**A TEACHER SUMMARY OF THE …….**

**‘STUDENT NETBOOK USER MANUAL 2015’**

**The full document, named ‘MSPC Student netbook user manual and rules 2015.docx’**

**can be accessed on the network from the Moodle link under IT Support.**

* EVERY STUDENT AT THE COLLEGE HAS RECEIVED A SIMILAR DOCUMENT.
* ALL STUDENTS IN YEARS 7 & 10 HAVE ALSO RECENTLY HAD A WORKSHOP SESSION THAT EMPHASISED THE RULES AND THE RATIONALE FOR THEM.
* ALL TEACHERS NEED TO BE FAMILIAR WITH THE RULES AND PROCEDURES AND ENFORCE THEM SO THAT THE LAPTOP SYSTEM CONTINUES TO WORK EFFECTIVELY AND DAMAGE TO THE DEVICES IS MINIMISED.

**MT ST PATRICK COLLEGE RULES FOR NETBOOK COMPUTER USE**

* The device is a school device and is to be used primarily for school work in accordance with the College Computer Network Policy Agreement which all students have signed
* Students are to bring the Netbook computer to the College every day except special events days, like the Swimming Carnival and the Athletics Carnival
* The device is not to be taken to sport. It is to be stored in the designated area within the College buildings and retrieved in Homeroom administration time at the end of the day
* The device is not to be used in the College grounds before or after school or at recess or lunchtime. Apart from class time, the only other use of the device will be at lunchtime in the library
* The device must be brought to every lesson during the school day
* When the device is used in class it is to be used under the direction of the teacher
* The web camera and recording features on the device are not to be used at school, unless instructed by the teacher
* Students are required to back up their school work files regularly to protect their work from loss or corruption (private files should also be backed up)
* Students are to charge their battery every night ready for use during the next school day
* The device is not to be physically vandalised or interfered with in any way
* Software installed by the College is protected by copyright and must not be redistributed or deleted
* Students must not alter or modify the original pre-set software image, change the computer name, alter the security software or remove any operating system extensions
* Illegal or unacceptable software applications must not be installed on the device
* When not in use, the device must be stored within its protective case.
* Students are not to remove or deface any identification labels on the device. Students are permitted to personalise the device with a single appropriate sticker. Irreversible personalisation is not permitted (no engraving, liquid paper or other permanent markings)
* Students are not permitted to use or interfere with another student’s device in any way

Failure to follow the College Rules for Netbook Computer Use may result in confiscation of the Netbook and detention or further sanctions (eg termination of the student’s MSPC intranet account or exclusion from access to the internet at the College) as determined appropriate by the Learning Technologies Coordinator or Principal.

Random audits of student devices will be performed on a regular basis by College Network Support Officers. Students will be held responsible for any inappropriate or unacceptable files or illegal software found on their device. There may be situations when a device will need to be re-imaged. If the device is re-imaged, any files that the student has not previously backed up safely will not be able to be recovered.

**Appearance / Personalisation**

Netbooks will be clearly labelled with your name on the front cover with the workstation designation on the underside of the Netbook. You are not to remove these labels or write anything on them.

You are permitted to personalise the appearance of your Netbook with one appropriate sticker, a personalised cover or a protector. However, irreversible personalisation is not permitted such as engraving, the use of liquid paper and other permanent markings.

**On-line Safety and the Teacher’s role**

It is our duty of care to help kids stay safe on-line.

All students have/will soon have participated in workshops on Digital Citizenship conducted by Andrew Burgess and Tim Kelly from the CSO. Prior to the workshops, all of the students completed a comprehensive questionnaire and the data was presented to the students at the workshop to empasise the issues relating to Digital Citizenship. Teachers are encouraged to examine the data to help them understand the digital habits of our students.

It is essential that teachers and parents, carers and students visit the special government websites at [www.cybersmart.gov.au](http://www.cybersmart.gov.au) and <http://www.staysmartonline.gov.au/> and the Federal Police website at<http://www.afp.gov.au/> to familiarise themselves with many of the important recommendations regarding safe use of computers and cyber safety issues.

Teachers need to be vigilant and take every opportunity to continue to educate their students on issues relating to digital citizenship and safe computer use.

If a teacher becomes aware of any digital safety issue relating to a student, it is a mandatory requirement that the Principal be informed immediately.

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**Technical support**

The College has a Netbook Helpdesk Centre (Helpdesk) within the College. If you are experiencing problems with your Netbook, your first step is to troubleshoot the problem yourself. More often than not, you will be able to resolve most software issues.

If you experience persistent hardware or software issues, you must log a Helpdesk ticket for the problem by accessing the link on the College Moodle Homepage as soon as possible. If your Netbook cannot be used to log the ticket, you can use a computer in the Library or a laptop in the Helpdesk foyer. Helpdesk tickets can be submitted from home also. **Please note:** there must be no attempt to repair the Netbook as this will void the manufacturer’s warranty. Once the fault has been submitted via a Helpdesk ticket, you are to await a reply from the Helpdesk where you will be informed about what to do next.

If a problem cannot be fixed within a set period of time by the Helpdesk, the Netbook will be re-imaged and returned to its default settings. It will be your responsibility to ensure a backup of all data has been done prior to the re-imaging process.

Students are only permitted to attend the Helpdesk before school, at recess and at lunch time. You will not be permitted to attend the Helpdesk after class bells have sounded. In emergency situations a student may need immediate attention and may be sent by a teacher to the Helpdesk. Any student who attends the Helpdesk during class time MUST have the teacher’s **written consent** in the appropriate page in the diary.

**Please note:** The Helpdesk is NOT responsible for backing up any student work. This must be carried out by you at regular intervals and before bringing a Netbook in for servicing.

**Internet Download Quota at School**

The College supplies, at great cost, a broadband fibre optic connection to the internet so that our 800+ users can access the internet with good speed. Students who use the internet excessively, cause costs to blow out and they slow the internet down for all the other users on our network.

To ensure a consistent delivery of internet services to the College, a download quota has been implemented. If that download limit is exceeded on any day, the student is automatically excluded from the internet until the next day. This has obvious impacts on digital classwork for the student.

Excessive internet download and consequent exclusion from internet access is a serious issue for the College. Students who are excluded will not be able to complete some classroom activities as a result and they may need to be given alternative classroom activities. Under no circumstances are they allowed to use another student’s logon to access the internet. At home, they will be able to access the internet via the home account as usual and may need to download some files that are needed for work in class.