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### Disclaimer

Whilst every effort has been made to ensure a safe and productive Portable Device Program for our students, there may be unforeseen circumstances that arise that have not been covered in this document. If such a circumstance presents itself, please contact the ICT Coordinator, Jarrod Lungley on (08) 8287 1111 or [jarrod.lungley@hopecc.sa.edu.au](mailto:jarrod.lungley@hopecc.sa.edu.au).

Hope Christian College reserves the right to add, remove or modify any clauses contained herein. Any new revisions of this document will be published on the College Website: [www.hopecc.sa.edu.au](http://www.hopecc.sa.edu.au).



## Introduction

Over the past years, Hope Christian College has looked at how we can improve access to digital resources for students. In our ICT Strategic Planning, our long term vision is to provide “*access anytime, anywhere*” computing. Historically, we have used a mix of dedicated computer rooms and a suite of Portable Devices to provide students with ICT access at School. There have been limitations in this approach – for example, availability of resources (particularly with the Portable Device suite), the time required to remove the Portable Devices from their charging trolley, start them up, logging in, and putting them back again.

From a teaching perspective, time is saved and lessons can be planned, knowing that access to hardware and software will be the same for each student, and lessons won’t be held up due to troubleshooting technical issues.

Technology in the Portable Device and tablet field has improved greatly, so much so that the issues of poor battery life and underpowered devices are almost non-existent. Compared to a few years ago, we believe the timing was right to trial the program with our Year 12 students in 2015.

### Rollout Schedule

In 2016, all Senior School students will participate in the Hope Christian College Portable Device Program and will be issued with a Microsoft Windows based device. Each new portable device carries a 3 year warranty that covers manufacturer-related issues only.

The following devices will be issued:

-  Year 10 – HP Pro book 430 G2
-  Year 11 – Acer V5-473-54204G12tii
-  Year 12 – Acer V5-473-54204G12tii



## 1. Terms and Conditions of Use

### 1.1 Participation in the Portable Device Program

Participation in the Portable Device Program is compulsory. A standard learning environment is very important to ensure the success of this program. All students should be learning on the same device, for reasons of equity and uniformity. Teachers will plan and deliver lessons assuming a uniform ICT platform.

#### *Q. Can I bring my own devices to the College?*

*Unfortunately, no. A uniform approach is important for a successful Portable Device program. We cannot provide support for devices not purchased through us. This program allows us to monitor and maintain one model of device and the ability to provide all necessary hardware, software, maintenance, and support to ensure effective and efficient teaching and learning. This also reduces service costs both to the College and to parents.*

### 1.2 Privacy

#### **No expectation of privacy**

The storage of private information is not recommended. This includes information such as:

- 🛡 Information that may identify you or your whereabouts (other than that required for logon purposes)
- 🛡 Information of a personal or sensitive nature (e.g. bank account details, personal diary notes)
- 🛡 Stored passwords (e.g. email passwords stored by your Internet browser)
- 🛡 Any other information that may put your personal privacy and safety at risk

### 1.3 Users and Ownership

The portable device is intended to be used **only by the student to whom it has been allocated**. Of course, parents and Hope Christian College staff may require access to the portable device at times for support, maintenance, and duty of care.

Hope Christian College retains full ownership of the Portable Device and its related equipment. In practice, however, the student will treat it as their own, and will be allowed to use it as such, within the limits of the terms and conditions set out in this *Handbook* and of the *Hope Christian College ICT Policy*.

Students who complete years 10 to 12 inclusive, may take ownership of the device upon graduation. Please note that all College fees must be up to date in order to qualify for this. If the student is not enrolled for the entire duration of the Senior Schooling years, the student may opt to make a balloon payment, as determined by Hope Christian College, to take ownership of the portable device upon their departure.

### 1.4 Damage, Loss, Theft

It is strongly encouraged that all reasonable care be taken to foresee and prevent any incidences where damage, loss or theft may result.

**In the event of loss or theft, a Police Report and Incident Number must be obtained.**

**All instances** of hardware and/or software damage, loss, or theft must be reported to the ICT Coordinator (Mr Lungley) and IT Manager (Mr Dawson) **as soon as possible**. If neither



is contactable, a report must be made to the Deputy Principal (Mr Tarrant) or Senior School Coordinator (Mr Lungley).

