Laptops & iPads
Implementation Procedures

Safe transport of MacBook
Your MacBook should be transported to and from school in the neoprene pouch supplied. The pouch should sit on its own in the rear compartment of your child's school bag, separated from all food and drinks. Particular care should be taken to protect the bag from any bumps. Children must not run while carrying a laptop in a school bag.

Safe storage at home
When not in use, your MacBook should be stored safely where it won't be damaged, eg don't leave it lying on the floor, on a table with food and drinks, or on a chair where someone might sit on it. Designate a special location for it to sit or pack it away in its pouch.

Safe storage in cars
Try not to leave your MacBook in a car or other location where it may be targeted for theft. If it has to be left in a car, ensure it is covered or hidden in the boot.

Safe storage when arriving at school
When your child arrives at school, bags should be taken to classrooms. Class teachers will communicate individual class expectations about taking the MacBook inside the room. Generally, laptops should be taken from the pouch and placed flat on a classroom desk, turned on. Pouches should be left in bags. Bags with laptops should never be left unattended in the playground or inside school buildings.

Safe storage in class
Class teachers will explain to children where laptops should be stored in class when not in use. When on children's desks, laptops and iPads should always sit flat on the desk, with nothing stacked on top or underneath them. Laptops and iPads should never overhang desk edges. Laptop pouches should be stored in bags. Computers sitting on top of a pouch may cause vents to be blocked, and may result in overheating and serious damage. Liquids should never be in close proximity to laptops and iPads.

General care for your device
MacBooks and iPads should only be used with clean, dry hands. Computers should not be used in dusty or wet environments and the lid should be closed when not in use. Care should be taken with cleaning of the screen and plastic casing. Lids must always be closed softly to avoid screen damage. If your laptop model has a rubber base plate, check regularly for any loose screws as these do come loose. Report any loose screws in your log book immediately.

iPads and laptops should never be left unattended on the floor. Nor should they be used in high traffic areas such as doorways. Failure to adhere to these general rules of care will result in not being able to use the devices. Responsible and safe usage must occur at all times.

Carrying the device in class and around the school
If moving around the classroom or in corridors, MacBooks and iPads should be carried with two hands gripping the device. Laptops must be carried with the lid closed. iPads should always remain in their protective covers. Children should be taught to walk defensively with their device; in other words, be prepared for someone else to accidentally knock or bump them whilst carrying the laptop. Children should never run while carrying a device.

Posture
It is important that good posture is remembered whenever using MacBooks and iPads. Sit with the device in a comfortable position, directly in front of you with your chair pulled in and your back kept straight.

Avoid hazards

We operate a wi-fi network and use battery power so no cables or leads are necessary in classrooms. If older style laptops need to be recharged at school, this will only occur when they are placed inside a charging trolley. Laptops will not be used while being charged. At home, power leads should be carefully positioned so they don't pose a trip hazard. Power cables should always be untangled and care should be taken not to damage the most fragile parts of the adaptor. Do not place objects on top of the power lead which may cause it to overheat or cause damage to it. Food, drinks and other items that pose potential danger should always be kept well clear of the MacBook and iPad. It is normal for the MacBook and the MagSafe power adaptor to generate heat. Make sure both are well ventilated when in use.

Overnight storage of MacBook at school

MacBooks may be left at school at any time. It is up to you whether or not your child takes the laptop home but we strongly encourage you to do so. Some days it may be advantageous to leave the MacBook at school and on these occasions the power lead will need to be brought to school for overnight recharging. The school has no spare power leads. MacBooks left at school will be housed in the class laptop trolley and plugged into power as long as the power lead is supplied.

Fully charge computer overnight

Children should bring their MacBook to school each day fully charged, unless otherwise advised by their teacher. Access to a power lead at school cannot be guaranteed and will generally not be allowed. Anyone bringing an uncharged MacBook to school will not be able to use the machine that day. It would be a good idea to get children into the habit of charging their laptop as soon as they get home from school, or certainly before going to bed. Laptops may be left on charge without doing them any harm. MagSafe adaptors should always be fully unwound when in use. Laptops and iPads should not be used when the remaining charge is less than 15%.

Be clever with prolonging battery life

When using the MacBook at school, the battery will generally last the day as long as laptop lids are closed whenever the MacBook is not directly being used. MacBooks don't need to be turned off, but an open lid uses a lot more power than a closed one.

