

17 August 2018

To the Parent/Caregiver

RE: BRING YOUR OWN DEVICE (BYOD) PROGRAM 2019

This school is committed to providing its students with a quality, internationally recognised education that prepares them for their future life.

A 1-to-1 Laptop Program means students have a range of ways to complete any set task allowing each student to be able to connect globally, learn collaboratively and use their laptop as a creative ideas device.

Students at NMHS are expected to have a laptop with them at each of their lessons.

There will be three options available to the students.

Option 1 - Purchase a laptop through the portal link on the school website. This option will be available in Term 4, 2018.

Option 2 - Purchase your own personally selected laptop that meets NMHS educational requirements.

PC/Windows

- Windows 10
- 64bit operating system
- i3 or better processor
- 4Gb of RAM or better
- 8 hour battery life
- 20 Gb of free space for school software

Apple

- MacBook Air (Mid 2015) or better
- OS Sierra 12
- Windows bootcamp or Parallels_ <http://www.parallels.com/au/> <https://www.apple.com/au/support/bootcamp/>
- Windows must be installed by owner

NB: Chromebooks and Tablets do not meet the school's minimum requirements

Option 3 - Borrow a NMHS loan laptop at \$120 per year. *(NB these laptops have limited capabilities).*

Students and parents are required to sign and return the Laptop User Contract and Agreement Form with the enrolment forms.

A parent copy of the Laptop User Contract & Agreement Form 2019 is overleaf.

If you have any questions, please do not hesitate to contact the ICT Office on either Campus or via email dl.0787.ictsupport@schools.sa.edu.au.

Yours sincerely



Jason Wieland
ICT Manager



Jacqui van Ruiten
Principal



**NORWOOD
MORIALTA**
HIGH SCHOOL

MIDDLE CAMPUS
Morialta Road West
Rostrevor SA 5073
TEL: +618 8365 0455

SENIOR CAMPUS
505 The Parade
Magill SA 5072
TEL: +618 8364 2299

PO Box 180,
Magill SA 5072

dl.0787.info
@schools.sa.edu.au
www.nmhs.sa.edu.au

**ENRICHING
HUMANITY**

Norwood Morialta High School

LAPTOP USER CONTRACT & AGREEMENT FORM 2019

Parent Copy

1. Purpose

The laptop is used as a tool to assist student learning both at school and at home.

2. Ownership

- 2.1 The student must bring the laptop to school fully charged every day.
- 2.2 All material on the laptop is subject to review by school staff.

3. Damage or loss

- 3.1 For private devices, refer to your manufacturer warranty.
- 3.2 For Loan Laptops please refer to 10.

4. Standards for laptop care

The student is responsible for:

- 4.1 Taking care of loan laptops in accordance with school guidelines.
- 4.2 Backing up data securely.

5. Acceptable computer and internet use

- 5.1 The students will adhere to the guidelines outlined in this document with respect to cyber bullying, cyber safety or any other form of e-crime at school, off-site and out of school hours.
- 5.2 Comply with any directions from staff regarding the use of this device in lessons.

6. Access and security

Students will comply with the following or face disciplinary action:

- 6.1 Not disable settings for virus protection, spam and filtering.
- 6.2 Ensure that communication through the internet and online is appropriate.
- 6.3 Keep passwords confidential and change them promptly when known by another person.
- 6.4 Use passwords that are not obvious or easily guessed.
- 6.5 Never allow others to use their account.
- 6.6 Log off at the end of each session to ensure nobody else can use their account.
- 6.7 Tell their supervising teacher/ICT staff if they suspect they have received a virus, spams or if they receive a message that is inappropriate or makes them feel uncomfortable.
- 6.8 Seek advice from NMHS Staff if a person seeks excessive personal information, asks to be telephoned, offers gifts or wants to meet the student through electronic communication.

6.9 Never knowingly send (or forward) a message sent in confidence, a virus, a hoax email or spam.

6.10 Never create, send or publish unacceptable or unlawful material, remarks or photographs including offensive, abusive or discriminatory remarks.

6.11 Never threaten, bully or harass another person.

6.12 Be aware that all use of the school network and internet is logged and can be traced to the accounts of specific users while using the school network.

6.13 Be aware that the school cannot be responsible for any student who accesses the internet via their own 3G or 4G networks, and thus avoiding the school's filters, for the purpose inappropriate use.

