Columba Catholic College
Recommended Laptops to Purchase and Laptop Policy and Procedures 2024

Purpose and Principles

The world in which we live and learn is increasingly shaped by technological advancements. The current Australian Curriculum has been written to provide a foundation for learning across seven general capabilities, one of which is competence in Information and Communication Technologies. Students develop competence within this general capability when they learn to use ICTs effectively and appropriately to access, create and communicate information and ideas to solve problems within a collaborative environment. Hence, learners are required to be flexible and adaptive who can gather and analyze information from a wide variety of sources.

Responsibilities

Students using personal devices at school, understand that it is their responsibility to take care of their device and they do so at their own risk. They are also responsible for the maintenance and protection of their devices. Students must have an anti-virus software program loaded onto their machines. Parents are strongly encouraged to purchase insurance appropriate for the device.

The College does not take responsibility for the following:
- Any issues or faults associated with the purchase of devices through the School Portal.
- Student devices that are broken or damaged at school or during school related activities.
- Any loss or theft of student devices at school or during school related activities (although the College will assist with investigating any matter where the malicious act of another student is involved).
- Any loss or damage to any data stored on personal devices.
- Any ongoing maintenance, virus protection or repair of student devices.

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* Parents and students are to return the last page of this document to the College Office, to enable them to use their device on College grounds.

Repairs

All repairs are at a cost to parents/guardians. The College does not organise repairs but can assist with information for parents/guardians.

Damage

Students should report a damaged laptop to the IT Administrator in a timely fashion. If the damage occurs outside of normal school hours, then the issue should be reported on the following school day at morning tea in the library. The IT Administrator will assess the damage and advise how to proceed with repairs.

In cases of malicious damage by another student, the College Principal will, having considered all circumstances of the matter, determine whether the other student is responsible for the damage and if repair costs should be borne by the other student. The loss of data or hardware malfunction cannot be grounds for the appeal of an extension of any assessment task or homework.

College Recommended Laptops

There are five laptops that are recommended for purchase. The College has researched the best specifications and add-ons for our learning processes. These are available through HP BYOD school portal and are purchased through them and not the College. Apple devices are **NOT** supported.

	HP 245 G10 AMD Ryzen 3 14"	**HP ProBook 445 AMD Ryzen 5 (14")**	**HP ProBook 440 Intel i5 (14")**
	From: $759.00 (ADP+$136/270)	From: $899.00 (ADP+$136/270)	From: $1,099.00 (ADP+$136/270)
Processor	AMD Ryzen™ 3 processor	AMD Ryzen™ 5 processor	Intel® Core™ i5 processor
Operating system	Windows 11 Home	Windows 11 Pro	Windows 11 Pro
Display	14" diagonal, FHD (1920 x 1080)	14" diagonal HD display	14" diagonal HD display
RAM	8 GB DDR4-3200 RAM	8 GB DDR4-3200 RAM	16 GB DDR4-3200 RAM
Memory	256 GB SSD Hard Drive	256 GB SSD Hard Drive	256 GB SSD Hard Drive
Ports	*1 USB Type-C®* *2 USB Type-A* *1 AC power* *1 HDMI* *1 stereo headphone/microphone combo jack*	1 USB Type-C® 3 USB Type-A 1 AC power 1 HDMI 2.1 1 stereo headphone/microphone combo jack 1 RJ-45	2 USB Type-A (1 charging, 1 power) 1 AC power 1 HDMI 2.1 1 stereo headphone/microphone combo jack 1 RJ-45 2 USB Type-C® (USB Power Delivery, DisplayPort™ 2.1)
Graphics	AMD Radeon™ Graphics	AMD Radeon™ Graphics	Intel® UHD Graphics

	HP ProBook 435 AMD Ryzen 3 (13.3")	HP ProBook 435 Ryzen 5 (13.3")
	From: $1179.00 (ADP+$136/270)	From: $1,267.00 (ADP+$136/270)
Processor	AMD Ryzen™ 3 processor	AMD Ryzen™ 5 processor
Operating system	Windows 11 Pro	Windows 11 Pro
Display	13.3" diagonal FHD touch display	13.3" diagonal FHD touch display
RAM	16 GB DDR4-3200 RAM	16 GB DDR4-3200 MHz RAM (1 x 16 GB)
Memory	256 GB SSD Hard Drive	256 GB PCIe® NVMe™ SSD
Ports	1 USB Type-C® 2 USB Type-A 1 HDMI 2.0 1 stereo headphone/microphone combo jack	1 USB Type-C® 2 USB Type-A 1 HDMI 2.0 1 stereo headphone/microphone combo jack
Graphics	AMD Radeon™ Graphics	AMD Radeon™ Graphics

STUDENT AND PARENT INFORMATION

Caring for the Laptop

Students are **expected to bring their laptop to College every day**, in the same way in which they are expected to bring exercise books. The laptop will be an essential component of their educational toolkit. For this to be effective, there are several routine practices which must be followed. These include:

• **Charging Batteries** – When fully charged, the battery will allow a student to conduct the educational work continuously for a full school day. It is the **student's responsibility to ensure that the battery is fully charged** each night ready for the next school day.

