# 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 Apple Learning Experience</td>
<td>4</td>
</tr>
<tr>
<td>Built-in OS X Virus Protection</td>
<td></td>
</tr>
<tr>
<td>AppleCare Warranty</td>
<td>5</td>
</tr>
<tr>
<td>Technical Support Information and Flowcharts</td>
<td>6</td>
</tr>
<tr>
<td>Loss, theft or accidental damage to the MacBook</td>
<td></td>
</tr>
<tr>
<td>Loan MacBooks</td>
<td>7</td>
</tr>
<tr>
<td>Ownership</td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td></td>
</tr>
<tr>
<td>Transporting the MacBook</td>
<td>8</td>
</tr>
<tr>
<td>Internet Usage at School</td>
<td>9</td>
</tr>
<tr>
<td>Internet Usage at Home</td>
<td></td>
</tr>
<tr>
<td>Care, Storage and Appearance</td>
<td>10</td>
</tr>
<tr>
<td>Charging</td>
<td></td>
</tr>
<tr>
<td>Software update and virus protection</td>
<td>11</td>
</tr>
<tr>
<td>Social Networking</td>
<td></td>
</tr>
<tr>
<td>Data storage and Backups</td>
<td></td>
</tr>
<tr>
<td>Loan External hard drive</td>
<td>12</td>
</tr>
<tr>
<td>Windows</td>
<td></td>
</tr>
<tr>
<td>Appendix 1: ICT Support Flowcharts</td>
<td>13 &amp; 14</td>
</tr>
<tr>
<td>Macbook Support Request</td>
<td>15</td>
</tr>
<tr>
<td>Macbook Loss / Theft Incident</td>
<td>16</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, 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 are 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, slot-loading DVD drive, magnetic latch, mag-safe power adapter and a sudden motion sensor that protects the hard drive if it is dropped
- Secure OS-X operating system that is easy to learn and keep update
- 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:

Specifications:
- 2.5GHz dual-core Intel Core i5
- 4GB DDR3 SDRAM
- 500GB hard drive
- 8x double-layer SuperDrive DVD recorder
- Intel HD Graphics 4000
- Built-in 7-hour battery
- 720p FaceTime HD camera
- Precision aluminium unibody
- 13.3 inch LED-backlit display
- 3 Year AppleCare Protection Plan
- 2.06kg
Software and the Apple Learning Experience

We aim to use Apple 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) and from the associated professional development. Apple works closely with educators to develop new methodologies appropriate across all subjects.

The MacBook will be pre-loaded with the following software suitable for education:

- **iPhoto**, for organising, editing, and sharing digital photos. Students can select their best photos and design their own photo books - complete with their own text – and order them online
- **iMovie**, for creating digital movies. Students can import video, edit, and publish their work to iTunes, web or DVD
- **GarageBand**, for learning to play the piano and guitar and for creating music and podcasts. With GarageBand students can compose, record, and mix music. Students and teachers can also record podcasts and publish them

Learn how to use the MacBook with online video tutorials: http://www.apple.com/au/findouthow/mac/

The Brighton Secondary School MacBooks are preloaded with these video tutorials.

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

**Adobe CS6**

**Comic Life 2**

**Built-in OS X Virus Protection**

Mac OS X offers a multilayered system of defences against viruses and other malicious applications or malware. For example, it prevents hackers from harming your programs through a technique called “sandboxing” — restricting what actions programs can perform on the MacBook, what files they can access and other programs they can launch. Other automatic security features include Library Randomization, which prevents malicious commands from finding their targets and Execute Disable, which protects the memory in the MacBook from attacks.
When a potential security threat arises, Apple responds quickly by providing software updates and security enhancements that can be downloaded automatically and installed with a click. This update will only occur if the MacBook is connected to the internet.

Apple works with the incident response community, including the Forum of Incident Response and Security Teams (FIRST) and the FreeBSD Security Team, to proactively identify and quickly correct operating system vulnerabilities. In addition, Apple cooperates closely with organisations such as the Computer Emergency Response Team Coordination Centre (CERT/CC).

**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:

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

Students requiring technical Support from the ICT Support staff must complete and return to the IT Services Office a MacBook Support Request form. The forms are available to students from the IT Services Office. The IT Support Office is staffed throughout the holiday periods, except over the Christmas / New Year period.

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 or 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:
• Negligence, carelessness, inattention, apparent disregard or malice is 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 must be reported immediately by the student or parent/caregiver to the police and the school must be provided with the police report number on the MacBook Support Request form.

In the case of theft, loss or accidental damage to the MacBook or external hard drive, 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.

