

PETER MOYES ANGLICAN COMMUNITY SCHOOL

*A School of the Anglican Schools Commission*

**Learning  
Technology  
Integration  
Programme**

**2017**



**USER GUIDE**

**2017**

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## INTRODUCTION

The vision for Peter Moyes Anglican Community School ('The School') is to utilize information technologies to enhance the School's teaching and learning environment; an environment that is rich, diverse, dynamic and collaborative, and that extends beyond the internal boundaries of a classroom and campus. Our goal is to empower students to become literate, self-directed learners, flexible problem solvers and productive members of a technology-oriented society.

## YEAR 7 STUDENT TABLET COMPUTERS IN 2017

### The Tablet Computer

The 2017 Tablet computer ('the Tablet') will be a Toshiba Z20t.

The current partners in this program are as follows.

- Toshiba
- Stott & Hoare
- Civica and PMACS IT staff



The Tablet is for the sole use of the student to whom it is issued. It is to be used for the purposes of approved learning activities, which form part of the School's teaching and learning programmes.

### Software

The term "software" describes the programs that are available for use on the Tablet computer.

The Tablet issued in 2017 will have three main software components.

1. Windows 10 Educational operating system.
2. Microsoft Office 2016 Professional and Office 365
3. The School software suite of assorted applications.

The School will install and maintain the educational and operating system software on the Tablet.

### Conditions of use of the Peter Moyes ACS software

To satisfy the School's software licensing conditions of purchase, it is imperative that:

- School-owned software must **not** be loaded onto home computers.
- In the event that the Tablet is sold to the student's family, the Tablet is returned to the School's IT Help Desk for removal of the School owned software

Note: In signing the LTIP (Learning Technology Integration Programme) Resource Issue form, parents acknowledge and agree to the Licensing Conditions under which the software is provided.

### Printers and the Other Peripherals

The Tablets will be set up so that students are able to print a document at School, when requested by their teachers.

Families may wish to install their own printer / scanner drivers so that students can print at home. The PMACS IT staff will assist parents with this type of installation.

## Anti-Virus Software

Computers are vulnerable to viruses which can interfere with their function. Viruses are often spread by infected files on USB storage devices and in email attachments from unknown sources. Therefore, files must be virus-scanned immediately upon being loaded into a Tablet and the email attachments deleted unopened.

Kaspersky anti-virus Software has been loaded onto the Tablets and automatically activates when the Tablet is started. The solid state drive (SSD) and other media can then be scanned for unknown viruses. Updates of this virus software will automatically download to the computer while it is connected to the School's network.

Questions on how to use the software must be directed to the IT Help Desk staff.

## Spyware Malware

Spyware is any software that covertly gathers information from the user's computer through the user's internet connection without the knowledge or consent of the user. Typically, it is included as a hidden component of freeware or shareware programs and certain peer-to-peer file swapping products available by downloading from the internet. Spyware can gather information about email addresses, passwords and credit card numbers, and can also alter computer settings. Since spyware uses memory and system resources it can lead to system crashes or general system instability and slowness of operation.



Students should **NOT** download items from any source. All software installations are to be carried out by the PMACS IT Staff

**Malware** (short for **malicious software**) is software designed to disrupt computer operation, gather sensitive information, or gain unauthorized access to computer systems. While it is sometimes software, it can also appear in the form of script or code. Malware is a general term used to describe any kind of software or code specifically designed to exploit a computer, or the data it contains, without consent. The expression is a general term used by computer professionals to mean a variety of forms of hostile, intrusive, or annoying software.

The School's IT Help Desk will regularly scan the Tablets when they are connected to the School's network searching for spyware, malware and other security intrusion programs.

## Wireless Access

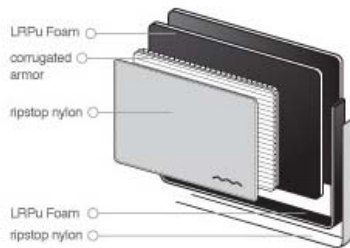
The Tablet has a built-in wireless module that enables access to wireless networks, thereby eliminating the need for cable connection. The flexibility this offers our students and staff in terms of dynamic learning areas is conducive to a technology-rich learning experience.