Hope Christian College reserves the right to inspect Portable Devices and related equipment for hardware and/or software damage at any time (see 1.9). In the event that the College determines that your Portable Device has suffered such an incident due to a preventable or negligent act, the College will invoice families for **any costs** incurred to repair or replace the affected Portable Device and related equipment.

### 1.5 Insurance

All portable devices owned by Hope Christian College are covered by a 3-year Warranty to protect the device against manufacturer defects. In addition, the Portable Device is covered by an external insurer, the details of which can be made available upon request.

Any costs incurred, including excesses, will be the responsibility of the student. Where the insurer deems an incident is not covered, the student will bear all costs associated with the repair or replacement of the portable device.

### 1.6 Consumables

Items such as power packs, cords and carry bags are considered to be consumables. Charges will be incurred for replacement if lost, stolen or damaged beyond repair. Normal wear and tear of the carry bag does not constitute as damage, and will not incur further costs.

### 1.7 Inappropriate Use

As per the Hope Christian College ICT Policy, students are forbidden to use their Portable Device for any illicit or illegal activities, and may not utilize proxy servers or other like methods in order to bypass the College's Network Security when on or off campus.

**Any illegal use is a Police matter and will be dealt with accordingly.**

### 1.8 Content Filtering (Netbox Blue)

Hope Christian College utilizes Netbox Blue as its Content Filtering Solution. This solution is preinstalled on all student Portable Devices and protects students whilst on or off campus.

### 1.9 Periodic Checks

Periodic Portable Device checks will be carried out twice per term. Students will be required to present their Portable Device and all related equipment for checking at a predetermined time. Random checks will also be carried out throughout the term to ensure compliance.



## 2. Using your Portable Device

Having a Portable Device available does not necessarily mean it will be used continually, and in every lesson due to curriculum goals, and the discretion of the teacher in the classroom. Increasingly, teaching and learning is moving into the digital age and Hope Christian College is committed to the Professional Development of staff to provide students with the very best educational opportunities. Hence, we anticipate increased use of ICT in most learning environments.

### 2.1 Charging

Students are expected to fully charge their Portable Devices at home ready for the next day. It is not practical for Hope Christian College to provide power points or charging stations, nor will provision be made for this.

#### ***Q. What if the Portable Device is not charged or has been left at home?***

*Students need to be well organized and ensure that they are prepared for the day ahead. As such, students will be required to proceed with their learning regardless. Normal school discipline will result for repeat offences.*

Leaving the Portable Device connected to the mains power for extended periods of time will result in degradation of the battery. It is important to ensure that the battery is allowed to run flat and then recharged to full again on a regular basis. This will assist in maintaining the health and lifespan of the battery.

### 2.2 Taking your Portable Device Home

The Portable Device is expected to be taken home every night and **must NEVER be stored overnight in student lockers at school**. When used at home, Portable Devices may be connected to home Internet connections via Wi-Fi or Ethernet cable.

#### ***Q. Will we need internet access at home?***

*While not strictly a requirement, to receive the full benefits from the Portable Device, Internet access is highly recommended. Increasingly students will be able to access educational resources and school information remotely via the Internet.*

### 2.3 Customisations / Modifications

The Portable Device and its related equipment remains the property of Hope Christian College. Portable Devices are not to be altered or personalized in any way that is not completely irreversible. Labels, stickers (including decals) are not permitted to be placed on the Portable Device. If the Portable Device is not returned in its original condition, a repair cost will be incurred.

Any College or manufacturer labelling on the device must not be altered or removed (either in part or in full).

A key-tag should be used and fixed to the external zip on the carry bag to identify the owner. Additionally, removable labelling of the carry bag is permitted to assist students further in this regard.

**Under no circumstances should any repair work be carried out on the Portable Device or its related equipment in the event of a fault.** See *Support* for more information.



## 2.4 Installing Software

Students may install software using their *Local Administrator* account. All software must be legal, genuine and conform to Hope Christian College values, ethics and applicable acceptable use policies. Students will undergo compliance training to ensure they understand their obligations in this regard.

***Q. What if I don't want my child to have the right to install anything?***

*If a parent has a concern about their child installing software applications, safeguards can be put in place via the College IT department.*

## 2.5 Connecting Peripherals

Personally owned peripherals, such as DVD ROM drives, Portable Storage Devices, or Printers, may be connected to the Portable Device.