**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. four 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 and the External hard drive 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
- External hard drives
- Macintosh Servers
- DayMap Learner Management System
- Provision of additional school Internet
- MacBook Replacement Pool
- Adobe CSCC Software
- Microsoft Office
- Geometer Sketchpad v5
- Mathletics
- Selected school textbooks in e-format

**Transporting the MacBook**

Students will be supplied with a Targus Dual-Purpose Hard-sided Slipcase. This case can be used on its own, inside another case or as a lapdesk. The hard finish EVA outer shell acts as a protective barrier while the inside of the case is lined with a foam construction system to protect the MacBook.

![MacBook Slipcase](image)

**Transport between home and school:**

The MacBook must be placed in the slipcase 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 place 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 slipcase. 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 (eg viruses, worms)
- accessing files, information systems, communications, devices or resources without permission
- using for personal financial gain
- using non-approved file sharing technologies (eg 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 fee 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 out side 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 (generic instructions will be provided at the “Welcome to your MacBook” session).
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 school will use unique stickers that display student name and the Brighton Secondary School logo to identify MacBooks. Students must not remove these stickers and must take pride in the appearance of the MacBook. While the MacBook remains the property of the Minister for Education **students must not place any stickers on their MacBook** as these may result in damage to the MacBook and may void the warranty. The MacBook and External hard drive may not store any unlawful material.

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 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 must be placed in the slipcase when carried
- The MacBook must be stored in the slipcase while not in use and 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 place anything in the slipcase that will press against the MacBook
- Students must not poke the screen
- Students must not place anything on the keyboard before closing the lid (e.g. pens, pencils, headphones or disks)
- Close the lid with two hands, one on either side of the lid
- The screen may be cleaned with a soft, dry cloth or anti-static cloth.

**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 Behaviour Management policy.
Software update and virus protection
Students are required to perform “Software Update” on the MacBook at least once per week in order to install the latest virus definitions and security items. Built-in software such as iLife ’11 will also be updated to the latest revision in this process. There is no cost involved in this process. New versions of software will not be supplied in this process and will incur additional costs if desired.

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.

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.

Data storage and Backups
Student files must 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.

Students will be supplied with an external hard drive on loan, and will be responsible for their own backups. These backups should occur at least twice a week. The external hard drive must not be brought to school as it will be easily lost or damaged. Leaving the external hard drive at home also reduces the likelihood of loss of the MacBook and backup at once. The external hard drive must be returned with the MacBook if a student leaves Brighton Secondary School before completing Year 12.

The school accepts no responsibility for backup of data.

The MacBook has built in backup software called Time Machine. When students connect the external drive to the MacBook and assign it to Time Machine it will automatically back up the entire MacBook, including system files, applications, accounts, preferences, music, photos, movies and documents.
Loan External hard drive
All students will be provided with a external powered hard drive. The hard drive must be left at home at all times.

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 CSCC

In the special case where a student must run educational software native only to Windows they will be able to install Windows under the following conditions:

- Students must gain approval by the IT Services Team.
- Students and parents/caregivers understand that Mac OS X is the school endorsed operating system in terms of teaching and learning, and technical support.
- School ICT Support will not be provided to Windows.
- Students/parents or caregivers are responsible for all license costs associated to Windows. Please note that Brighton Secondary School does not have a license for third party Windows emulators such as Parallels or VM Ware and such license costs must be paid by the student/parent or caregiver.
- The installation of Windows does not consume hard disk space or CPU resources in such a manner that impedes the operation of the MacBook.
- Mac OS X is unable to run the desired educational software.
- Students maintain the latest Windows virus definitions and scanning software (additional cost is the responsibility of the student/parent or caregiver).
Appendix 1: ICT Support Flowcharts

1. **Stolen / Lost MacBook**
   - Complete MacBook Support Request
   - Lodge MacBook Support Request with ICT Support
   - Coordinator and ICT Admin Committee
   - Parent or caregiver to replace
   - School Replace

2. **Damage to MacBook**
   - Complete Statutory Declaration
   - Complete MacBook Support Request
   - Lodge MacBook Support Request with ICT Support
   - ICT Manager and ICT Admin Committee
   - Parent or caregiver to replace or repair
   - School Replace
   - School Repair
   - Loan MacBook made available during repair
Appendix 1: ICT Support Flowcharts

Software or Settings
Fault or Difficulty

Student calls Applecare 1300 968 979

Obvious Hardware Fault

Complete MacBook Support Request

Warranty required?

Student makes MacBook Support Request

ICT Manager and ICT Admin Committee

Time Machine restore

Lodge MacBook Support Request with ICT Support

ICT Support Staff solves problem with student

School Replace

Issue resolved

School Repair

Loan MacBook made available during repair

Issue resolved

Issue resolved

Issue resolved
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: ___________________________