labelled in the manner specified by the school. MacBooks can be identified in the following ways:
- Record of serial number
- Individual user account name and password.

**Password Protection**
All students will secure their computer with a login and password. Students are expected to keep their passwords confidential.

**Inspection**
Students may be selected at random to provide their MacBook for inspection.
AGREEMENT TO TERMS AND CONDITIONS

Please sign below and submit this page to your Pastoral Care Teacher

I/we have understood and agree to the conditions as set out in the Student Laptop Program Handbook 2013. I/we understand that my (my child’s) computer access at the College is not an automatic right and it can be withdrawn as a matter of course. I also understand that I may be held responsible for any damage to the laptop that has been caused by failure to comply with the rules as outlined in the Handbook.

Name ____________________________ Signed ____________________________
(student)

date: ____________________________ PC Class Teacher ____________________________

Name ____________________________ Signed ____________________________
( parent/guardian)

Date: ____________________________