

Summary of Responsibilities of Students with a College Owned Notebook

Introduction

Notre Dame College provides notebook computers to students as part of its ongoing commitment to enhancing learning through the effective use of Information and Communication Technologies (ICT). To ensure that this program operates safely, responsibly, and effectively, students are required to follow specific expectations regarding the use, care, and management of their College-owned notebooks.

This procedure outlines the day-to-day responsibilities of students in maintaining their devices, supporting their learning, and upholding the College's values in digital citizenship.

Purpose

The purpose of this procedure is to:

- Establish clear expectations for the appropriate use and care of College-owned notebook computers.
- Promote responsible digital behaviour and respect for College property.
- Ensure student notebooks remain in good working order to support learning outcomes.
- Safeguard students and the College from data loss, misuse, or damage to devices.
- Reinforce compliance with the **Student ICT Acceptable Use Policy and Procedure** and the **Terms and Conditions for Student Use of College Owned Notebooks**.

Our Procedure

Students are to read the following in conjunction with the 'Student ICT Acceptable Use Policy and Procedure' and the 'Terms and Conditions for Student Use of College Owned Notebooks' copies of which can be found on the College Learning Management System under Student Notebook Programme.

Students must:

1. have a **lock** on their locker and ensure the locker is locked at all times.
2. store their notebook in its slip case in their **locked locker** when it is not being used in class.
3. take their notebook **home** each evening. In the event of exceptional circumstances the student is required to lodge their notebook with their Head of House.
4. take their notebook to **all classes** unless directed not to by their class teacher.
5. always transport the notebook around the College **inside** the slipcase.
6. ensure the notebook is in the slip case inside the school bag when **travelling to and from school**
7. **fully charge** the notebook each evening.
8. have hardware/software **issues dealt with** via the Notebook Service Centre as soon as they arise.
9. report any **damage** to the Notebook to the Notebook Service Centre immediately
10. **Back up** their own work on at least a weekly basis. Failure of the notebook is not an excuse for late or non-submission of work.
11. when attending the Notebook Service Centre provide their **Student Planner** to the staff in the Centre
12. **return** the notebook if requested to do so by a staff member. (Please Note: the notebook is the property of the College at all times).
13. understand that there is no claim by the student or the student's family for privacy of material **stored or accessed** via the notebook.

14. **abide** by the Colleges 'Student ICT Acceptable Use Policy and Procedure' and the 'Terms and Conditions for Students Use of College Owned Notebooks' at all times.
15. only access the Notebook Service Centre **before school, recess, lunchtime and after school**. (In exceptional circumstances a student may access the Notebook Service Centre during class when an issue has arisen they could not resolved at others times with their planner signed by their teacher).

Students must not:

1. **store extra materials** in the notebook slipcase, this includes, pens, books, notebook power adaptor etc. (this will lead to screen damage which is a billable repair)
2. bring the **power supply** for the notebook to school.
3. **load software** onto the notebook unless it is authorised through the Notebook Service Centre.
4. **access the internet** unless directed to do so by their teacher.
5. **graffiti, place stickers** etc on the notebook , the notebook slipcase or the power adaptor.
6. consume **food or drink** while using the notebook or while near the notebook.
7. allow anyone access to any of their **account details, usernames or passwords** etc .
8. use their notebook at school during recess, lunchtime or before or after school **unless supervised by a staff member in a classroom or library**.
9. use their notebooks **while in transit between classes**.
10. allow other people **to use the notebook** (it is only to be used by the individual it is assigned to).

Review

3 February 2025

Next Review

3 February 2027

Responsibility

ICT Manager