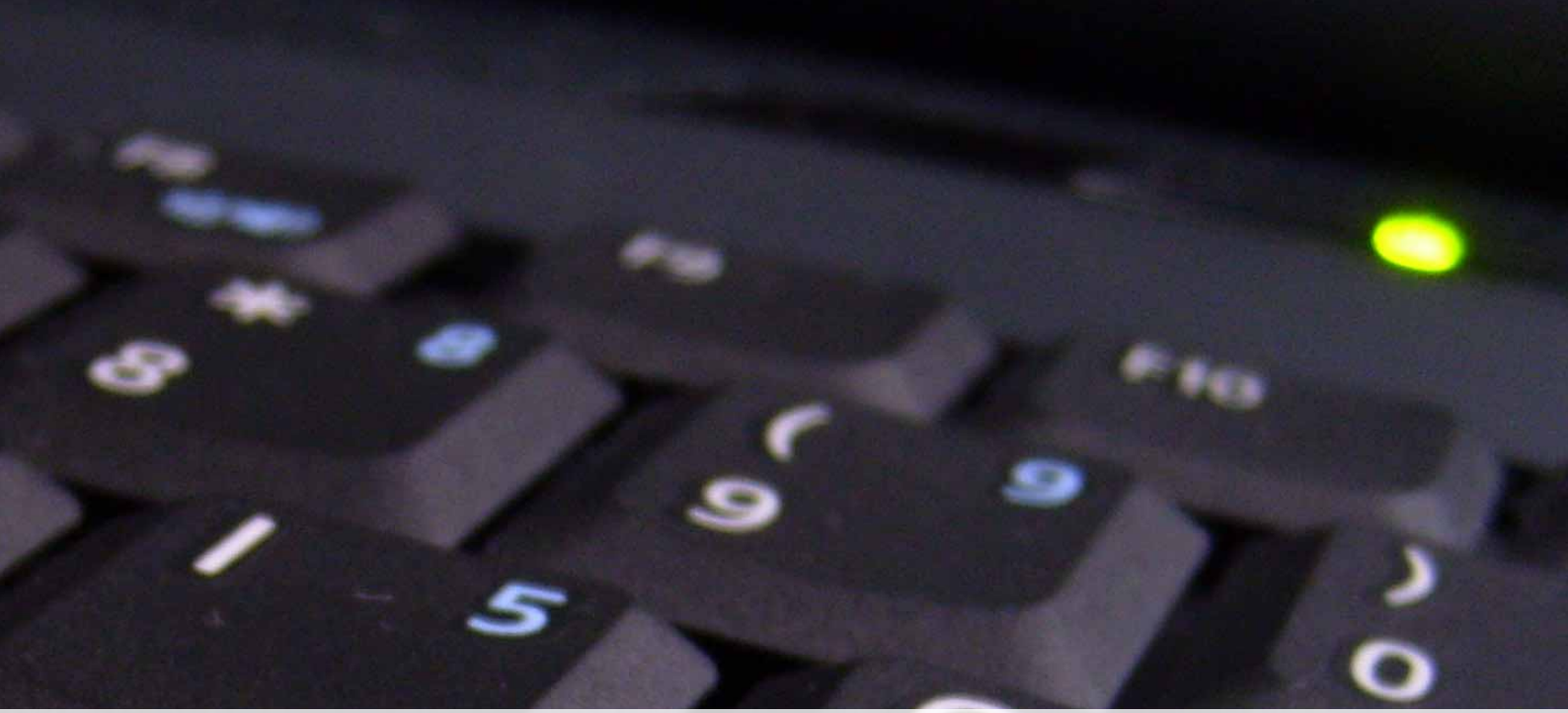
CHRISTIAN BROTHERS COLLEGE

Parent Owned Device Program

Faith **Excellence** Community **Compassion**



Purpose

Introduction of the Parent Owned Device Program supports our vision ‘to provide excellence in student centered learning in a global context’. A Laptop is necessary to personalize learning and provide access to electronic resources at any time and from any place.

How it Works

Parent owned laptops will be able to utilize the schools network and licensed software via a “Virtual Desktop” interface. This is where the schools software runs on a school server and the laptop acts as a screen and keyboard for the software running on the server.

Caring For Your Laptop

Packing Away Your Laptop

- Always store the Laptop in the carry case.
- Do not wrap the cord too tightly around the power adapter or the cord may become damaged.
- Try to avoid moving the Laptop around when it is on and use sleep mode between classes.
- Before switching it on, gently place the Laptop on a stable surface and then switch it on.
- Be careful with the Laptop while it is in the bag. Do not drop the bag. Always place the Laptop bag gently down.
- Avoid putting anything heavy on the Laptop and make sure it is switched off for travel to and from the College.