The Student Portal (Igloo <https://portal.pmacs.wa.edu.au/igloo/portal/> ) provides access to the Learning Management System (LMS) which provides students with access to their course materials, Library resources and other important information.

## MANAGING THE TABLET

### Looking After the Tablet Computer

- Other students are not permitted to use or touch the Tablet without teacher permission.
- The Tablet **must not** be left on the floor or unattended on the desk. It should be kept in its protective case, in a safe place, or with the student, at all times when it is not being used.
- The protective case is designed to protect the Tablet but care must be taken at all times.



- Always carry your Tablet in its approved protective case and use it on a flat surface.
- Carry it securely with it under your arm by the handles or hanging by a shoulder strap.



 Incorrect



 Correct

- The Tablet should always be placed *gently* on the desktop.
- Impact with hard surfaces should be avoided. The Tablet should *never* be thrown or dropped, even when it is in its carry bag.
- The lid/cover should always be closed gently, *never* slammed, using two hands.
- To prevent keyboard and screen damage, nothing should be left on the keyboard when the lid is closed.
- The Tablet should be carried by its base with both hands, *not* by the screen.
- To avoid irreversible damage, the screen should be gently touched with the fingers or the provided stylus.
- Hinges may be damaged or broken if the lid is forced back too far or too hard.
- Do not attempt to remove the keys from the keyboard as they are quite fragile and will break. Sometimes the assemblies are also broken and the keyboard has to be replaced.
- Weight should not be placed on top of the closed Tablet. Students should not sit, rest or lean on the protective case with the Tablet inside.



- *Food or drink should never come in contact with the keyboard or other parts of the computer.*
- The Tablet should be cleaned regularly. A quick wipe with a soft, slightly damp cloth sprayed with window cleaner (e.g. a colourless Windex) is acceptable. *DO NOT* use a wet cloth, or spray the machine directly. A soft clean paint brush may be used regularly to remove dust from the keyboard.
- The empty Tablet carry bag should be vacuum cleaned regularly inside to remove dust and dirt from contact with the computer.
- Students should be aware of the tripping hazard posed by cables hanging from their own and other student computers. Such entanglement may result in a computer being dragged off the desk onto the floor.
- To help in avoiding the transfer of 'viruses' to the computer, USBs that have a dubious origin should not be used.
- AC adaptor cables should not be wrapped tightly around the transformer when the Tablet is packed away as wires in the cables can be broken.
- Care must be taken when detaching and re-attaching the keyboard from / to the screen.
- Extreme care must be taken when using the Tablet with only the screen. When finished using in screen only mode the keyboard must be attached.
- To be eligible for insurance cover at school, the Tablet *must* be locked away in a secure storage area when not in supervised use.

## Extending your battery life

Power setting on the Tablet will be locked and students will not be permitted to change them.

The manufactures of the Tablet recommend users adhere to the following steps to extend the life of the battery:

### Keep Your Battery Going

**Power setting have been set to maximise the battery life. Students should refrain from adjusting any setting without first talking to the IT staff. [The Green Connection](#)**

Keeping your battery in good condition saves you money and helps the environment as fewer batteries are thrown away (ending up in landfills) and fewer batteries have to be created to replace them.

## Components

Each Tablet computer has a unique serial number located on its underside. The School keeps this information in a database that will be used to track each Tablet, returns to the Help Desk and updates / repairs made to the Tablet. Parents should also keep this information for their own records.

Students and other School members will have very similar machines, power adaptors, carry bags and cables. Where components are unlabelled, ownership is difficult to establish. Therefore, all parts of the Tablet and its accessories should be clearly labelled. *It is recommended that the bag is labelled using a key ring tag with the student's name and details.*

Adhesive labels are to be fixed to the Tablet and the keyboard. The IT Help Desk requires that when items are submitted for service, they are all clearly labelled with the student's name.

Labels are very important since all the Tablets and bags for staff and students may appear exactly the same.



or similar bag.

## The Classroom Environment

Classrooms provide wireless access to the School's network but limited access to power. Secure daytime storage in lockers is available. However, student Tablet's must *not* be left at School overnight.

