STUDENTS RESPONSIBILITIES AND REQUIREMENTS

The aim and purpose of the College Laptop Program is educational, to support schoolwork and research.

Important Messages About Using Your Laptop

REMEMBER your laptop belongs to Scotch College. When using it you must abide by the Acceptable Use Policy.

1. Security & Transport
   a. You should know where your laptop is at ALL times.
   b. If you attend an event without your laptop (eg Sport) it must be left in one of the following four areas:
      i. 1 Degree – if a staff member is in attendance.
      ii. A Locked Classroom – or one with a teacher in attendance.
      iii. YOUR Locked Locker – If you have one. Note, Laptops must NOT be left in lockers overnight.
      iv. Reception Area – only if supervised by a staff member
   c. Laptops MUST be transported in the Scotch Laptop Bag when being carried out of class.
   d. Alternative laptop bags should NOT be purchased or used to carry laptops at school.

2. Laptop Repair
   • If the laptop sustains any damage, please bring it immediately to 1°
   • If the laptop stops working properly and you or your teacher can’t fix it, you must bring it to 1° to be fixed at recess or lunchtime.
   • If it can’t be fixed in a reasonable time frame you will be issued a loan laptop until your computer can be returned.

3. Laptop Backup & Computer Names
   a. Students MUST backup their work regularly. Loss of data is always a possibility when working with computers. A recent backup is the only insurance against data loss.
   b. You MUST NOT change your laptop’s name in the SHARING preferences, as this will stop your computer software updates working properly.
4. Games
   a. You will be asked to remove any software that is **violent in nature** or that breaches the Acceptable Use Policy.
   b. Games are not to be played during class time without teacher permission.

5. Email, Spam, DOS & Illegal Content
   a. Your school email services should only be used for appropriate messages, as directed by your teacher.
   b. School email accounts can be checked at any time by Scotch staff.
   c. Sending inappropriate messages, SPAM or DOS (denial of service) messages are considered a serious offence that will incur significant consequences. If you receive any inappropriate messages, report them immediately to a teacher.
   d. As a general rule, if you are not sure if it is ok to receive a copy of a file, then DON’T accept it.

6. Power Adaptors & Charging
   a. Make sure your laptop is fully charged overnight.
   b. Keep your power adapter labelled and in your laptop bag at ALL times.
   c. Take care in winding your power adaptor cords to avoid expensive breakage.

7. Care Tips
   Refer to Scotch College Acceptable Use Policy
   
   ✓ Think twice before shutting the screen – is there anything on the keyboard?
   ✓ Close laptop when carrying it to prevent screen or hard disk damage.
   ✓ Don’t drink or have liquids near laptop.
   ✓ Ensure any cables are out of the way to avoid tripping over them.
   ✓ Never leave laptop in a vehicle in plain sight.
   ✓ Never leave laptop unattended in a public place, even for a short time.
   ✓ When travelling always carry the laptop as hand luggage.
   ✓ Backup your work regularly.
   ✓ Reboot your computer once per week.
   ✓ Always use Scotch issued bag or sleeve.