7. Privacy and confidentiality

Students will:

- 7.1 Not reveal personal information including names, addresses, credit card details, email addresses and telephone numbers of themselves or others.
- 7.2 Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

8. Intellectual property and copyright

Students will:

- 8.1 Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- 8.2 Ensure that permission is gained before electronically publishing users' works or drawings.
- 8.3 Always acknowledge the creator or author of any material published.
- 8.4 Ensure any material published on the internet or intranet relating to NMHS has the approval of the principal or their delegate and has appropriate copyright clearance.

9. Misuse and breaches of the Laptop User Contract & Agreement Form

Students will be aware that:

- 9.1 Students are held responsible for their actions while using NMHS internet and online communication services.
- 9.2 Students are held responsible for any breaches caused by them allowing any other person to use their account.

9.3 The misuse of NMHS internet and online communication services will result in disciplinary action which includes, but is not limited to, the withdrawal of access to NMHS services.

9.4 If the school suspects an electronic crime has been committed, this must be reported to the South Australian Police Department (SAPOL). Where there is a further reasonable suspicion that evidence of a crime is on an electronic device, e.g. Loan laptop, the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.

10. Loan laptops only

10.1 Loan laptops are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. Please note this does not cover negligence, abuse or malicious damage. This cost is to be borne by the loaner.

10.2 Any problems, vandalism, damage, loss or theft of the loan laptop must be reported immediately to the ICT service desk and the Principal (or delegate) will determine whether a hot-swap laptop is appropriate and/or whether or not a student retains access to a laptop for home use.

10.3 In the case of theft/loss of loan laptops a police report must be made by the family and a report number provided to the school.

10.4 Return the device in the original condition it was issued or pay a cost of \$50 for cleaning for loan laptops.

10.5 Evaluate personal home contents and car insurance to cover equipment on loan in the event of loss or damage to such loaned equipment while in the care and custody of the student. (*School policies related to the recovery of debts will apply.)

10.6 The loan laptop can be remotely disabled if conditions of use are breached.

10.7 The loan laptop cannot be taken overseas without the express written permission of the Principal.

10.8 The ICT staff has the authority to seize a loan laptop in the event of a suspected breach of this agreement.

LAPTOP USER CONTRACT & AGREEMENT FORM 2019

Please return this form to:
Norwood Morialta High School
Attention - ICT



NORWOOD
MORIALTA
HIGH SCHOOL

Student Name: _____ Year Level: _____

Parent/Caregiver Name: _____ Date: _____

Office Use Only
ID Number:
DOB:

Laptop User Contract and Agreement

- I have read the Laptop User Contract and Agreement Form on the reverse side of this document.
- I understand my responsibilities regarding the use of the laptop and the Internet.
- I understand that failure to comply with the Laptop User Contract and Agreement Form could result in recall of the loan laptop and/or loss or restricted school network access.
- I understand and accept antivirus software will be installed on my BYOD laptop to assist in the security of the NMHS network.
- I understand my legal obligation to take my BYOD laptop to the ICT Service Desk for wiping of all Ministerial owned software upon leaving the school.

Student Signature: _____ Date: _____

Parent/Caregiver Signature: _____ Date: _____

Please indicate your preference in the boxes below.

- BYOD via school approved vendor.
- BYOD via other retailer/vendor must meet minimum school requirements (*See Below)
- School Loan Laptop at \$120 per year

DECD Policy and BYOD Devices

- Any device brought to the education site must be fully charged and ready for use.
- Peripheral equipment, including power chargers and cables are not to be used while in a DECD workplace.

*School's Minimum Requirements

Chromebooks and Tablets do not meet the school's minimum requirements:

PC/Windows

- Windows 10
- 64bit operating system
- i3 or better processor
- 4Gb of RAM or better
- 8 hour battery life
- 10 Gb of free space for school software

Apple

- MacBook Air (Mid 2015) or better
- OS Sierra 12
- Windows via bootcamp or Parallels_
<http://www.parallels.com/au/>
<https://www.apple.com/au/support/bootcamp/>
- Windows must be installed by owner

Norwood Morialta High School
LAPTOP USER CONTRACT & AGREEMENT FORM 2019

1. Purpose

The laptop is used as a tool to assist student learning both at school and at home.