### Power

One of the major strengths of Ultrabook technology is the extended time the battery holds its charge compared to typical laptop batteries. When new, this is in the vicinity of 12 to 14 hours but the time decreases over the battery lifespan. All classrooms have a limited number of power outlets; therefore, students are expected to have their Tablet fully charged when they arrive at School each day.

The power supply and cord should be checked regularly for damage such as breaks in the cable or loose attachments.

Electrical cables on the power supply should NOT be wound around the body of the supply.



← Incorrect

Correct →



### Sound: Listening and Recording

On occasions, applications used in the learning program will be enhanced by the use and creation of sound files. To limit distractions to other students, the School requires students to make use of their own earphones / microphone combination with single jack. The recommended earphone is the "bud type" which is inserted into the ear enabling good listening at a low volume from a compact, portable unit. All classroom activities including the use of earphones to listen to audio files take place under the guidance of the classroom teacher.



### Screen Background Pictures and Screen Savers

It is understood that students may wish to reflect their personal tastes by changing the background on their Tablet's desktop; however, many screen savers consume power and memory which degrades the performance of the Tablet. Students will not be permitted to install or choose screen savers. Default setting will be locked.

### Learning Management System (LMS)

The School Learning Management System or LMS may be accessed in two ways:

1. By using the School Network – Within the School, the LMS is a link on the Student and Parent Portals or it can be accessed directly at <https://petermoyes.instructure.com/>



2. Via the School 's Internet web page using the Student Portal Login link:  
<https://portal.pmacs.wa.edu.au/igloo/portal/>

## Email

All students will be able to access their email accounts when they are successfully logged on to the School network. The format of student email addresses is:

[username@pmacs.wa.edu.au](mailto:username@pmacs.wa.edu.au)

Currently, the School student email software is web based Microsoft Outlook. Students are able to email both within the School and to anywhere else in the world.

## Printing

Document printing is becoming less of an important part of completing assignments. It is recommended that students print a draft of any assignment work at home, well before the due date to allow time for proof reading.

Students should avoid printing assignments at School on the day that they are due. Too much can go wrong! The final submission copy should be printed at home, at least the day or night before the assignment is due.

Where appropriate, it will be common practice for work to be submitted online. This will reduce the need to print documents.

In general, students will be encouraged to avoid printing during class time and should plan to print outside of class time. However, a number of network printers will be located near the classrooms.

The School is aware of the environmental implications of excessive paper waste. Students are encouraged to be selective in what they print and to follow the School's guidelines in regard to printing and recycling.

## Data Backup

To minimise the possibility of lost School work, students will be taught and be expected to adopt a thorough 'back up' strategy whereby digital copies are made of any important computer files. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Lost computer files will not be an acceptable excuse for missing homework or failing to meet submission deadlines.

The local SSD drive (C Drive) on the Tablet will have the usual 'My Documents' folder available for students to save their work. Predominantly, students will save work on their Tablet. Students may also wish to save important School work to external storage media (e.g. USB thumb Drives), but these can be easily lost. However, a new system for ensuring students do not lose their work called OneDrive (an Office 365 product) is being deployed in 2017.

To add a further safety net student work saved into their My Documents will be automatically copied to a secure password protected location on a school server. The server and the student's files are accessible using a web browser via the Internet if in the event the student's local C drive My Document files are lost.

## SECURITY OF THE TABLET

### At School

The security of the Tablet is the student's responsibility, at all times. Each student will have access to a secure storage locker outside their home classroom at School so that their Tablet must be stored securely when not in use.

Throughout the day, a student's Tablet *must* be in one of the following places:

- With the student, in supervised use.
- With the student, in the approved carry bag or backpack.
- Apart from the student, in a locked locker,
- Apart from the student, with the IT Help Desk.

Students attending activities outside of their normal classroom during School time (such as attending Band or Choir rehearsals) must either:

- Store their Tablet in their secured locker

Or

- Take their Tablet with them and leave it in a safe place during their activity, with the approval of the supervising staff member.

**Each student must know the whereabouts of their Tablet computer at all times.**

**Students must ensure the Tablet is stored securely when not in use.**

### Travelling out of School

Tablet computers are valuable and students are expected to take appropriate precautions when travelling to and from School. It is very unwise to use a Tablet in a public place. It should be inconspicuous and kept out of sight.