Labelling your computer and pouch

Everyone will come to school with an identical looking computer so it's important to label your MacBook and pouch. An identifying sticker with your child's name on the MacBook's lid is suggested. A key tag or luggage label may be attached to the zipper of the pouch. School owned laptops will already be labelled and labels must not be removed.

Serial numbers

For family owned MacBooks, make sure you record the serial number, as it will be required with any warranty or insurance claim. The easiest way to find the number is to select *About This Mac* from the Apple menu on the top left of your screen. For older operating systems, click *About This Mac* and then the line of text *Version 10.7.2* or something similar until the serial number appears.

What can and can't be downloaded onto machines

The rules for downloading onto school and family owned computers are similar. For school computers, get a teacher's permission and for family computers, children must get a parent's permission to download anything onto the MacBook. *Children are not allowed to download anything without permission.* If in doubt, ask!

Appropriate use

All children have the responsibility to use their MacBook and iPad only for appropriate purposes and in ways that respect the rights of others. This applies to internet use as well as all other applications. Our Dignity and Respect Charter (downloadable from the school website) outlines expected behaviours by everyone at all times. This code of behaviour must be adhered to whenever using the device, at school and at home.

Consequences for inappropriate use

Anyone found to be using their MacBook or iPad for any inappropriate purpose will be dealt with using the school's Fair Discipline Code (downloadable from the school website). Depending on what has been done, children can expect to lose the right to use the MacBook or iPad at school, and for school owned computers, the right to take it home. Any form of cyber bullying or disrespect to others using any software application will not be tolerated. This applies to both school and home use. Any child being targeted with inappropriate behaviours should let their parents and teacher know so that something may be done to stop it. Random checks of internet usage will be conducted to ensure that children are only accessing suitable sites at home. Browser history must never be deleted; having no browser history will be treated suspiciously.

Log books

Each child will be issued with a log book for the reporting of problems and faults, and for parents to ask questions. This will become an historical account of what is done to each MacBook. No laptop will be assessed for repair without the accompanying log book, with the issue identified. The log book should always be transported with the MacBook. If you write in the log book, your child will need to advise their teacher that an entry has been made when they come to school in the morning. In the same way, if the school needs to communicate something to you, we will ask your child to bring the log book to your attention. Log books need to be properly cared for and should be kept neat like any other book.

Internet supervision at home

At school, strict internet filters are in place to protect children from inappropriate sites and to limit access to sites which may place children at risk. At home you will need to supervise any internet use and establish your own rules. School filters do not operate at home, unless using the DEC portal. You may wish your child to only access the internet through the portal, which requires authentication with a school username and password (the portal is linked to the school website). Alternatively, select *Parental Controls* from *System Preferences* in the Apple menu and set up your computer in the ways you wish. This option may also be used to time-out children from using the machine for too long or at specific times. Or, you may simply establish rules for where in the house the internet may be accessed, eg in a family room where things can be monitored, rather than in the privacy of a bedroom. If considering the use of *Parental Controls*, please contact the school for advice, as it will impact on other aspects of the computer's operation and management.

Use by others at home

If you own your MacBook, others are welcome to use it at home but separate accounts for that purpose should be created. If you have a school owned computer, separate accounts may not be created. Please keep in mind that the laptop is intended primarily for the use of your child, and for educational purposes. Whatever is done in your child's account, your child will be responsible for. It is important that anyone else using the MacBook is aware of the need for appropriate use only.

Setting up accounts for family members

Under the Apple menu, select *System Preferences* and then *Accounts* or *Users & Groups*, depending on the operating system. Click on the plus sign near the bottom of the dialogue box to add an account. The creation of additional accounts is not permitted on school computers. Checks will be conducted and unauthorised accounts will be deleted, as well as action being taken for inappropriate use.

Personalising a computer

Children may personalise their desktop, dock and other features of their MacBook's appearance, but teachers have the right to veto any appearances that are inappropriate or distracting. Generally, screen pictures that constantly change are not allowed. iChat or Messaging names must not be changed on any machine and the MacHD icon is not permitted to be altered on school laptops. Stickers other than the computer's identification label should not be used on school laptops.