***Q. Can I connect the Portable Device to a larger monitor?***

*Yes. You can connect to any monitor at home via VGA or HDMI.*

## 2.6 Returning your Portable Device

In some cases the student will be required to return their Portable Device and related equipment prior to graduation or departure. A final condition assessment will be carried out at this time.

***Q. What happens if my child leaves Hope Christian College prior to graduation?***

*The student will be required to return their Portable Device and included accessories prior to the cancellation of their enrollment should they not wish to purchase the device for a balloon payment determined by Hope Christian College.*



### 3. Caring for your Portable Device

#### 3.1 Transporting, Stowing and Securing your Portable Device

All Students have lockers, and are expected to take full responsibility for securing their Portable Device in the same way they secure other school and personal items. Further, students are expected to:

- 🛡️ ALWAYS stow Portable Devices in the protective cases provided when carrying it around the College, at home, or in school bags
- 🛡️ NEVER leave the Portable Device unattended under any circumstances. If you need to leave your Portable Device under the supervision of a third party (i.e. a trusted student or staff member), you do so **at your own risk**

#### 3.2 Operating Conditions

- 🛡️ DO NOT place objects on top of your Portable Device. Be mindful of other things in your backpack and how you've packed them. They may inadvertently damage your Portable Device
- 🛡️ NEVER drop your backpack when your Portable Device is in it. ALWAYS place it gently down
- 🛡️ Place your Portable Device on a stable surface
- 🛡️ NEVER carry it around while it is turned on with its screen open
- 🛡️ NEVER consume food or drink near your Portable Device
- 🛡️ AVOID excessive dust, dirt, liquids, rain and other moisture
- 🛡️ AVOID heavy shock or vibration

#### 3.3 Cleaning

- 🛡️ No liquids or solvents other than isopropyl alcohol or other purpose-made Portable Device cleaner may be used on the Portable Device or related equipment
- 🛡️ Use of a soft lint-free cloth to clean the Portable Device is recommended
- 🛡️ NEVER use a scourer or any other harsh surfaced material to clean your Portable Device

#### 3.4 LCD Screens

LCD screens are extremely delicate and very expensive to replace. Following these basic rules will minimise the risk of damage to your screen:

- 🛡️ NEVER poke, prod or push the screen
- 🛡️ NEVER pick up your Portable Device by its screen
- 🛡️ NEVER slam the screen closed
- 🛡️ ALWAYS be gentle when putting your Portable Device down
- 🛡️ ENSURE that nothing is left on the keyboard before closing the lid



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## 4. Connecting to the College Network

Student Portable Devices are able to connect to the College Network wirelessly. Students are therefore not permitted to connect their Portable Device via Ethernet cable to the College Network.

### 4.1 Hope Christian College ICT Policy

Students are to ensure that they operate their Portable Device in accordance with this Handbook and the Hope Christian College ICT Policy. Both of these documents must be read and understood in full, and signed by both parent/guardian and student before connection to the College Network is granted. Failure to comply with the terms set out in either or both of these documents will result in ICT privileges being revoked.

### 4.2 Personal Devices

Personal devices, such as smart phones, personal Portable Devices, tablet devices, etc. are not permitted to connect to the College Network.

### 4.3 Printing

Normal printing quota is applicable to student Portable Devices. Students may print without restriction on their own personal printers where available.



## 5. Connecting to the Internet

### 5.1 Safety

Whilst every effort is made by Hope Christian College to supervise and protect students when they're online, it is most important that students are aware of the dangers of the Internet. Online predators and scammers are becoming increasingly more of a concern and pose a real threat to all young people.

- ☞ Students are highly recommended to familiarize themselves with the Australian Communication and Media Authority's website "cyber(smart:)"  
[www.cybersmart.gov.au/Teens.aspx](http://www.cybersmart.gov.au/Teens.aspx)
- ☞ Information for parents on cyber safety can be found at  
[www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx)
- ☞ See 1.7 *Inappropriate Use* and 1.8 *Content Filtering (Netbox Blue)* in this Handbook for more information.

### 5.2 Virus Protection

Each Portable Device is preloaded with Microsoft End Point Security. This is maintained by Hope Christian College and is suitable for minimising the threat of viruses when connected to the Internet or when an external device is attached to the Portable Device. This, of course, does not eliminate the risk of data loss. Students need to ensure that they act cautiously when accessing various websites on the Internet, or using any external storage device.