Operating Conditions

Do not place objects on top of the Laptop and never carry it around while it is turned on and in active mode.

Avoid exposing the Laptop to direct sunlight or sources of heat such as desk lamps, dust, dirt, rain, liquids or moisture, heavy shock or vibration.

Charging Your Battery

Students should charge their computer each night and bring it to the College fully charged. Battery life is affected by the use of the Laptop, so it is common for a Battery Power Profile to try and save power by turning down the screen brightness, turning off sound and backlit keys and resting the hard drive. If a student is doing intensive work with programs such as image manipulation or video editing then more power is used than with simple text editing.

LCD Screens

LCD screens are delicate – they don't like being poked, prodded, pushed or slammed. Never pick up the Laptop by its screen. Don't slam the screen closed and make sure that there are no objects on the Laptop such as pens when closing the screen. It is strongly advised that all users are aware of the care required to look after the LCD screens.

This is usually the most expensive part of the Laptop to repair and the most commonly damaged part.

To clean your LCD screen:

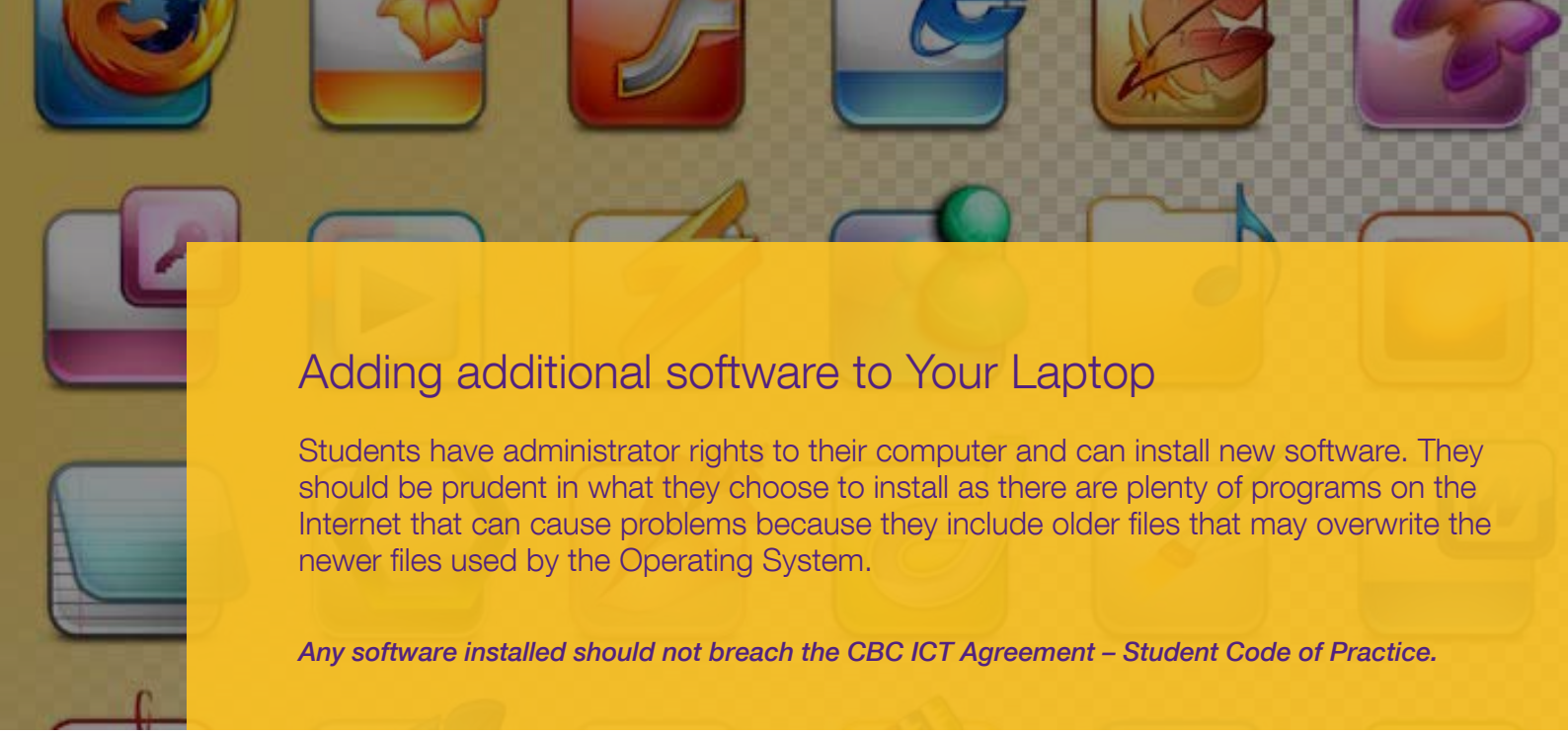
- Switch off the Laptop.
- Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion.
- Do not directly apply water or cleaner to the screen.
- Avoid applying pressure to the screen.

