

CHARLEVILLE STATE HIGH SCHOOL



The sky's the limit

STUDENT LAPTOP HIRE SCHEME

Charleville Alliance of State Education



Charleville's Learning Hub – Prep to Year 12

Taking care of your device

There are a few basic steps you can take to ensure your device functions reliably. It is important to note that students are responsible for the care of their device.

Reading this document will give students and their parents/caregivers some good tips for keeping the device in good tips for keeping the device in good working order. Any damage to the device will be repaired by the school and the students invoiced for the repairs if it is deemed that the damaged was as a result of inappropriate use. The fees are as follows: Screen replacement \$130, Damaged Charger \$40, Deliberate damage. Full cost of up to full cost of replacement \$1000.

If damage occurs- students will be without a laptop until repairs are completed and repair fee are paid.

General precautions

- Food or drink should never be placed near the device
- Plugs, cords and cables should be inserted and removed carefully.
- Devices must be transported within their protective cases wherever practicable.
- Devices should never be carried with the screen open.
- Ensure the battery is fully charged each day.
- Turn the device off before placing it in its bag.

Protecting the screen

- Avoid poking at the screen
- Don't lean on the device when it is closed
- Avoid placing anything on the keyboard before closing the lid.

- Avoid placing anything in the carry case that could press against the cover.
- Clean the screen with a clean, soft, dry cloth or anti-static cloth.
- don't clean the screen with household cleaning products.

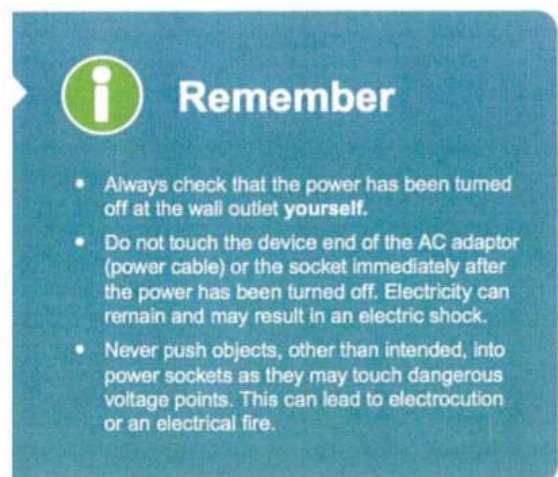


Taking care of yourself

Device safety precautions

Safety removing device from power source

1. Turn off power form the wall outlet
2. Locate device end of power cord
3. Remove power cord form device.
4. Remove power cord from wall socket by removing socket from outlet. **Do not pull cord.**



To help create a safe and comfortable working environment student should consider the following points while both at school and at home.

Device Security

Individual schools will make decisions about device security when they are not required for classroom lessons. Please contact your school for more information.

When students are taking their device home, they must turn off and pack it in its bag before traveling.

It is important to note, that while a device is in a student's care, **its security is the student's responsibility**. If a student is concerned about the safety and security of their device, they should speak with their teachers.

Device battery charging

It is the student's responsibility to make sure their device has adequate charge before taking it to school. A device fully charged prior to school will last all day.

Battery life can be enhanced by using recharging patterns that allow the battery to fully discharge before charging, rather than sitting on constant charge.

Data Security

It is the responsibility of the student to backup all personal data. Ideally all personal data and files should be stored on a network drive at school and a personal USB drive. Lost files will not be accepted as a reason for late assessment.

Using the device

- Take regular rest breaks.
- Try to minimise glare on the screen.

Ergonomic posture

- Put device on desk when using.
- Use a chair that promotes good posture.
- Take breaks to stretch and relax tensed muscles.



Preventing eye strain

- Ensure there is adequate lighting in the room while using device.
- Adjust screen colour and brightness to prevent eye strain.
- Increase font size if having difficulty reading.
- Relax your eyes by focussing on a distant object for a few seconds.
- Further information on correct posture and device use can be found at:
<http://education.qld.gov.au/health/pdfs/healthsafety/laptopuse.pdf>

General Information

What happens if the device is lost and stolen

DET uses a software asset tracking application. This application aids in the recovery of lost and stolen devices. The software will be used only in the event of a reported theft or loss of a device.

Because all devices belong to DET it is important the loss or theft of a device is reported as soon as possible to the school.

If the device is stolen outside of school, the parent/caregiver will need to report the incident to the police and ensure they have the following documentation when informing the school:

- Police crime number; and
- Statutory declaration (usually completed with the police.)

The school will then initiate the recovery procedure.

Content filtering

Web content filtering

The internet has become a powerful tool for teaching and learning, students need to be careful and vigilant regarding some web content. To help protect students (and staff) from malicious web activity and inappropriate websites, DET operates a comprehensive web filtering system.

Content filtering is active 100 per cent of the time on the computer for student (CFS) devices. The filtering system is installed on each departmentally-owned device and will work regardless of whether the device is connected to a school, home or other network.