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## 6. Data storage and backup

The College will provide instructions on storing and backing up data. **Responsibility for this task remains entirely with the student.**

Due to storage restrictions on the Portable Device, students are only permitted to store school-based data on the local hard drive. Personal data, regardless of data size, may only be stored on a removable storage device or cloud storage (other than their College-issued Google Drive).

At least three (3) backups should be made to cover any incident of data loss. These could consist of:

- 🏰 On the Portable Device's Hard Drive
- 🏰 On a removable storage device (such as an external hard drive or flash drive)
- 🏰 On the student's Google Drive (cloud storage – Internet connection required)
- 🏰 On the student's 'Home Drive' on the College Network



## 7. Support

IT Support is available during normal school hours, from 8:30am-4:00pm, Monday to Friday during term time. This provides ample opportunity for students to come in before or after school, or during break times. IT Support may not necessarily be available on the spot, but will be assessed and managed on a priority basis. Every effort will be made to ensure that down-time is kept to an absolute minimum.

***Q. What if the Portable Device develops a manufacturer fault?***

*As warranty claims may take some time to process, Hope Christian College will have spare Portable Devices available for these contingencies.*



## 8. Portable Device Specifications

### 8.1 Hardware

#### Acer Aspire V5-473P-54204G12tii

**Operating System:** Windows 7 Enterprise

**Processor:** Intel Core i5-4200U - 1.6 Ghz, 3MB Cache,  
64-bit capable (Turbo boost 2.6Ghz)

**RAM:** 4 GB of single-channel, onboard DDR3L system memory, Upgradable  
to 12 GB of dual-channel DDR3L system memory using a single  
soDIMM module

**Hard Drive:** 120 GB Solid State Drive

**Display:** 14" HD 1366 x 768 resolution LED-backlit TFT LCD

**Graphics:** Intel HD 4400 Graphics with 128 MB of dedicated system memory

**Webcam:** Integrated Acer Crystal Eye webcam

**Wireless:** Intel Dual Band Wireless-N 7260 802.11a/b/g/Draft-N (2.4/5.0Ghz)

**Battery life:** Up to 8 hours

#### Other Features:

- 🛡️ WiDi compatible
- 🛡️ Bluetooth 4.0
- 🛡️ Gigabit Ethernet
- 🛡️ SD card reader
- 🛡️ 1 x USB 3.0 ports, 2 x USB 2.0 Ports
- 🛡️ Two built-in stereo speakers
- 🛡️ Built-in microphone
- 🛡️ Multi-gesture touchpad
- 🛡️ HDMI® port with HDCP support

### 8.2 Software

All College-owned software remains the property of the College and may not be installed on personal devices. Software installed on the student Portable Devices includes and is not limited to:

- 🛡️ Microsoft Office 2013
- 🛡️ Adobe Creative Cloud
- 🛡️ Microsoft End Point Security (installed and maintained by the College).
- 🛡️ Plus other appropriate productivity and authoring software





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## Parent / Guardian & Student Agreement

Hope Christian College acknowledges and embraces the educational advantages for student learning in a digital environment.

Acceptable and responsible use is in keeping with the accepted philosophy and policies of Hope Christian College, and all applicable state and federal laws. This extends to acknowledging digital information sources in accordance with copyright laws as required by Hope Christian College and The SACE Board.

Agreement to all terms and conditions pertaining to this Handbook and the Hope Christian College ICT Policy is acknowledged and rights enabled when the agreement below is signed by parents/guardians and students and returned to Hope Christian College.



### PARENT / GUARDIAN AND STUDENT AGREEMENT

Having carefully read the **Hope Christian College Student Portable Device Program Handbook 2016** and the **Hope Christian College ICT Policy**, we understand and accept our responsibilities with regard to student access to and use of Hope Christian College digital resources and Student Portable Devices and agree to comply with and support the College in these matters. We acknowledge that Hope Christian College reserves the right to add, remove and/or modify any clause(s) within the aforementioned documents.

Parent/Guardian Name(s) (please print)	Signature(s)	Date
_____	_____	_____
_____	_____	_____

Student Name (please print)	Signature	Date
_____	_____	_____

Home Group  
\_\_\_\_\_

This agreement has been received and processed on behalf of the College by:

College Representative's Name (please print)	Signature	Date
_____	_____	_____