

POLICY:	STUDENT NOTEBOOK POLICY	EFFECTIVE DATE: 1 ST MAY 2008
A sub-policy of The College's Network Policy	<p>Trinity College is committed to providing supportive learning environments for all students and is keen to assist students with personal notebooks.</p> <p>Clearly, safety and security from both the student's point of view and The School's are prime concerns, as is the impact on school resources.</p> <p>Consequently, the following Policy Position has been established to provide the specific procedural guidelines of how Student notebooks can access the Trinity provided Wireless Network.</p>	
Purpose	Trinity College will support the use of notebooks for students to further their capacity to access the Internet and email to assist with their studies.	
Scope	All student notebooks that make use of the College network infrastructure.	
Responsibilities	IT Manager: Andrew Larnar Network Administrator: Peter Sumner	
Definitions:	<ol style="list-style-type: none"> 1. Notebook use in Schools 2. Access to College Wireless system 3. WAN connection fee 4. Parental and school permission to use a personal notebook at Trinity 5. Responsibility and care of your notebook 6. Antivirus and Notebook Operating Systems requirements 7. Integration with the College Network 8. Licence to use software 9. Curriculum related Applications 10. Lesson time usage 11. Notebook power requirements 12. Technical assistance 13. Printing 14. Accessing inappropriate information or data during school time 15. Internet usage and Email usage 16. Violating the Ethos of the College 17. Backing up your data 	
Procedure	<p>1. Notebook use in schools Personal Notebook Computers may only be used at school by Senior Students (i.e. Yrs 10-12) and others as approved in writing by a School Principal.</p> <p>2. Access to College Wireless System The College will be able to provide some wireless access for students to the internet and email while on the school grounds. This service is subject to the availability of sufficient wireless band, which the College is constantly updating and expanding.</p> <p>3. WAN connection fee An annual fee of \$20.00 is required to have your notebook set up to allow connection to the College wireless system.</p>	

4. Parental and school permission to use a personal notebook at Trinity

Notebook computers can only be used at school with the knowledge and written approval of the parent/guardian and The School.

5. Responsibility and care of your notebook

The student accepts FULL responsibility for the care and use of their own notebook. In particular, The School does not accept responsibility for theft, damage or loss of the computer or parts/accessories.

6. Antivirus and Notebook Operating System requirements

For the notebook to have access to the Trinity College's Wireless it must comply with our security standards.

1. Notebooks must be protected by an Industry standard Anti Virus product that is fully licensed and up to date with current virus definitions. We strongly recommend Trend Micro.
2. If other anti virus software applications cause conflict with the College system, this may prevent connectivity to the wireless network and is the owner's responsibility.
3. To be compatible for Wireless connectivity the operating system must be one of the following:
 - a. Windows XP Professional with Service Pack 2
 - b. Windows Vista Ultimate, Home Premium or Business
4. No other operating systems will be accepted for connectivity.
5. If the above conditions are not met, no access will be granted.

7. Integration with the College Network

We own the intellectual property rights to the website and all other documents on our network. Therefore there are strict guidelines in place for students wishing to integrate their notebook with the College. Protocols and security requirements need to be discussed with the IT Manager, Mr Andrew Larner before access to any mapped drives will be allowed.

Any student notebook that is directly connected into our Internal network via Ethernet cable will be determined as a breach of our security and the notebook will be removed indefinitely and will not be allowed to re-enter the school environment.

Any external devices such as PS3 equipment connected to our network for the purposes of sharing games or downloading of games will be confiscated and not returned until the College deems fit.

8. Licence to use software

The College uses various software which are licensed for their specific use on site. This is not able to be shared widely in the community. The student is responsible to ensure that any software required is already installed on their notebook.

1. No pirated software is to be used on any notebook connected to our Trinity wireless network.
2. No Trinity software will be installed at any stage onto a student notebook under any circumstance.
3. Any attempts of data or software theft will be dealt with immediately with removal from the network and possible suspension.

9. Curriculum related Applications

Mr Michael Stock, ICT Curriculum will be able to advise on:

Course specific software will be evaluated on a case-by-case basis, and may need departmental approval. Trinity ICT Support will **not** install supported software, and no unlicensed software will be installed under any conditions.

10. Lesson time usage

The use of a notebook at particular times in individual lessons is at the discretion of the subject teacher.

11. Notebook power requirements

It is the student’s responsibility to ensure that battery power is sufficient for their use. The School cannot provide access to a power supply for either use in lessons or for recharging. *[Occupational Health & Safety requirements are that all electrical appliances used in the school must be tested for compliance with electrical standards each year and The School doesn’t have the resources to test power supplies for student notebooks.]*

12. Technical Assistance

The School will not undertake to provide technical assistance for hardware or software problems that may occur with student notebooks. Such assistance remains the personal responsibility of the student as a private matter. If the notebook malfunctions during a lesson, the student is required to continue with his/her learning promptly in a conventional manner.

13. Printing

Printing of documents from student notebooks can only be done using a personal data-transfer device (disc or flash-drive etc) compatible with The School Network. Direct connection of the notebook to the network is **not** possible at this stage. It is the student’s responsibility to have a suitable data-transfer device.

14. Accessing inappropriate information or data during school time

At NO stage should students access programs or material from the notebook which are not relevant to their current work/learning. The appropriateness of notebook use remains at the discretion of the teacher. In the event of students using their notebook inappropriately, the teacher may require the student to close down the computer and continue working via other means. Any further consequences would be as prescribed in our Use of College Computing facilities as outlined in the student diary

15. Internet Usage & Email Usage

All students using the Trinity College must adhere to the correct procedures outlined on the Trinity College network policy. This policy has explicit guidelines for internet and email use.

16. Violating the Ethos of the College

Where there is reasonable suspicion that material contrary to the Ethos of The School is being brought to school on a notebook, The College reserves the right to impound the computer and institute a search for such material. The notebook will not be returned until the incident has been resolved.

[Reasonable suspicion’ is at the discretion of the Principal, based on the reliability of any evidence collected]

17. Backup of Data

It is the individual’s responsibility to backup their own notebook and only the individual can be held responsible for the loss of any data. The IT department is not responsible for backing up student notebook data and cannot be held accountable for any losses.

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