Al-Taqwa College
Student Laptop Policy

1   Purpose
The laptop is required as a tool to assist student learning through eBooks both at the College and at home.

2   Ownership
2.1   The student **MUST** bring the laptop to the College **FULLY CHARGED** every day. Chargers should be left at home.
2.2   All material on the laptop is subject to review by College staff.

3   Damage or Loss
3.1   All laptops and batteries are covered by a manufacturer's warranty for 3 years and 1 year respectively. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse, malicious or accidental damage, eg cracked screens are not covered under warranty. The warranty does not cover the laptop's carry case.
3.2   Any problems, vandalism, damage loss or theft of the laptop must be reported immediately to the insurance provider via the College IT Department.
3.3   In the case of a suspected theft a police report must be made by the family and an event number provided to the College.
3.4   In the case of accidental damage a witnessed statutory declaration signed by the parent/guardian should be provided and a report must be completed by the student.
3.5   Students will be required to replace lost or damaged items.
3.6   Software issues may be initially dealt with by the College's IT department, if they are unable to assist then the matter must be forwarded to the insurance provider.
3.7   Insurance excess is $150 per year for the first claim. Subsequent claims in the same year, will be charged at the full repair price.

4   Standard Laptop Care
The student is responsible for:
4.1   taking care of the laptop in accordance with College guidelines.
4.2   adhering to the Student Hybrid Tablet/Laptop Handbook.
4.3   backing up data securely and regularly.

5   Acceptable Computer and Internet Use
The students must adhere to the guidelines on:
5.1   acceptable use
5.2   cyber bullying
5.3   eCrime

6   Access and Security
Students must:
6.1   not disable settings for virus protection, spam, filtering and hard drive protection.
6.2   ensure that communication through the internet and online communication is related to learning whilst on the College premises.
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 laptop.
6.6   log off at the end of each session.
6.7   tell their teacher if they suspect they have received a virus, spam or if they receive a message that is inappropriate or makes them feel uncomfortable.

6.8 seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts or wants to meet the student.

6.9 never knowingly initiate or forward a message sent in confidence, a virus, a hoax email or spam.

6.10 never send or publish unacceptable or unlawful material or remarks including offensive, abusive, or discriminatory remarks.

6.11 never threaten, bully or harass another person.

6.12 be aware that all use of the internet and College networks can be audited and traced to the accounts of specific users.

7   Privacy and Confidentiality

Students must:

7.1 never publish or disclose the email address of a staff member or student without that person's explicit permission.

7.2 not reveal personal information including names, addresses, photographs, credit card details, date of birth and telephone numbers of themselves or others.

7.3 ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

8   Intellectual Property and Copyright

Students must:

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 has the approval of the Principal or his delegate and has appropriate copyright clearance.

9   Misuse and Breaches of Acceptable Use

Students must be aware that:

9.1 they are held responsible for their actions while using internet and online communication services.

9.2 they are held responsible for any breaches caused by them allowing any other person to use their laptop/account.

9.3 they should not let others to use their account to access internet and online communication services.

9.4 the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

9.5 The College is obligated to report any illegal or unlawful activities by the user, to any government authorities.