• **Sleep Mode** – Closing the lid of the laptop will place the device in sleep mode and will enable faster start up for your next class.

• **Graffiti** – Students are not to deface or graffiti any part of the laptop.

• **Lunch time** – Students are **only permitted to use their device in restricted areas of the campus during lunch breaks**. These areas are limited to the Library and or otherwise instructed by the teacher.

• **Students are not to use their laptop in the playground.**

IT Support

Students may access the IT Administrator for any issues they may be having with their device.

The College based technician will only spend a short period of time attempting to resolve an issue presented by a student. If the diagnosis of the fault requires further investigation, the College technician will recommend a course of action.

Backup of schoolwork must be on Google Drive. Laptops will not be accepted for repair if they have not been backed up. The IT Department holds no responsibility for the loss of data.

Borrowing Laptops for a day

If a student's laptop is in for repairs or is left at home, laptops can be borrowed from the Library. All loans are for short term only.

1. Complete Loan Register Laptop Form online in the Library.
2. Collect laptop from the Library before 8.20am on the day required.
3. Library Manager will record details of loan.
4. Laptop is returned to the Library by 3.05pm.

Note: Students will not be allowed to leave classes to borrow laptops for one lesson.

LAPTOP POLICY
STUDENT AND PARENT CONSENT AND RESPONSIBILITY

To enhance student learning and prepare students for life outside school, Columba Catholic College has established the following policy position on the use of devices:

1. Personal electronic devices can be used to access the **College's Network** by students from Years Seven to Twelve to complete educational activities.

2. Personal devices may only be used at the College after the student and his/her parent/caregiver has signed and returned the Laptop Policy Consent Form.

3. The student accepts full responsibility for the care and use of his/her own personal device. The College does not accept responsibility for damage, theft or loss of the device or parts/accessories. *There is risk associated with bringing a personal device to school and it is recommended that parents/caregivers consider suitable insurance cover*.

4. Students are required to use the College Network for **educational purposes** only. Activities such as downloading or sharing inappropriate material, accessing social media or playing games are not permitted.

5. The use of a student device during class is at the discretion of the subject teacher. Student devices will not be permitted during examinations.

6. Students are expected to bring their devices to school each day with a fully charged battery. The College will not provide battery charging facilities.

7. The College will not provide technical assistance on student devices e.g., install software, fix a malfunction.

8. Devices are required to meet the College's minimum specifications.

9. In the event that the device needs repairs, students are required to notify the IT Helpdesk to arrange a loan from the library.

10. During breaks, students are to safely LOCK the device in their school allocated lockers. Students may use their device in the library during breaks.

11. Students will not create, distribute or view any information, pictures or video of students or staff without the College's expressed permission. The recording of class lessons will not be allowed without the permission of the staff and students involved.

12. Students will not use their device to bully, harass, discriminate, intimidate or abuse staff or students. All matters of suspected harm will be referred to the Pastoral Middle Leaders and the College Leadership Team.

13. Students will observe all copyright laws, including those related to computer software.

14. Students are to use Google Drive for their class work, as portable storage devices are unreliable.

15. Bypassing network filtering and monitoring software is a direct violation of the agreement. Students must not use a VPN or disable network monitoring software.

TO BE RETURNED TO THE COLLEGE BY 29 JANUARY 2024

LAPTOP POLICY CONSENT FORM

Student's Name: _____ Year Level: _____

This agreement must be signed by parents/caregivers of the student who will be using a personal device at the College. Parents/Caregivers are encouraged to contact the College if more information is required.

I, ……………………………………………………………………………… *(student's name)* request permission to bring my personal device to school and access the **College's Network** to help me complete educational activities.

I have read the **Columba Catholic College Laptop Policy** and agree to comply with this policy.

I WILL:

1. Use my personal device solely for educational purposes.

2. Use my personal device as directed by the teacher during class.

3. Be responsible for looking after my device.

I WILL NOT:

1. Access social networking or gaming sites.

2. View or share inappropriate material.

3. Use my personal device for malicious behaviour e.g., bullying.

4. Interfere with another student's personal device.

During class I can only use my device if allowed by my teacher. I understand that if I am found to have breached this agreement, I may be unable to bring my personal device to the College.

_____   _____   _____
Student's Name (Print)   Student's Signature   Date

Parents

I/we understand that my child brings his/her personal device to the College at his/her own risk, and it is not the College's responsibility for any damage that might occur to the device. I/we understand that my child's personal device will have access to the College's Network. I/we understand that students who breach the **College's Laptop Policy** may be prevented from bringing his/her personal device to the College or have other disciplinary action taken.

I/we have discussed the **College Laptop Policy** with my child, and I/we give permission for my child to bring his/her personal device to school.

_____   _____   _____
Parent/Guardian Name (Print)   Parent's Signature   Date