2. Ownership

- 2.1 The student must bring the laptop to school fully charged every day.
- 2.2 All material on the laptop is subject to review by school staff.

3. Damage or loss

- 3.1 For private devices refer to your manufacturer warranty.
- 3.2 For Loan Laptops please refer to 10.

4. Standards for laptop care

The student is responsible for:

- 4.1 Taking care of loan laptops in accordance with school guidelines.
- 4.2 Backing up data securely.

5. Acceptable computer and internet use

- 5.1 The students will adhere to the guidelines outlined in this document with respect to cyber bullying, cyber safety or any other form of e-crime at school, off-site and out of school hours.
- 5.2 Comply with any directions from staff regarding the use of this device in lessons.

6. Access and security

Students will comply with the following or face disciplinary action:

- 6.1 Not disable settings for virus protection, spam and filtering.
- 6.2 Ensure that communication through the internet and online is appropriate.
- 6.3 Keep passwords confidential and change them promptly when known by another person.
- 6.4 Use passwords that are not obvious or easily guessed.
- 6.5 Never allow others to use their account.
- 6.6 Log off at the end of each session to ensure nobody else can use their account.
- 6.7 Tell their supervising teacher/ICT staff if they suspect they have received a virus, spams or if they receive a message that is inappropriate or makes them feel uncomfortable.
- 6.8 Seek advice from NMHS Staff if a person seeks excessive personal information, asks to be telephoned, offers gifts or wants to meet the student through electronic communication.

6.9 Never knowingly, send (or forward) a message sent in confidence, a virus, a hoax email or spam.

- 6.10 Never create, send or publish unacceptable or unlawful material, remarks or photographs including offensive, abusive or discriminatory remarks.
- 6.11 Never threaten, bully or harass another person.
- 6.12 Be aware that all use of the school network and internet is logged and can be traced to the accounts of specific users while using the school network.
- 6.13 Be aware that the school cannot be responsible for any student who accesses the internet via their own 3G or 4G networks, and thus avoiding the school's filters, for the purpose inappropriate use.

7. Privacy and confidentiality

Students will:

- 7.1 Not reveal personal information including names, addresses, credit card details, email addresses and telephone numbers of themselves or others.
- 7.2 Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

8. Intellectual property and copyright

Students will:

- 8.1 Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- 8.2 Ensure that permission is gained before electronically publishing users' works or drawings.
- 8.3 Always acknowledge the creator or author of any material published.
- 8.4 Ensure any material published on the internet or intranet relating to NMHS has the approval of the principal or their delegate and has appropriate copyright clearance.

9. Misuse and breaches of the Laptop User Contract & Agreement Form

Students will be aware that:

- 9.1 Students are held responsible for their actions while using NMHS internet and online communication services.
- 9.2 Students are held responsible for any breaches caused by them allowing any other person to use their account.

9.3 The misuse of NMHS internet and online communication services will result in disciplinary action, which includes, but is not limited to, the withdrawal of access to NMHS services.

9.4 If the school suspects an electronic crime has been committed, this must be reported to the South Australian Police Department (SAPOL). Where there is a further reasonable suspicion that evidence of a crime is on an electronic device, e.g. Loan laptop, the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.

10. Loan laptops only

- 10.1 Loan laptops are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. Please note this does not cover negligence, abuse or malicious damage. This cost is to be borne by the loaner.
- 10.2 Any problems, vandalism, damage, loss or theft of the loan laptop must be reported immediately to the ICT service desk and the Principal (or delegate) will determine whether a hot-swap laptop is appropriate and/or whether or not a student retains access to a laptop for home use.
- 10.3 In the case of theft/loss of loan laptops, a police report must be made by the family and a report number provided to the school.
- 10.4 Return the device in the original condition it was issued or pay a cost of \$50 for cleaning for loan laptops.
- 10.5 Evaluate personal home contents and car insurance to cover equipment on loan in the event of loss or damage to such loaned equipment while in the care and custody of the student. (*School policies related to the recovery of debts will apply.)
- 10.6 The loan laptop can be remotely disabled if conditions of use are breached.
- 10.7 The loan laptop cannot be taken overseas without the express written permission of the Principal.
- 10.8 The ICT staff has the authority to seize a loan laptop in the event of a suspected breach of this agreement.