# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The MacBook</td>
<td>3</td>
</tr>
<tr>
<td>Software and the Digital Learning Experience</td>
<td>4</td>
</tr>
<tr>
<td>AppleCare Warranty</td>
<td></td>
</tr>
<tr>
<td>Technical Support Information and Flowcharts</td>
<td>5</td>
</tr>
<tr>
<td>Loss, theft or accidental damage to the MacBook</td>
<td></td>
</tr>
<tr>
<td>Loan MacBooks</td>
<td>6</td>
</tr>
<tr>
<td>Ownership</td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td></td>
</tr>
<tr>
<td>Transporting the MacBook</td>
<td>7</td>
</tr>
<tr>
<td>Internet Usage at School</td>
<td>8</td>
</tr>
<tr>
<td>Internet Usage at Home</td>
<td></td>
</tr>
<tr>
<td>Care, Storage and Appearance</td>
<td>9</td>
</tr>
<tr>
<td>Charging</td>
<td></td>
</tr>
<tr>
<td>Software and Operating System updates</td>
<td></td>
</tr>
<tr>
<td>Social Networking</td>
<td></td>
</tr>
<tr>
<td>Mobile Device Management</td>
<td>10</td>
</tr>
<tr>
<td>Data storage and Backups</td>
<td></td>
</tr>
<tr>
<td>Appendix 1: ICT Support Flowcharts</td>
<td>11, 12</td>
</tr>
<tr>
<td>Macbook Support Request</td>
<td>13</td>
</tr>
<tr>
<td>Macbook Loss / Theft Incident</td>
<td>14</td>
</tr>
</tbody>
</table>
The MacBook

The MacBook enables students to record, edit and arrange music, communicate and collaborate with teachers and peers, video-conference and produce websites, photo-books and films and DVDs. We believe it can be used to inspire creative thinking and collaboration inside the classroom and extend learning beyond the classroom. The MacBook has built-in teaching and learning tools and reliable hardware suited to education:

- A built-in video camera and microphone perfectly suited for podcasting and video conferencing
- Built-in wireless technology that automatically finds an available Wi-Fi network as soon as it starts up
- Easy integration with printers, cameras, science accessories and other peripherals
- Durable technologies including a unibody casing, magnetic latch and mag-safe power adapter
- Secure OS-X operating system that is easy to learn and keep updated
- Built-in accessibility features to cater for different learning styles or disabilities
- An extensive library of tutorials to quickly learn the basics of using a Mac.

For a full overview of the features and functionality of the MacBook visit: http://www.apple.com/au/mac

Specifications:

- 1.6GHz dual-core Intel Core i5
- 4GB DDR3 SDRAM
- 128GB PCI Express hard drive
- Intel HD Graphics 6000
- Built-in 12-hour battery
- 720p FaceTime HD camera
- Precision aluminium unibody
- 13.3 inch LED-backlit display
- 3 Year AppleCare Protection Plan
- 1.35kg
**Software and the Digital Learning Experience**

We aim to use industry-leading software and servers to give students a means for expressing themselves through professional-quality projects such as: movies, photo essays, presentations, podcasts, websites, written reports and data analyses. We have designed a MacBook image and server backend that will enable applications to work together seamlessly, so teachers and students can use them to build a curriculum that fosters higher order thinking in the classroom. Apple provides educators with professional development and no-cost multidisciplinary content through iTunes U. We work closely with Apple to benefit from their secondary curriculum resources, online tutorials ([http://www.apple.com/education/teachers-professors/online-tutorials.html](http://www.apple.com/education/teachers-professors/online-tutorials.html)) and from the associated professional development. Apple works closely with educators to develop new methodologies appropriate across all subjects.

Students are provided with software suitable for education, including:

**Microsoft Office 2016**
- Microsoft Word, PowerPoint and Excel, which are all fully compatible with Windows versions.

**Adobe Creative Cloud**

**AppleCare Warranty**

The MacBook is covered under a 3 year AppleCare Protection Plan.