AC Adaptor

- Connect the adapter only to this Laptop.
- Do not step on the power cord or place heavy objects on top of it. Keep the cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap the cord too tightly around the adapter box.

Personalising Your Laptop

Students own the Laptop so they can personalise the case and the Laptop. It is a good idea to personalize the case because having a large number of identical units can be a problem. It is not generally recommended to engrave the Laptop as this may cause warranty issues but using a black light pen is a sensible security issue. Stickers can also be useful.



Adding additional software to Your Laptop

Students have administrator rights to their computer and can install new software. They should be prudent in what they choose to install as there are plenty of programs on the Internet that can cause problems because they include older files that may overwrite the newer files used by the Operating System.

Any software installed should not breach the CBC ICT Agreement – Student Code of Practice.

Guidelines for Installing Software

Software that is added should be legally owned and should not be offensive, malicious or breach Copyright Laws.

Games, Videos, Music and other Non-College Applications

The College does not object to the installation of personally selected applications and files on the student laptops provided that the installed applications and files:

- Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads)
- Are ethically and morally acceptable (including consideration of College appropriateness, age appropriate ratings and privacy issues)
- Do not affect the efficient functioning of the laptops for educational purposes (i.e. they do not interfere with the speed and storage capacity of the Laptop or generate problems that might arise from increased battery use)
- Do not affect the College's wireless network
- Do not interfere with the learning program (i.e. they may only be used in class under specific teacher direction).
- Given that the Laptop is mainly for College use, all installed software needs to have a PG rating.

Games

Playing games and videos during College time will have an impact on battery performance. While some games have educational benefits, other games have little educational merit and may affect network function.

Therefore:

- The use of network games is banned
- No ad-hoc networks should be formed to play games unless directed to by staff for a clear educational purpose.

Maintenance of a Computer purchased through the BYOD program

The device should be taken to the ICT Help desk and an assessment will be made. If the device requires hardware repairs then it will be logged and collected by the Maintenance Contractor. A replacement machine will be made available against a bond of $50 paid at the Finance Office.

If the problem is software related then the computer can quickly be re-imaged to its original state. The image is kept in a hidden partition on the Laptop and College Technical Services can quickly restore it. Students will have to re-install any software they have loaded for their own use. It is recommended students have a backup of their files since everything on the Laptop will be overwritten.

Students who load inappropriate software and use it in classes may also have their Laptops re-imaged if they do not remove the offending software.

Protection for Your Laptop

Insurance *(optional)*

The College does not have specific Insurance policies to protect students' and teachers' personal property.

This is why taking the Accidental Damage, Accidental Loss and Theft Protection Policy is a wise move. This policy is an extra option available at purchase time for parents. Check your Household Insurance to ensure the device is covered.

Virus Protection

The Laptops purchased through the Parent Portal will have AVG Business Edition for Virus and Spyware Protection. All other laptops should have an Anti-Virus program installed, there are many good free products that can do this such as AVG Free and Microsoft Security Essentials. These don't have big performance issues with the Laptop.

Backup and Data Storage

It is the student's responsibility to ensure their data is regularly backed up. The method for backing up data is dependent on the device.

- Data created on a school-owned device should be saved to the student's Home Drive and backed up to a USB drive or portable Hard Disk.
- Data created on a student-owned laptop should be backed up (by saving) to the student's Home Drive at school as well as backing it up to a portable device such as a USB or portable Hard Disk.

Using Your Laptop at the College

Students will not be allowed to plug in power chargers in the classroom because of WHS requirements so the power adaptor should remain at home. Students are able to put their Laptop into sleep mode between classes so that it is instantly ready for the next class.