If a student travels between home and School by public transport or the School Bus, the Tablet must remain in his / her School backpack or carry bag for the duration of the journey.

### At Home

Students and parents must ensure a safe work area is available for study. The Tablet can be plugged into a power outlet and used to complete homework. It is suggested homework is completed as soon as possible after school and the Tablet can be left plugged into a power outlet until bed time, when if it is charged (check power recharge light on the Tablet), it can be unplugged and securely placed in its flak jacket, which in turn can be placed into the school bags. It is suggested you pack your school pack at night for the next day.

### Network Accounts

Each student will have their own network account, comprising a username, password, email address and space (approximately 1 GB) on a School server for file storage.

## Passwords

Other than the physical access to the Tablet, the first level of security that users will encounter when accessing the School network is the network password which must be at least six alpha-numeric characters in length and should be changed at least once per term.

Under **no circumstances** should a student divulge their network password to anyone.

A student should immediately change their password or ask a teacher for assistance if they become aware that the confidentiality of their password has been breached.

## Internet Access

Internet use by students at the School provides access to local, national and international electronic information sources, and it allows them to collaborate with peers and experts on curriculum-related tasks.

As part of its duty of care, the School uses filtering software for all computers that can be connected to the Internet via the School's Network and at home.

The filtering software used by the School is regarded as the foremost corporate filtering software available and blocks most access to websites from undesirable pre-defined categories.

In addition to these filters, supervision and guidance to help ensure those students' electronic experiences are healthy, safe and educationally relevant is needed from teachers at School and parents at home.

Students must NOT attempt to circumvent the filtering of content being accessed through the Internet and report any inappropriate content that appears on their internet use to the IT Help Desk or to one of their teachers.

## NETWORK, INTERNET AND EMAIL ACCEPTABLE USE POLICY

The School's information technology resources are provided for educational (learning and teaching) and administrative activities. Access to resources is provided with the expectation that all users act in a considerate and responsible manner, and adhere to the relevant School policies.

Students using the School's information technology resources are required to adhere to the following:

- Use of all devices and IT infrastructure is for the sole purpose of learning as directed by their teachers.
- Users are responsible for their ethical and legal behaviour on the School network.
- Network passwords must be kept confidential
- Access or attempted access to any account other than an individual's own account is not permitted.
- Each user with network access is assigned storage space on the School's server. While unauthorised users do not have permission to access this space, there should be no expectation of privacy in anything created, stored, sent or received on the School's network. Network administrators have access to all files on the School's network and Tablets.

The following are examples of those activities which are not permitted:

- Accessing, uploading and downloading or copying software or resources other than those prescribed by a teacher or a network administrator.
- Sending email that could be interpreted by the receiver as being offensive or damaging.
- Unauthorised Internet game playing; online chat or ICQ; transmitting, displaying or distributing obscene or sexually explicit material; transmitting, displaying or distributing materials that advocate illegal acts, violence or discrimination or any material deemed inappropriate for a School environment.
- Vandalising, damaging or disabling computers, systems or networks belonging to another person or organisation through misuse such as the intentional overuse of electronic distribution or the spreading of computer "viruses" through the inappropriate use of files or disks or other storage media.
- Changing the setup of a School-owned computer in any way.
- Violating copyright or otherwise using another person's intellectual property without his or her prior approval or proper citation.
- Publishing offensive or unauthorised material on the School's Intranet or Internet.
- Using another user's or group's password or trespassing in another person's folders, work or files.

The School provides no warranties of any kind, either expressed or implied, for the internet access provided.

- The School will *not* be responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on the School's resources, or for personal property used to access those resources.
- The School will not be responsible for unauthorised financial obligations resulting from the use of School-provided resources.
- The School may use technical or manual means to regulate access and information.

Disciplinary action related to access to electronic resources will be determined by the Principal, the Associate Principals or Deputy Associate Principals in accordance with the School's existing practice regarding inappropriate behaviour.