Students are not permitted to modify the configuration of the MacBook – for example by changing the hardware or tampering with the enclosure. Doing so will void the warranty.

Students and parents/caregivers may call AppleCare on **1300 968 979** (operates 8.30am-8.30pm CST Mon Fri, and 8.30am-5.30pm CST Sat).

The AppleCare number provides technical, software and hardware support. The AppleCare Protection Plan provides students and parents/caregivers with one-stop service and support from Apple experts, so many issues can be resolved over the phone. Students and parents/caregivers may call AppleCare as often as required over the 3 year warranty period.

AppleCare Protection Plan provides:
- Direct access to Apple experts
- Repair – school staff will organise repairs (see Technical Support section)
- Apple software support (see below) for Mac OS X and Apple consumer applications
- Global repair coverage, both parts and labour, from Apple-authorised technicians around the world (Students taking the laptop overseas do so at their own risk and will not receive cover for loss or theft)
- Apple hardware coverage
Software support includes:

- Using the Mac OS X operating system
- Quick how-to questions
- Connecting to printers and AirPort networks

AppleCare terms and conditions can be found at: [www.apple.com/legal/applecare/appgeos.html](http://www.apple.com/legal/applecare/appgeos.html)

**Technical Support Information and Flowcharts**

Brighton Secondary School and Apple will provide technical support to students as described in the ICT Support Flowcharts.

The relevant procedures are described in Appendix 1: ICT Support Flowcharts.

**Loss, theft or accidental damage to the MacBook**

Where a loss, theft or damage is the result of negligence, carelessness, inattention, apparent disregard for the laptop, or malice, parents/caregivers will be charged for the repair or replacement cost for a new MacBook.

Brighton Secondary School will only replace or repair student MacBooks under the following conditions:

- Where negligence, carelessness, inattention, apparent disregard or malice are ruled out
- The student submits a *MacBook Support Request* form, available from the IT Services Office or Student Reception
- The student and parent/caregiver sign a witnessed Statutory Declaration (witness must be a JP or Public Notary) with full details of the incident
- Stolen/Lost laptops are reported immediately by the student or parent/caregiver to the police and the school provided with the police report number on the *MacBook Support Request* form.

In the case of theft, loss or accidental damage to the MacBook, repair or replacements from a pool of similar vintage will be made at the discretion of the school.

The *MacBook Support Request* form and blank Statutory Declarations are available from the IT Services Office or Student Reception. Parents/caregivers may obtain the form from the Front Office. Completed forms should be submitted to the IT Services Office where they will be considered by the Senior ICT Services Manager, who will make a recommendation to the ICT Admin Committee. The ICT Admin Committee will decide on the recommendation based on available evidence.

**Insurance**

Brighton Secondary School strongly recommends to families that they add the supplied MacBook as an item on their own ‘Home and Contents’ Insurance.
**Loan MacBooks**
Loan MacBooks may be available from the IT Services Office.

If students must await the repair or replacement of their MacBook they may receive approval to borrow a MacBook for the duration of the repair/replacement period. The MacBook must be returned to IT Services who will re-image the MacBook before returning it to the IT Services Office. Short term loans will not be made in circumstances such as:

- When a student does not bring their MacBook to school
- When the battery goes flat.

Any ‘loan’ MacBook still in student possession at the end of term 4 must be returned to the IT Services office before the start of the school summer holidays. Failure to do so will result in school consequences, and the privilege of using a ‘loan’ MacBook revoked in the future. If the loan is not returned before leaving Brighton Secondary School, parents/caregivers may be billed for the cost of a new replacement.