Altering computer preferences
Children are not permitted to alter any computer preferences without permission. For school computers, a teacher's permission is required, and for family owned computers, a parent's permission is necessary. This is to avoid unnecessary problems which prevent the MacBook from working as it should.

Children's responsibilities
Children are given administrator rights on their laptop and with this, comes a high degree of responsibility and expectation. In addition to general care and appropriate use, it is expected that all children will complete software updates and back-ups at least weekly. It is important that these tasks are completed and regular checks will be conducted. It is also expected that any files created will be organised in an orderly way. Children will be shown how to create folders and told where various files should be located.

Using the backup drive
The first time you connect the backup drive, it will use Time Machine to capture an image of everything on the MacBook's hard drive. You will be guided through the steps and the initial process may take an hour or so. Each subsequent backup will only take a couple of minutes, depending on how much data has been added. Backups should be performed regularly to avoid the loss of any data, should a file be deleted or the computer damaged or stolen. It is important to store the backup drive in a separate location to the MacBook. In the event of theft or damage to your MacBook's hard drive, a new computer can easily be restored with all of your old files, using the data on the backup drive. Please treat the backup drive just like a computer. It can easily be damaged if dropped or mistreated.

Software updates
If you have internet access at home, it will be easiest to perform software updates at home. They generally don't require large amounts of download, so should not impact greatly on your home download allowance. Software updates may be performed at school, but with everyone attempting it together, the process will be slow. They often take a long time to complete so the best time to do them is at night time when you're asleep, with the MacBook connected to power. Software updates are free. To access this function, select *Software Update* or simply go to the *App Store* from the Apple menu. If you want your child to complete updates at school, the process will need to be coordinated with your class teacher so that the computer's software is updated regularly. The MagSafe power adaptor will need to be brought to school on the designated day and the computer will not be able to be used for the duration of the update, so we don't have power leads crossing the floor.

Software updates require an Apple ID to access the App Store. This requires a free online registration with Apple, where all you need is an email address and an Apple ID password. Instructions on how to create an Apple ID may be found here. Registration can also be done by visiting the App Store.

Connecting to the internet at home
If you have internet access at home you will be able to connect your MacBook. If your router is wireless, it's as easy as selecting the correct location and joining the network. If you use an ethernet cable to connect to the internet, you will need to plug this cable into the MacBook. A MacBook Air requires an adaptor to use an ethernet cable as there is no ethernet port.

Different locations have been established for your machine to avoid any networking conflicts. Under the Apple menu, select *Location* to see the three locations: Automatic, School and Home. Whenever the MacBook is used to connect to the internet at home, make sure you have selected the *Home* location. Your MacBook will remember your home network settings within the Home location. When your child returns to school, the *School* location should be selected to connect to our network.

Warranty and insurance claims/responsibilities
There is a difference between warranty and insurance claims. Your three year warranty covers defective parts from natural wear and tear, but does not cover accidental damage or theft. To be covered for this, separate insurance is required. School laptops are covered by DEC insurance, but family owned laptops are not. Please check your home contents policy to see whether your MacBook is covered, and if it's not, parents are strongly urged to consider taking out insurance cover. As with damage to any other property your child might bring to school, if someone else is responsible for the damage, then families need to negotiate who pays the excess or for the repairs. If necessary, the school will become involved in situations requiring a resolution. To avoid these problems, all children need to be mindful of always looking after their own MacBook and being careful whenever they're in close proximity to anyone else with a MacBook.

Please note that DEC insurance does not cover accidental damage to any computers, including school owned machines. These acts are viewed by the Department as acts of negligence. Any such repair costs to school computers will be passed onto families for payment. Parents should be aware of this risk before agreeing to take a school computer home. A replacement 2nd hand machine, should one be necessary, may cost in excess of $500. An alternative is to purchase a 2nd hand laptop from the school for the same cost and have the machine covered under your own home contents insurance policy. Remember to check whether additional cover is required under your policy for a laptop to be taken outside the home.

Parent agreements & laptop levy
For children to take home a school owned MacBook in the 1 to 1 program, parents need to sign an agreement and pay a $250 levy, which is refundable upon return of the machine in good working order. The agreement outlines responsibilities for looking after the laptop. Once the agreement has been completed and the levy paid, children will be allowed to take the laptop home.