### Students using the internet

The Internet makes available opportunities for students to communicate with others as well as to have access to an enormous amount of information. There are useful websites for a range of purposes including educational resources; sports, hobbies and music; libraries; universities; museums; entertainment. It provides opportunities to engage in communications with people from a diverse range of backgrounds. However, there are some people and places that should be avoided and others to be approached with caution.

By knowing the dangers and how to avoid them, advantage can be taken of all the positive aspects of the Internet while avoiding the pitfalls. The following guidelines will enable students to have a safe and enjoyable Internet experience:

- Personal photographs and information such as name, birthday, telephone numbers, home address or School name should not be given to anyone on the Internet without first seeking advice from a parent or trusted adult.
- Meeting people online can be fun, but they may not be who or what they claim; someone claiming to be a 12 year-old girl may be a 40 year-old man.
- If choosing to meet an online contact, students should always invite a parent or other adult to accompany them and they should organise such meetings only during the day in popular, public places.
- Passwords should never be disclosed to anyone! (Not even a friend).
- Students should leave a chat room if someone writes something rude or unpleasant. Similarly offensive email should not be acknowledged.
- If unpleasant language, nasty pictures or something that is frightening is seen by students on the internet, a parent or other trusted adult should be informed.
- Students should never give bank details or credit card information, or fill out forms without first asking a parent or trusted adult.
- Offers that seem too good to be true usually are.

Additional information may be seen at the following web sites:

<http://www.cybersmartkids.com.au>

<http://www.safekids.com>

## HEALTH AND SAFETY

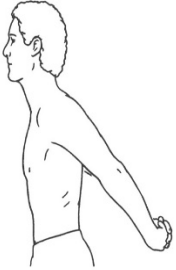


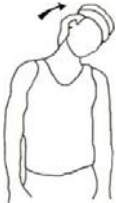


### Ergonomics and the Tablet Computer

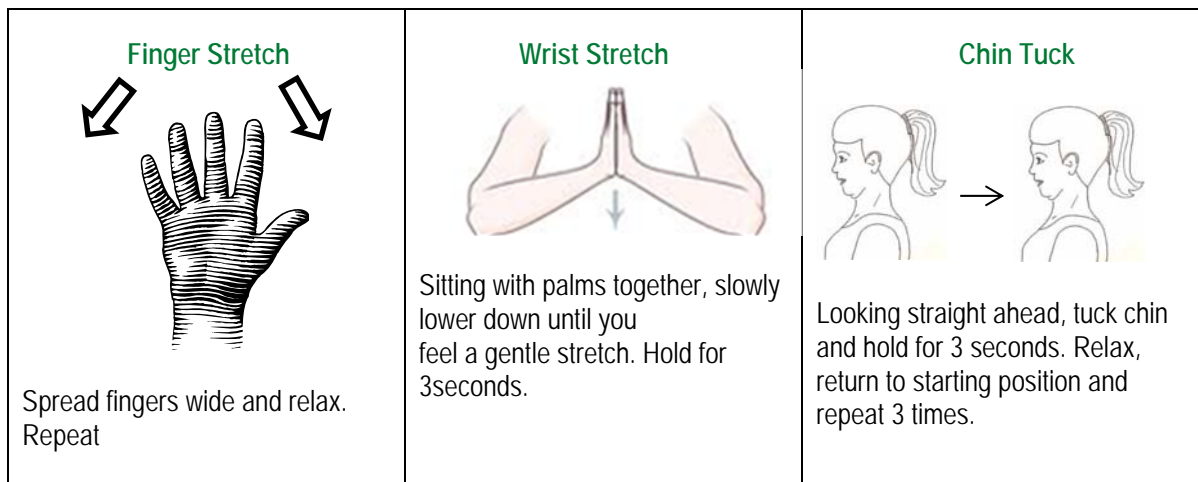
The term 'ergonomics' derives from two Greek words: "*ergon*" meaning work and "*nomos*" meaning law. Its focus is the study of work performance with emphasis on worker safety. Ergonomics aims to produce the most appropriate and comfortable work areas and to reduce the likelihood of injury as a consequence of work place or work task design.

### Working Safely with your Tablet Computer

The design of Tablet computers is not ideal because the keyboard and screen are not separated as in the case of desk-top computers. With such a fixed design, it is not possible for both the keyboard and screen to be in optimal positions for the user at the same time. Consequently, Tablet computers are excluded from current ergonomic design requirements and special attention needs to be paid to their use.