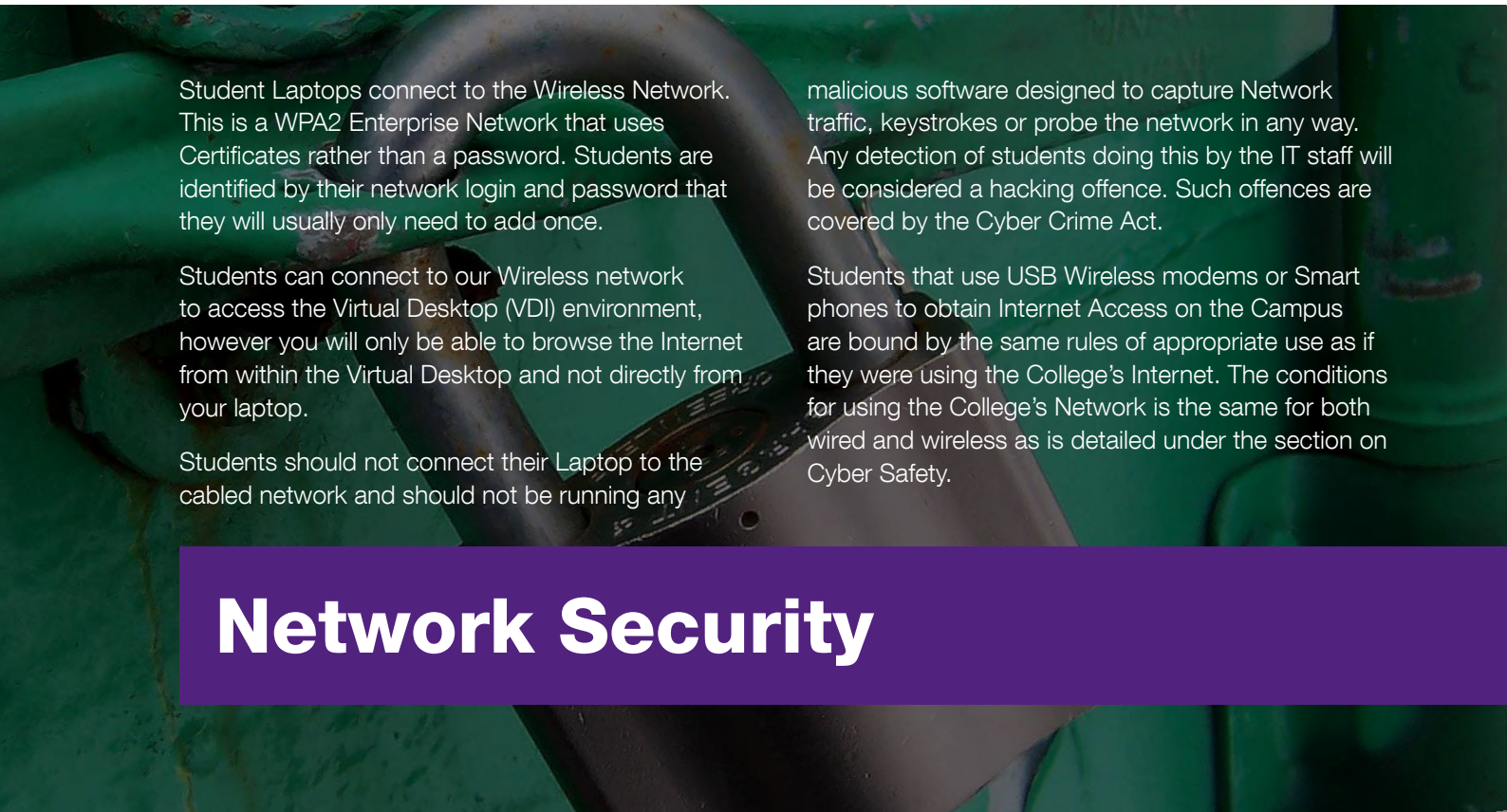
The Laptop should be stored in a student's locker at break times or in practical supervised area where subjects such as Physical Education are being held or where the teacher has indicated that the Laptop will not be required for use at that time. If a student does find that their Laptop battery has gone flat because of the work they have been doing at the College, despite fully charging it the night before then the student will need to use College provided Laptops.

Internet Access

To access the Internet at the College students go through a Proxy Server. Students are allowed to access Internet through VDI environment only. The Internet is controlled consistent with the CBC ICT Agreement – Student Code of Practice.

Printing

Students will be able to access the printers around the College through the Virtual Desktop environment. Prices have been set to cover costs of printing. If students exceed quotas then more printing credit will need to be purchased.