**Ownership**
All MacBooks remain the property of the South Australian Minister for Education and Child Development for the duration of the program. Brighton Secondary School will dispose of the MacBook at the end of life, i.e. three years, by transfer of ownership to student. This will only occur if the student completes Year 12. At this time, students will be required to return the MacBook to the school’s IT Services who will remove school licensed software and process the MacBook for transfer of ownership. Any student who fails to have school licensed software removed may be liable to copyright infringement as per the Copyright Act 1968. Any MacBook not returned will be reported to the police and parents/caregivers will be invoiced for the replacement.

If a student leaves the school prior to the completion of the program (i.e. before the end of Year 12) they must return the MacBook to the school’s IT Services. Any damage to the MacBook or External hard drive will incur a repair cost under Regulation 52.

Students who enrol at the school in Year 11 or 12 will be provided with a laptop of similar vintage to their year level.

**Payments**
Governing Council approved the school fees, including the Digital Learning Program and these were endorsed via a formal poll of parents/caregivers.

Brighton Secondary School includes the fee for the Digital Learning Program in the annual school fee and payments are to be made as per normal school fee arrangements with the school.

In providing a Digital Learning Program and additional specialist computing areas, Brighton Secondary School will go beyond a 1:1 computer to student ratio.
The Digital Learning Program cost consists of:

- MacBook lease
- School Servers
- Learner Management System
- Provision of additional school Internet
- MacBook Replacement Pool
- Adobe Creative Cloud
- Microsoft Office
- Selected school textbooks in e-format

**Transporting the MacBook**
Students will be supplied with an STM hard case. This case is mandatory as it significantly decreases the number of non-warranty repairs required. If a MacBook is brought to school without the hard case, the device will be confiscated until a case is applied.

![Image of MacBook]

**Transport between home and school:**
The MacBook must be kept in the case and transported in the student’s schoolbag. The MacBook must never be left in any unsupervised area. Drink bottles must not be transported in the same bag as the MacBook.

Students must not bring attention to themselves by displaying the MacBook in public. It should be concealed in the school bag at all times between school and home.

In the event that a threat to student safety occurs, students must regard their own safety as first priority and report the matter to police and the school immediately.

**Moving around school with the MacBook:**
Students must take the MacBook to all lessons unless the teacher has requested otherwise.

When moving around the school students must carry the MacBook in the case. In accordance with the existing policy on schoolbags, the laptop MacBook must not be carried around the school in a school bag. The school does not have adequate space in corridors for students to move around the school with a schoolbag and student safety is a concern.
The MacBook must never be left in any unsupervised area. When the MacBook is not in use it must be locked in the student’s locker.

Students must not carry their MacBook while the screen is open.
**Internet Usage at School**

According to DECD ICT Security, Internet Access and Use and Electronic Mail and Use policies, students may use the Internet only for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or equipment and students may not access or distribute inappropriate material. This includes:

- distributing spam messages or chain letters
- accessing or distributing malicious, offensive or harassing material, including jokes and images
- bullying, harassing, defaming or giving offence to other people
- spreading any form of malicious software (e.g. viruses, worms)
- accessing files, information systems, communications, devices or resources without permission
- using for personal financial gain
- using non-approved file sharing technologies (e.g. Torrent)
- using for non-educational related streaming audio or video
- using for religious or political lobbying
- downloading or sharing non-educational material

While Brighton Secondary School will make every reasonable effort to provide a safe and secure online learning experience for children and students, Internet filtering is not 100 per cent effective and it is not possible to guarantee that children and students will not be exposed to inappropriate material.

The cost to access the Internet at school is currently included in the school fees and allows for students to make reasonable use of the Internet for the purpose of learning. Internet traffic is monitored and students making unreasonable downloads will incur an additional fee.

**Internet Usage at Home**

Internet browsing by students at home or from other non-DECD sites is permitted. **Please note this will not be filtered or monitored by Brighton Secondary School.**

Brighton Secondary School accepts no cost for Home-Internet provision. In order to ensure equity of access to the curriculum, school learning tasks that require compulsory Internet access outside of the subject lesson will have a due date greater than 2 nights.

