Mid North Christian College Hope in the Living God

# Mid North Christian College Secondary IT Student User Policy 2025

## Rationale

Provision of computers and access to the internet is provided by the College for the purposes of educational research and learning and is intended to strengthen the quality of student learning.

## Laptops

All Secondary students, upon the return of this signed agreement and the completion of any required training, are to be provided a College laptop, charger and bag. The laptop and all associated equipment always remain the property of Mid North Christian College (MNCC):

The laptop provided to the student will be loaded with the required software for educational purposes. Users do not have permission to add or delete programs on the device.

It may be necessary for IT Staff to acquire a student's laptop during the year for the purposes of servicing, updates or re-imaging. Such an event may see a student without a device for a short period of time or being provided with a temporary loan unit of reduced specifications.

Non-college or privately purchased laptops are not permitted to be used at the College due to licensing and software agreements.

## Care of Laptops

The laptop is provided to the student for educational purposes and must be maintained in the condition that it is provided to them.

Please note the following in relation to the care of laptops

- At all times the laptop is the sole responsibility of the student it was issued to. Students are expected to be diligent in their care of the laptop.
- Any students leaving the College are required to return their laptops on their last day.
- It is the student's responsibility to ensure that the laptop is charged overnight.
- Students are not permitted to change the appearance of a laptop that has been supplied to them under any circumstances. This includes graffiti, stickers or other images being attached to the outside of the device. Students are not permitted to remove any College issued stickers on the device.
- Students are to ensure that the laptops are not exposed to water, eg leaking drink bottles
- At the completion of the College year, each student will return the laptop to the College, where it will be checked thoroughly and assessed for wear and tear.
- Students will need to exercise care in the yard, not drop their bags, and place them gently out of the way.
- To reduce the risk of damage, it is essential that students utilise the lockers provided to store their laptops during break times.

Mid North Christian College

Hope in the Living God

Laptop Faults & Damage

Any faults, loss or damage to a laptop is to be reported immediately to the College on the day that it occurs. If damage occurs "out of school hours" then a report is to be made on the next school day.

As at all times, the laptop is the sole responsibility of the student it was issued to, the cost to repair any damage will be charged to the student's family. That is unless the College has determined that the damage was caused deliberately by another student, in which case that student's family will be charged the cost of repair.

Students deliberately damaging laptops will be subject to disciplinary action and the cost of repair to the device.

Acceptable Use of Laptops

Students are required to be responsible when using College IT equipment.

The conditions outlined below are in place for all students. Students must not:

- Use laptops for playing games or accessing social media at any time during school hours.
- Load copyright music files, games, or any other executable programs onto the College network or College issued devices.
- Tamper with the original configuration of any software or hardware.
- Attempt to circumvent the College's internet filtering facility.
- Have unsuitable material in their possession; students are reminded that staff may access a student's device, storage device, network folder or email account at any time.
- Disclose their, or anyone else's, personal details, and password.
- Violate copyright laws by copying protected work without appropriate acknowledgement.
- Copy other student's files or access the folders of other users.
- Use the network ID and password of another student to log on to the network.
- Use the system in such a way that would disrupt the operation of the network by other users.
- Use the College's computer facilities to bully or harass another user.
- Attempt to bypass the server, connect to the internet using alternative access devices, connect to the internet using an anonymous proxy server, or bypass any security, filtering or monitoring in any way.
- Knowingly introduce a virus or malware.
- Use the internet to access or send content that contains common swear words, or that is violent, racist, sexist, pornographic, malicious, harassing, bullying, offensive or illegal in any way.
- Download or stream audio or video from the internet unless they have been given specific permission to do so by a staff member.

MNCC is not responsible for the retention of non-College related documents stored on our laptops.

Students are required to store all files on Microsoft One Drive using their College supplied account. This will ensure that all data is saved and can be transferred to a new laptop in the case of a failure.

Mid North Christian College

Hope in the Living God

Consequences for Breach of IT Student Use Policy

Students should be aware that use of the IT system is recorded in network logs and is also monitored by IT staff and/or teaching staff to ensure that they comply with this policy.

In the event of a breach of this policy occurs, students may be subject to the following consequences.

- Cancellation of the privilege to use the network.
- Removal of the College issued device.
- Denial or restriction of access to the computer network.
- Disciplinary action in accordance with the College's Behaviour Management Policy.

If illegal material or activities are involved or e-crime is suspected, it may be necessary for the College to inform the South Australian Police (SAPOL) and hold the laptop for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

Mid North Christian College Hope in the Living God

**Mid North Christian College IT User Agreement**

Parent/Caregiver Agreement

- I have read and understood the Mid North Christian College Secondary IT Student User Policy and acknowledge that student access is granted for educational purposes according to the conditions stated in this policy.
- I understand that the internet is a global network and that Mid North Christian College will monitor student use of the internet, but it is not able to completely control the content or restrict student access to all controversial materials. I agree that I will not hold the College responsible for any material encountered on the internet.
- I am aware that the devices provided to students remain the property of the College and will be subject to a thorough inspection by College staff at any time.
- I am aware that any costs associated with the repair or replacement of information technology equipment may be borne by me, the parent/caregiver.
- I am aware that my signing and returning of this form constitutes a commitment to pay such costs, and that Mid North Christian College policies relating to the recovery of debts will apply.
- I understand that this agreement remains valid and in place for the duration of my child's enrolment at Mid North Christian College or until it is reviewed or revoked by the College.
- All repairs must be managed by the College.

Name of Parent/Caregiver/Legal Guardian ……

Signature of Parent/Caregiver/Legal Guardian ……

Date ……..

Student Agreement

- I have read and understood the Mid North Christian College IT Student User Policy and agree to abide by those rules and conditions outlined in the policy.
- I understand that because of not complying with this policy, my access of MNCC information technology systems may be suspended and my laptop confiscated.
- I will report any issues or damage to my teacher or responsible adult immediately.
- I am aware that the device provided to me remains the property of the College and that, at any time, it may be inspected by a staff member in addition to the annual routine inspection.
- I will respect others and communicate with them in a supportive manner; never writing or participating in online bullying.
- Additionally, I understand that I am also subject to the College's Behaviour Management Policy and its consequences while using IT systems or resources.
- I understand that this agreement remains valid and in place for the duration of my enrolment at Mid North Christian College or until it is reviewed or revoked by the College.

Name of Student …… Signature of Student ……

Year Level …… Date ……..