- Take a break every 20 minutes- Stretch your muscles and eyes; Listen to your body
- Attach an external mouse and keyboard where possible (e.g. home)
- Do not sit / lie on bed or floor when using a notebook
- Be aware when carrying notebook – use a backpack with two shoulder straps or balance the load
- Maintain a balanced lifestyle at school and home

<p><b>Chest/Bicep Stretch</b></p>  <p>With elbows straight and fingers interlaced, raise arms up, keeping trunk upright, hold stretch for 3 seconds.</p>	<p><b>Shoulder Roll</b></p>  <p>Roll shoulders forward, up, back and then down to complete a circle Repeat 3 times.</p>	<p><b>Neck Stretch</b></p>  <p>Grasp arms above wrist and cross it in front of body. Tilt head in the same direction and gently pull arm downward. Repeat to the other side</p>
<p><b>Neck – Side Stretch</b></p>  <p>Cross arm behind body and grip above wrist. Tilt head in the same direction and gently pull arm down. Repeat to other side.</p>	<p><b>Neck Stretch</b></p>  <p>Turn head slowly to look over left shoulder, hold for 3 seconds, then turn to look over right shoulder, hold for 3 seconds.</p>	<p><b>Lower Back Stretch</b></p>  <p>Stand straight with feet apart. Support your back with your hands while bending your back as far as feels comfortable. Keep your knees straight during the exercise.</p>



**NOTE:** Perform these exercises at your own discretion, within your limits of movement, avoiding discomfort. If you are receiving treatment for any injury or illness, seek medical advice regarding the suitability of these exercises from your treating medical practitioner or physiotherapist

Attention is drawn to some physical features of Tablet computers which differ from standard desktop computers and need to be managed effectively.

- The keyboard is smaller than the standard desktop keyboard.
- The keyboard is a fixed distance from the monitor.
- The track pad is fixed to the body of the Tablet, thus relying on finger control compared to 'whole hand' movement with a standard computer mouse.
- The portable nature of a Tablet computer means that it is likely to be used away from optimal ergonomic conditions. (E.g. chair, desk, lighting conditions).
- The weight of a Tablet computer and carry bag can place an unbalanced load on the body when carried or lifted in one hand.

The School is working to minimise potential musculo-skeletal risk factors for students carrying and using Tablet computers. Aspects such as sitting posture in the classroom, the correct carrying of a Tablet and the correct setting up of the Tablet will be addressed. In addition, advice concerning Tablet use in the home will be provided.

Additional information on children and ergonomics may be found at these web sites:

<http://www.healthycomputing.com/kids> <http://ergo.human.cornell.edu/MBergo/intro.html>

## Carrying a Tablet Computer to and from and at School

Apart from Tablets which must be carried in approved protective case, students have a lot to carry to and from School and while moving between lessons during the day. (Books, lunchboxes, pencil cases, musical instruments, sport equipment etc.) The School is looking at ways to reduce the load that students need to carry as they frequently carry at least two bags. Most students carry their Tablet in its protective flak jacket sleeve. The School, parents and students all have concerns regarding the weight that students carry. Clearly it is important to find the safest and most comfortable solution.

In order to minimise the risk of musculo-skeletal injury, weight should be carried evenly and close to the spine. A backpack can be a valuable way to try to distribute weight symmetrically about the spine, but it is not always the most practical way due to the packing and unpacking of the many different items students require as they move between lessons during the day.

According to research, carrying a bag with a strap over the shoulder on one side places more stress on the body than with the strap across the body. Thus, other than a backpack, the best option for students carrying their Tablet bag is with the shoulder strap placed over the head and across the body, distributing the weight as evenly as possible. However, both “over the shoulder” or “across the body” are acceptable, providing the computer bag is at waist level and close to the spine, reducing the potential for injury.



## TECHNICAL SUPPORT

### Technical support - IT Help Desk

The School IT Help Desk, (located on the second floor of the Middle School building) will be open on School days from 8:00am–4:00pm, allowing students and staff to seek technical assistance regarding their Tablet computers when necessary.

