



## Mitchelton State High Laptop Usage Conditions

### Taking care of your laptop

To ensure reliable laptop function, certain basic rules must be followed.

### Students are responsible and accountable for the care of their laptop.

#### General Precautions:

- Keep your laptop in its protective case at all times
- No food or drink is allowed next to your laptop
- Store drinks or other liquids in a different compartment of your school bag to your laptop
- Never remove plugs or cords by tugging at the cable. Cords, cable and other devices are to be inserted and removed carefully
- Ensure the battery is fully charged each night so that it can be used in classes
- Do not play games on the computer at break times – this will drain the battery and render it useless for learning activities

#### Carrying the laptop:

- Students must not carry the laptop with the screen open – unless directed by the teacher
- Laptops should always be carried within their protective case

#### Screen Care:

- The screen can be damaged through pressure:
- Do not poke the screen
- Do not lean on the laptop when it is closed
- Do not place anything on the keyboard before closing the lid
- Do not place anything else in the protective case apart from the laptop
- Clean the screen with a soft dry cloth or anti-static cloth rubbing gently and slowly in a circular motion
- DO NOT use liquids to clean the screen

## Taking care of yourself

To ensure a safe and comfortable working environment, students should consider the following points whilst at school and at home.

### Students are advised to:

- Take regular rest breaks
- Not use their laptop for more than 2 hours in one session
- Angle the screen to ensure an ideal viewing angle

### Ergonomic Posture:

- Use the laptop on a desk
- Use chairs that promote good posture
- Try to maintain a neutral seating position where there is an angle of 90° for ankles, knees, hips and elbows and hands in alignment with wrists
- Take breaks to stretch and relax tensed muscles

### Prevent eye strain:

- Ensure there is no glare or reflection on the screen
- Ensure there is adequate lighting
- Position the screen for comfortable viewing
- Adjust the screen colours and brightness to prevent eye strain
- Increase font size if having difficulty reading
- Relax your eyes by focusing on a distant object for a few seconds
- Further information on correct posture and laptop use can be found at:  
<http://education.qld.gov.au/health/pdfs/healthsafety/laptopuse.pdf>

## Using your laptop

To help create a safe and comfortable working environment students should consider the following points when at school and at home.

### Laptop security

When students are taking their laptops home, they must turn it off and pack it in its protective case before travelling.

It is important to note, that while a laptop is in a student's care, its security is the student's responsibility. If a student is concerned about the safety of their laptop, they should speak to their teachers.

### Laptop battery charging:

It is the student's responsibility to make sure their laptop has adequate charge before taking it to school. A laptop fully charged prior to school will last all day. Battery life can be enhanced by use/recharging patterns that allow the battery to fully discharge before charging, rather than sitting on constant charge.

Playing of games and engaging in other internet browsing activities during break times will drain the battery and render it useless for learning activities. Students are to avoid using their laptops for such activities during the school day so that they can make the best of their learning opportunities.

### Data Security:

It is the responsibility of the student to backup all personal data. Ideally, all personal data and files should be stored on the student's home drive (H:) at school and on OneDrive and a personal USB drive.

### **Loading additional software:**

The software loaded on the laptop is licensed to DETE or the school. The parent or caregiver must ensure that the software is not copied, deleted or transferred, without prior written consent from the school. Unauthorised use may breach copyright laws and the parent or caregiver may be held liable for any damages incurred.

Students may have the ability to install additional software onto the laptop. However, only licensed software can be installed and the licence must be appropriate for installation on the laptop.

It should be noted that no file sharing (bit-torrent, newsgroups, magnet, etc.) software is installed in any way, and the use or distribution of warez (games, software and other media including music and videos) is strictly forbidden under school and departmental policy and are in violation of Australian copyright law. **Students found with any of the above material will have their devices rebuilt and all student data will be lost.**

Laptops may be audited by a school requiring students to present a valid software licence for any personal software installed. Laptops may be rebuilt at any time for numerous reasons without consultation with students or parents and all local data may be lost in this process.

**Please ensure that you keep regular backups of your current work in both your school H drive and other personal storage locations including OneDrive, USB media drive or email.**

### **Laptop Repairs:**

Laptops requiring repair are to be delivered to the IT Technician in Q Block – during lunch breaks only.

In the case of your laptop requiring repair a daily loan laptop may be borrowed from the library. If you require a daily loan you are required to collect this at the beginning of the school day (prior to 9:00am) and return this at the end of the school day (after 2:50pm)

### **Damage and loss of equipment**

All devices and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage.

**There is no cover for negligence, abuse or malicious damage. Students will be required to replace lost or damaged equipment.**

Costs incurred by the school for the repair or replacement of devices will be charged by the school as an excess to parents. In the event of non-compliance of agreed responsibilities, schools may review the student's continued participation in the take-home program.

Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school. Please ensure that you do not write on or scratch anything into your device or protective case, it may be necessary to replace components of laptops at your cost if this form on vandalism is detected. Please note – NO WRITING or markings are to be made to personalise the device- this includes stickers as the residue from the adhesive can damage the surface.

## **Theft**

If the device is stolen outside of school, the parent/caregiver will need to report the incident to the police and ensure they have the following documentation when informing the school:

- Police crime number (QP Number); and
- Statutory declaration (usually completed with the police).

On receipt of the necessary documentation, DETE will initiate recovery procedures via in the inbuilt theft protection software, Computrace®. Should a device be unrecoverable – whether lost or stolen, the cost of replacement will be as per the unit cost.

## **Accidental damage**

Where a device is accidentally damaged, schools will invoice the student's parents according to the cost of the repairs. Repairs will be charged using a cost recovery methodology, e.g. the costs incurred by the school will be passed onto the students account.

## **Wilful and malicious damage**

Where a school determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement will be charged and the students continued participation in the program will be reviewed.

## **Return of equipment**

All devices and accessories remain the property of the school at all times. The device along with any accessories must be returned in good working order within 10 days of the end of your schooling at Mitchelton State High School. Failure to return the device within this timeframe, will initiate recovery mechanisms, including but not limited to law enforcement and engagement of debt collection agencies.