The Internet Service Provider provides Home-Internet logon details, and it is the responsibility of the student/parent/caregiver to setup the Home-Internet connection on the MacBook.

Students using the MacBook at home to access the Internet must do so in a safe and ethical manner, with parental permission – please refer to the "Parental Control" section for details of how parents can use the operating system to monitor student Internet activity. Parents/caregivers should actively monitor and discuss their child’s use of the Internet.
Care, Storage and Appearance

The following main principles of care apply:

- Food or drink must not be next to the MacBook at any time
- Cords, cables, and removable storage must be inserted into, and removed from the MacBook carefully
- The MacBook must be used on a solid surface at all times, and not on soft surfaces like a sofa, bed, couch etc.
- Students must not draw on, mark, etch, or engrave any part of the MacBook. This voids the warranty and any repair costs will be passed on to parents/caregivers
- Students must not carry their MacBook while the screen is open
- The MacBook have the case applied at all times and be locked in student lockers while not in use at school. The lock must be a large, keyed padlock
- Students must not lean on the top of the MacBook when it is closed
- Students must not poke the screen, twist, or apply undue force to any part of the MacBook.
- Students must not place anything on the keyboard before closing the lid (e.g. pens, pencils, headphones, papers, or disks)
- The screen may be cleaned with the included cleaning cloth, or any dry, clean, microfiber wipe.

Charging

Students are expected to charge their MacBook at home and bring it to school every day fully charged. Students must not bring the power adapter to school, as it is easily damaged or lost and may cause a safety hazard when plugged into the wall socket.

Loan laptops will not be made available to students who do not bring their laptop to school fully charged. Students who attend school without a laptop ready to learn will be subject to consequences as per the school’s Student Responsible Behaviour policy.

Software and Operating System updates

As determined by Brighton Secondary School it may be necessary within the lifespan of the MacBook to update the operating system and software in order to maintain compatibility with the school’s network. At such a time the school will recall MacBooks, reimage and return the original MacBook to students. Students will be required to backup necessary files.

Students should not upgrade the Apple Operating System (OSX) themselves, as this frequently leads to software incompatibility and the need to re-image the machine.

Social Networking

Under certain circumstances social networking sites may be beneficial for learning. However, in many instances social networking sites can be a distraction and potentially unsafe. Therefore students must seek permission from their teacher or parent/caregiver before accessing social networking sites.
School Internet filters block many social networking sites. Parents wishing to filter Home-Internet should refer to the section entitled “Parental Control”.

Students using social networking sites without permission during lessons will be subject to consequences according to the “Acceptable Use” section.

Students are reminded to use Cyber-safe strategies and use the Internet in a safe and ethical manner.

**Mobile Device Management**
A Mobile Device Management (MDM) system will be installed on all iPads and MacBooks in order to improve productivity in class, help prevent distraction, assist in locating lost or stolen devices, and allow the school to provide additional software free of charge.

The MDM system is mandatory and must be installed on both your personal and school-owned devices (iPads and MacBooks respectively), if they are used on school premises. Should it be detected that the MDM has been removed, the student will lose access to all school systems on their devices until it is re-instated.

Brighton Secondary School cannot see personal information, email, photos, messages, Apple Accounts, the camera, or credit card details on personal devices through the MDM system. Only the owner of an Apple ID can authorise purchases, and no location tracking data is stored by Brighton Secondary School.

**Data storage and Backups**
Student files can be stored on the hard drive of the MacBook. Students will be given access to network shared folders to access shared resources, however no personal files are to be saved on the network.

**The school accepts no responsibility for backup of data, as this is the sole responsibility of the student.**

**Windows**
Brighton Secondary School advises that all typical applications available under Windows are available and fully compatible under Mac OS X. These include:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Internet and Email Browsers
- Adobe Creative Cloud
Appendix 1: ICT Support Flowcharts

Stolen / Lost MacBook

Lodge Police Report and record the Report No.