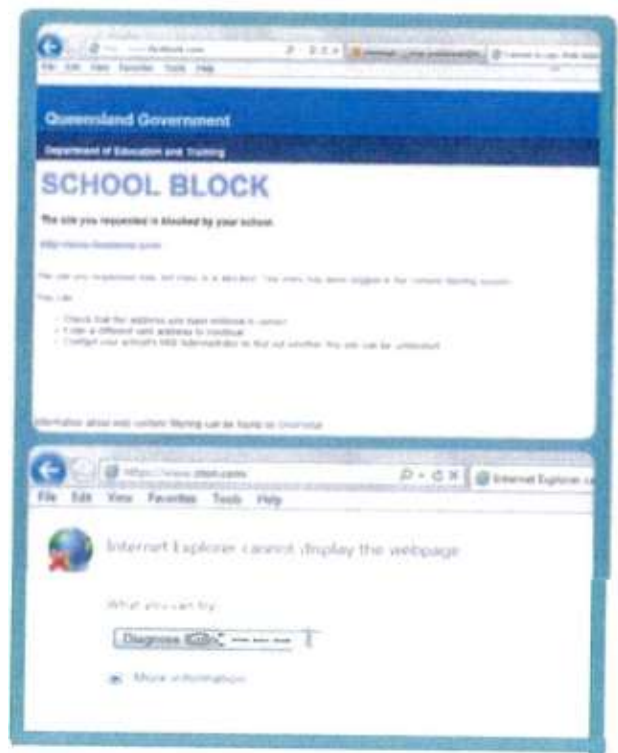
Attempting to tamper with or the removal of this software is misconduct.

The filtering system provides a layer of protection to staff and students against:

- Inappropriate web pages
- Spyware and malware
- Peer-to-peer sessions
- Scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites, including those that do not disclose information about their purpose and content. DET's filtering approach represents global best- practice in internet protection measures.

Filtering systems are not fool-proof and do not replace the need for parental supervision when students are online. Parents and students are encouraged to visit the Australian Communications and Media Authority's website Cybersmart – www.cybersmart.gov.au - for resources and practical advice to help young people safely enjoy the online world.



Blocked web content

If a student tries to visit a website that is blocked under the web filtering system, they will be presented with either a “SCHOOL BLOCK” page or ‘Internet Explorer cannot display the webpage’ notification (see below):
Examples where a site may be blocked:

- The site is deemed to be inappropriate
- The site has not yet been approved as appropriate; or
- The site cannot be confirmed as permissible

Web content filtering levels at school

To help keep students safe when using the DET network the department imposes a high level of internet access filtering. A ‘high’ level of filtering provides a greater level of protection and therefore, greater levels of protection. Sites that are blocked under a high level of internet access include:

- Social networking sites such as Facebook
- Open/mixed content such as YouTube
- Language translation sites
- Internet telephony sites such as Skype
- Alternative sexuality/lifestyle
- Intimate apparel/swimsuit.

Choosing different web content filtering web

In partnership with schools, parents/caregivers can choose to allow their child ‘medium’ level filtering when not connected to help the Department of Education & Training network.

The medium level filter provides a more relaxed level of protection for students. Students are able to access all of the types of sites listed above.

Parents/caregivers should contact the school to request a medium level web filtering.

Requesting web content approval

If a student or parent identifies a site they believe is incorrectly filtering (blocked or

allowed), they should contact the school to request appropriate review.

For more information on content filtering visit the Smart Classroom website below:

<http://education.qld.gov.au/smartclassrooms/mis/filtering.html>

Pre-loaded software

All devices come pre-loaded with the department’s managed operation environment (MOE), which includes a number of components.

The software pre-loaded on the device is licensed to the Department of Education & Training or the school.

Parents/caregivers must ensure the software is not copied, deleted or transferred, for any reason without the written consent of the school. Unauthorised use may breach copyright laws and the parent/caregiver may be held liable for any damages incurred.

The school has also installed ABtutor, a device monitoring software. This allows the classroom teacher to see that the students are using their device appropriately. Trying to remove the software from the device, removing the device from the network or any other action to try to hide their activity from teachers is deemed IT misconduct.

Loading Additional Software/Files

Students may have the ability to install additional software onto the device (please see the elevated access section below).

However only licensed software can be installed. The student must hold a valid licence and must be appropriate for installation on the device.

Devices may be audited by the school, requiring students to present a valid software license at any time for numerous reasons without consultation of students or parents and all local data may be lost in this process.

Elevated access

Devices may have elevated permissions which would provide the ability to complete tasks such as installing home items - home printers, camera and/ or licensed software. This access may allow further permission above and be those available on other MOE-built workstations and devices. Students should not misuse these privileges. The misuse of this access may result in disciplinary action which includes, but is not limited to, the withdrawal of access to service.

The school will manage the provision of elevated access and may require a parent/caregiver to approve.



Technical support

All technical issues should be directed to the school. Appropriate action to repair the device will be undertaken by the school. Any repairs that are deemed to be liable to the student will be repaired and the family will be invoiced.

Conclusion

The current generation of students uses information and communications technologies (ICT) with ease. They thrive on its functionality, portability and adaptability. They play, live and learn by using ICT. Parents and caregivers are increasingly demanding an education that embraces ICT.

Parents/caregivers are encouraged to embrace the initiative to ensure their students gain maximum benefits and harness the educational potential of their new device.

More Information

For more information about your student device please contact the school on 07 4656 8888 and you will be directed to the appropriate person.

Charleville SHS Laptop Hire Scheme



Charleville State High School
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PARENT/GUARDIAN PERSONAL INFORMATION

First Name: _____ Middle Initial: _____
Last Name: _____
Home Phone _____ Work Phone _____

I agree to the terms of hire: Yes / No

Signature _____

STUDENT INFORMATION

Name: _____

Year Level: _____

I agree to the terms of hire: Yes / No

Student Signature: _____

Repair fees are as follows:

- Repair cost - \$130
- Damage to charger- \$40
- Deliberate damage - Full cost of repair up to \$1000 for full replacement

If damage occurs – students will be without a laptop until repairs are completed and repair fees are paid

SCHOOL OFFICE SECTION

Hire Fee: \$50
Included in Resource Hire
Paid: Yes / No
Approved by:
Name and Signature: _____
Received Date: _____
Return Date: _____