Network Security

Student Laptops connect to the Wireless Network. This is a WPA2 Enterprise Network that uses Certificates rather than a password. Students are identified by their network login and password that they will usually only need to add once.

Students can connect to our Wireless network to access the Virtual Desktop (VDI) environment, however you will only be able to browse the Internet from within the Virtual Desktop and not directly from your laptop.

Students should not connect their Laptop to the cabled network and should not be running any malicious software designed to capture Network traffic, keystrokes or probe the network in any way. Any detection of students doing this by the IT staff will be considered a hacking offence. Such offences are covered by the Cyber Crime Act.

Students that use USB Wireless modems or Smart phones to obtain Internet Access on the Campus are bound by the same rules of appropriate use as if they were using the College's Internet. The conditions for using the College's Network is the same for both wired and wireless as is detailed under the section on Cyber Safety.

Minimum Specifications

Specification list (*1)

The following should help you in selecting and purchasing a laptop for your son to use while they are at CBC. While there are many options, there are minimum specifications that we require to support your son's learning at CBC.

Machine Type:
Laptop

Operating System:
Microsoft Windows 7 or Windows 8, excluding Windows RT version.

RAM: 4Gb or higher

Wireless: 802.11n or higher

Battery Life: Suggested 3 hours or greater to minimise recharging during the day.

Warranty: All devices should have current warranty and accidental damage cover when on school grounds.

Any laptop that does not meet the above specification may only be used after consultation with the IT department.

Laptop Purchase Guide

A website link of laptop options will be provided for your consideration. These options meet the approved specifications for the BYOD program. It describes in detail the different models from the selected manufacturers.

Cyber Safety, Network Devices and CBC ICT Agreement – Student Code of Practice

1. Use their own user name to logon and not allow anyone else to use their name.
2. Keep their password private.
3. Inform the teacher of any involvement with any ICT material or activity that might put them or anyone else at risk (e.g., bullying or harassing).
4. Use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, even if it is meant as a joke.
5. Only use their mobile phone/s at the times agreed to by the College during the school day. While at school:
   - Only access, attempt to access, download, save and distribute age appropriate and relevant material
   - Report any attempt to get around or by pass security, monitoring and filtering that is in place at the College.
6. If they accidentally access inappropriate material, they will:
   - Not show others
   - Turn off the screen or minimise the window
   - Report the incident to a teacher immediately.
7. To ensure their compliance with copyright laws, they will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If they infringe the Copyright Act they may be personally liable under this law. This includes downloading music files, videos, games and programs.
8. Their privately owned ICT equipment/devices, such as a Laptop, mobile phone, USB/portable drive that they bring to the College or a College related activity, are also covered by the CBC ICT Agreement – Student Code of Practice. Any images or material on such equipment/devices must be appropriate to the school environment.
9. Only with permission from the ICT staff will they connect any ICT device to College systems, or run any software (e.g., a USB/portable drive, camera or phone).This includes all wireless / Bluetooth technologies.
10. They will ask their teacher's permission before they put any personal information online. Personal identifying information includes any of the following:
    - full name
    - phone numbers
    - address
    - personal or other photos
    - e-mail address
11. They will respect all College ICT resources and will treat all ICT Equipment/devices with care. This includes:
    - Not to intentionally disrupt the smooth running of any College ICT systems
    - Not attempt to hack or gain unauthorized access to any system
    - Following all College cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICT resources.
    - Reporting any breakages/damage to a staff member.
12. The College reserves the right to install specific software that will remotely provide support, monitor traffic and material sent and received using the College's ICT network. The College will use filtering and/or monitoring software to restrict access to certain sites, data and including e-mail.
13. The College may monitor and audit its computer network, Internet access facilities, computers and other College ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of use, including e-mail.
14. If students do not follow cyber-safe practices, the College may inform their parents/caregivers. In serious cases, the College may take disciplinary action. If illegal material or activities are involved or e-crime is suspected, the College will inform the Police and hold securely personal items for examination by Police. Such actions may occur even if the incident occurs off-site and/or out of College hours.

Frequently Asked Questions

1. **What should parents do with regard to insurance?**
   There is no insurance provided by the College to protect the property of students or staff members. Parents are advised to purchase a policy or add the laptop to their household insurance policy.

2. **Does the College load the software?**
   The College does not load licensed software directly on computers. All College licensed software and other curriculum related applications are provided through the Virtual Desktop software.