Complete MacBook Support Request

Lodge MacBook Support Request with ICT Support

Coordinator and ICT Admin Committee

School Replace  Parent or caregiver to replace

Damage to MacBook

Complete Statutory Declaration

Complete MacBook Support Request

Lodge MacBook Support Request with ICT Support

ICT Manager and ICT Admin Committee

School Replace  School Repair  Parent or caregiver to replace or repair

Loan MacBook made available during repair
Appendix 1: ICT Support Flowcharts

- **Software or Settings Fault or Difficulty**
  - Student calls Applecare 1300 968 979
  - Time Machine restore
  - Student makes MacBook Support Request
  - ICT Support Staff solves problem with student
  - Warranty required?
    - School Replace
    - School Repair
  - Loan MacBook made available during repair

- **Obvious Hardware Fault**
  - Complete MacBook Support Request
  - Lodge MacBook Support Request with ICT Support
  - ICT Manager and ICT Admin Committee
    - School Replace
    - School Repair
  - Loan MacBook made available during repair
MacBook Support Request

This form must be completed by students when reporting an incident relating to MacBooks or when a student requires ICT support. Attach Statutory Declaration for lost or damaged MacBooks.

Personal Details

Name: ______________________________________________________
Year: ___________ Homegroup: ___________ Homegroup Teacher: ________________________
Name of Parent / Caregiver: ______________________________________________________
Contact Phone Number: __________________

MacBook Details

Username: ________________________________

Login to computer Password (Please write clearly):
______________________________________
Login to Network password (Please write clearly):
______________________________________

What Needs Attention?

☐ Bottom Panel / Laminate ☐ Charging Port ☐ CD/DVD Drive
☐ Screen Damage ☐ Ethernet Port ☐ Stuck CD/DVD
☐ Screen Bleeds ☐ Case Cracks ☐ Will Not Charge
☐ Clamshell Cracks / Alignment ☐ Hard Drive ☐ Short Battery Life
☐ Keyboard ☐ USB Port ☐ Front ☐ Back ☐ Will Not Turn On
☐ Wireless ☐ Track Pad

☐ Programs Not Working (Please be specific): __________________________________________

☐ Other: _____________________________________________________________

What Happened?  (We also require a statutory declaration for incidents of accidental physical damage)

______________________________________________________________

______________________________________________________________

Student Signature: ___________________________ Date: ___________________________

Parent signature: ___________________________ Date: ___________________________
MacBook Loss / Theft Incident

This form must be completed by students when reporting an incident relating to MacBooks. A Statutory Declaration may be required for lost, stolen or damaged MacBooks.

Personal Details

Name: ______________________________________________________

Year: ___________ Homegroup:_____________ Homegroup Teacher: ____________________________

Name of Parent / Caregiver: ________________________________________________

Contact Phone Number:: ________________________________________________

Incident Details:

Last time you saw your Macbook: ________________________________

Time you noticed it missing: ________________________________

Reported to a teacher? □ Yes □ No        Who? ____________________________

Reported to Police? □ Yes □ No        Report Number # ____________________________

Any Other Items Missing? ________________________________________________

Where was it left / taken from?

Location Name or Number (eg Locker, Maths Corridor or Room 15) : ________________________________

If taken from locker: Locker Number _____________ Locker Corridor____________________________

Was there a lock on locker prior to the incident? : □ Yes □ No:

□ Never had a lock  □ Lock was present but broken  □ Combination  □ Padlock

Is your locker still locked? □ Yes □ No

Is your lock missing? □ Yes □ No  □ Lock has been broken

Are your locker keys missing? □ Yes □ No

Any other details? (We also require a Statutory Declaration for incidents of loss / theft)

__________________________________________________________________________________________

Student Signature: ___________________________ Date: ___________________________

Parent signature: ___________________________ Date: ___________________________