The primary solution to software issues will be a re-imaging of the Tablet, which is a process where all data and programs on the Tablet are deleted off and replaced with the original setup data and programs. Any data or files not backed up will be lost.

Hardware issues will be logged and a Loan Tablet will be issued while the Tablet is sent off site for repair. When the Tablet is back from repair, the student will hand back the loaned device and get their Tablet. Again data may be lost during this progress so it is the responsibility of the students to backup their data each day to minimise any loss.

#### Software Issues

Students experiencing difficulties in using a software application on their Tablet, during class time, may be instructed by their teacher to take their Tablet to the IT Help Desk (*only* with *written* permission from their classroom teacher). It is important that students are present in class during lesson times and should miss lessons only when the teacher deems it necessary for the student to attend the IT Help Desk

#### Warranty Repairs

Warranty repairs encompass all claims against hardware failure under normal working conditions. When a student suspects that his / her Tablet has a component failure, they should report this promptly to the technician on duty at the IT Help Desk. If the repair is likely to take a minimum of one day a loan Tablet may be issued for the students use while the warranty repair is undertaken. Damaged hardware is not covered under the warranty.

Under no circumstances should students or parents attempt to fix the Tablet themselves. Any damage incurred during such an attempt is likely to result in a warranty claim not being approved.

#### What to do in the event of Theft or Loss at School?

Loss or theft is always a possibility and is a very serious issue. The person primarily responsible for the Tablet is the student to whom it was issued.

Loss or Theft of the Tablet / laptop while offsite not directly under Teacher supervision is not covered by the School's insurance policy. Parents will be asked to pay for the remaining balance of the Hire Agreement.

If a student were to lose their Tablet, they would be required to report this immediately to the IT Help Desk and to their class teacher. Tablets found unattended in open classrooms or on the School grounds are to be taken to the IT Help Desk. Students should immediately report lost Tablets to the IT Help Desk in order to retrieve lost computers.

#### What to do in the event of Damage?

Damage of any kind to the Tablet should be reported immediately to the IT Help Desk. Depending on the circumstances and the nature of the damage sustained, the Tablet may be covered by insurance.

There are serious consequences if a student is found to be careless, thoughtless, negligent or destructive with their Tablet or to cause damage to another student's Tablet. For insurance purposes, students should always transport their Tablet in the approved protective sleeve.

For example, throwing an eraser to another student may cause damage to another student's screen. This is negligent behaviour by the student who threw the eraser and that student's parents are liable to pay for any repairs.

### Loan Equipment

On occasion, when the replacement, repair or service of a student's Tablet or accessories requires the interim use of a School-owned loan item, the student will be required to complete a loan request form, available from the IT Help Desk. Generally, School loans are only short-term.

Parents should be aware of their responsibility for any damage to or loss of the School-owned items. Accidental damage to a loan Tablet would incur an accidental damage insurance claim excess if insured through the School. Similarly, theft or burglary claims (where the computer has been stored in accordance with the insurance policy conditions) would also incur an excess penalty.

Where appropriate care is not taken, parents would be asked to cover the replacement cost of the School-owned loan item.

## RELATED SCHOOL POLICIES

This document should be read in conjunction with the School's policies and guidelines on:

- Homework
- Assessment
- ICT
- Rules and Discipline
- Plagiarism and Copyright guidelines

Which are all available online through a link found on each Learning Management System (LMS) course page.

## CARE TIPS FOR YOUR TABLET



Avoid leaving your computer in direct sunlight



Avoid drinking or eating when using your computer desk. Spills onto the keyboard are not warranty items.



Forcing the screen back too far or too hard can cause the hinges to break.



Touching your screen can cause bruising which will not fade.



Keep it securely locked away in a safe place when you are not using it at school.



Do not carry your computer by the screen. It can be cracked and the hinges can break.



Do not place heavy objects on top of your computer. The screen is particularly vulnerable to damage in this way.



Your keyboard should frequently be gently dusted using a clean paintbrush to clear off accumulated material. Choose a regular night in the week and keep your computer clean.



It is not a good idea to rest objects such as pens, erasers, and disks on the keyboard. They can damage the screen when the lid is accidentally closed on them.