

# Notebook Care and Security

## Introduction

Notre Dame College provides each student with a notebook computer to enhance learning opportunities, promote digital literacy, and support engagement in contemporary educational practices. With this privilege comes a responsibility to care for and use the device appropriately.

This procedure outlines the expectations and requirements for the safe handling, storage, and transport of College-issued notebooks. It is designed to ensure that all students understand how to protect their devices from damage, loss, or theft, and to maintain the integrity and longevity of College ICT resources.

The College values respect, responsibility, and integrity, and expects students to uphold these values in their use and care of their notebook computers both at school and at home.

## Purpose

The purpose of this procedure is to:

- Promote responsible and respectful use of College-issued notebooks by all students.
- Ensure that students understand their duty of care for the notebook allocated to them.
- Provide clear guidelines for the safe handling, storage, and transport of notebook computers at school, during travel, and at home.
- Minimise the risk of loss, damage, or theft of College ICT assets.
- Outline the required actions if a notebook is damaged, lost, or stolen.
- Support the effective operation of the Student Notebook Programme in line with the College's ICT Policy and Procedures.

## Scope

This procedure applies to all Notre Dame College students who are issued with a College-owned notebook computer, and to their parents or guardians.

It covers the care, handling, storage, transport, and use of the notebook both on and off College grounds, including during travel to and from school and at home.

All students and parents/guardians are expected to understand and comply with the requirements outlined in this procedure as a condition of participation in the College's Student Notebook Programme.

## Related Documents

This procedure should be read in conjunction with the following College policies and documents:

- Student Information Communication and Technologies (ICT) Systems Acceptable Use Policy and Procedure
- Student Notebook Loan Agreement
- Student Notebook Care and Security Guidelines (Appendix 1)
- Student Welfare and Discipline Procedures
- College Privacy Policy

## Our Procedure

Students are responsible for the care of the notebook that is allocated to them. The notebook must be treated as a valuable and fragile item and students will be held accountable for any damage that occurs.

Students must ensure that all operating procedures are followed as well as making certain that the notebook care instructions provided in the manufacturer's handbook are always observed.

## Use in the classroom

Student notebooks are heavily used in class and it is easy for students to become complacent about the way they work in this environment. Notebooks should normally be used at the student's table where it should be set up with books and other equipment in an uncluttered and orderly arrangement. If the notebook must be moved within the classroom, the screen should be closed and the notebook

picked up by the base with both hands and carefully relocated. A notebook should never be lifted by its screen.

## **Movement around the school**

A notebook carry bag is part of the notebook kit provided to each student. Students must always use this bag to carry their notebooks around the College. The carry bag should be used only for the notebook.

## **Storage at school**

Each student is allocated a personal locker for the storage of books, equipment and notebook computer. All students are required to provide a sturdy padlock or combination lock for their lockers. Obviously, a student should never divulge the lock's combination to other students. The locker is to be locked at all times. Students are not permitted to leave their notebook at the College overnight.

## **Packing your school bag**

When packing your school bag place the notebook (which should be in its carrybag) carefully into it. Nothing should be placed on the notebook as this could lead to pressure damage to the notebook. In addition, students must be careful not to overpack their school bags as this again could lead to pressure damage to the notebook or back injuries from excessive weight.

## **Transport to and from school**

Students must be mindful of the risk of notebook damage or theft while they are travelling to and from the College each day. The notebook in its carry bag must remain in the school bag and out of sight at all times while being transported to and from the College. Students must take great care with their school bags and keep them in their possession at all times while travelling. When using public transport, the backpack should be on the student's lap while sitting or between the legs when standing. The notebook should not be displayed or used in public while travelling.

Some students travel to and/or from school by car. Again the notebook and carry bag must remain in the school bag while travelling. The notebook should never be used to play CDs or DVDs in a moving vehicle. The school bag should never be left in an unattended vehicle unless it is stored in the boot and the car is locked.

## **Use and storage at home**

Experts on ergonomical use of notebooks recommend that at home the notebook be used at a desk/table where it should be set out with books and other equipment in

an uncluttered and orderly arrangement. Any leads and cords should be arranged neatly so that they do not create trip hazards or other dangers. When the notebook is not in use, it should be stored in the carry bag out of sight in a drawer or cupboard. This is especially important when the home is unattended.

### **What to do if a notebook is stolen**

If the notebook is stolen, the student and/or parent/guardian are required to:

- IMMEDIATELY report the theft to police
- Notify the College Finance Manager immediately (if the theft occurs on a weekend, please advise the Finance Manager on the next business day).
- Provide the College Finance Manager with the 'police report'.

### **What to do if a notebook is lost**

Where a student loses the notebook computer, the student/parent/guardian is required to immediately notify the Finance Manager of the College. Where the loss occurs outside of school hours the College Finance Manager is to be contacted on the next business day.

### **What to do if a notebook is damaged**

Any damage to the notebook must be reported to the Notebook Service Centre immediately on the day it occurs. Where the damage occurs outside of school hours, it should be reported to the Notebook Service Centre prior to 8.45am on the next school day

## **Review**

31 January 2025

## **Next Review**

31 January 2027

## **Responsibility**

ICT Manager