3. **What are the guidelines for the student use of laptop at the College?**
   The computer is a tool for learning and while students can load programs themselves to assist in their learning, it must be remembered that if a student is displaying unsuitable programs on their machine such as Violent Games or

   If there is any breach of use against CBC ICT Agreement – Student Code of Practice, the student's computer may be returned to the original image.

4. **What happens if a Laptop is lost or stolen?**
   Stolen computers must be reported to the Police and the College. If a Laptop cannot be recovered, then those with insurance will be able to claim under their policy.

5. **What happens if a student damages his laptop?**
   Those devices purchased through the portal can be taken to the IT Office. An initial assessment will be made. If the device requires hardware repair it will be logged and collected by the contracted repairer. Costs for the repairs will be the responsibility of the owner. Those who have an insurance policy can make claims.

6. **Can student Laptops be personalised?**
   Students own the Laptop so they are able to personalize it. They may add software which helps them in their learning and they should personalise the case so their unit is easily identifiable.

7. **Will an internet filter be installed on the Laptop?**
   The College Internet connection is filtered at a server level so that students operate in a safe environment. There will not be specific filters installed on the Laptop – this can be done however at a parent's discretion. Many parents have a policy of getting students to do their home work in a supervised place in the home, rather than the privacy of their room where they could access unsuitable material.

8. **What happens if a student enters a class and his Laptop is not charged?**
   If a student does not have a charged Laptop and does not have their laptop's charger, they will have access to a College owned computer Laptop (Bond of $50). If the student frequently does this then it is considered as a behavioral issue, like not bringing books and pens to class, and will be dealt with through the processes relating to such issues.

9. **How do students get technical support during the day?**
   Students will have a place they can report to for IT Help Desk support. If the problem is a software issue caused by the student downloading new programs then the computer may be re-imaged.

10. **Will computers be checked for inappropriate material?**
    The Laptop will not be specifically scanned for inappropriate software. However, if a student is detected with inappropriate material or virus related software then the unit will be re-imaged and the student will receive consequences. Students need to be on task in class and follow teacher directions.

11. **Where will the Laptops be stored during the day?**
    Students should put their Laptops in their locker. Insurance should cover theft from a secured locker. If a student does not have insurance then there is no fall-back protection. A laptop stolen from an unsecured situation may not be covered or a larger excess may be charged.

12. **Will all College work be done on computers?**
    Not all learning will require a Laptop.

13. **Should students be backing up their Laptop?**
    Portable Hard Drives, USB sticks and Cloud storage solutions are all relatively cheap. These are all good methods for backing up the computer. Students are always expected to back up their work as a normal operation.

15. **Will my home's Internet usage increase if I use the Virtual Desktop at home?**
    Accessing the Virtual Desktop Environment will increase your home's Internet Usage. This should be monitored using your Internet Providers tools or contacting them directly.

16. **Which computers are acceptable/approved?**
    The computers listed on the Specification list (*1) are acceptable for use in the classroom. If you have questions about whether a specific model computer will meet the requirements please feel free to contact the CBC IT staff members.

17. **What Operating System must be installed?**
    The operating systems on the Specification list (*1) are acceptable for use in the classroom. If you have questions about whether a specific model computer will meet the requirements please feel free to contact the IT Help Desk.

18. **Who is responsible for purchasing education-specific software on student owned devices?**
    If a student is bringing in a laptop that meets the minimum technical requirements, then the student will have access to all school-provided services.

19. **Who is responsible for the maintenance and updates of these devices?**
    All maintenance for the hardware device, operating system, software and/or apps purchased by the family are the responsibility of the family. The College will provide a collection point from which the Contractor will collect laptops purchased under the scheme. They will provide quick turnaround for student laptops subject to the availability of parts. Loan laptops will be available for emergency situations against a bond of $50 paid at the Finance Desk.

20. **How will students share their digital work?**
    Students will have access to the College's file server through the Virtual Desktop.

21. **Do I need to purchase Insurance for my Parent Owned Device device?**
    When purchasing your Parent Owned Device it is suggested that you purchase an Accidental Damage Policy (ADP) for your Device or extend your household insurance policy to cover the laptop.

22. **How can I purchase the College recommended device?**
    A link to a website will be provided to you by the College.

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A Birth-12 Catholic College for boys in the Edmund Rice Tradition.

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CBC Community Children's Centre 178 East Terrace, Adelaide SA Ph 08 8223 5469 Fx 08 8223 7803 **Email:** enquiries@cbc.sa.edu.au **Web:** www.cbc.sa.edu.au