

Cardinal Hume Catholic School

Laptop Loan

The laptop computer forms part of each student's educational equipment and we believe that it is as vital to the learning process as the use of exercise books, textbooks, file folders and reference material. With this premise firmly in mind, we believe that each student has a responsibility to ensure that this essential learning tool is always available and that it is always in good order.

Following are some points elaborated from the CHCS Acceptable Use Policy for Students. Please read the detailed policy for information available at www.cardianlhume.com

- The laptop and its accessories are property of Cardinal Hume Catholic School and School reserves the right to recall all loan equipment at any time.
- You agree to take responsibility of any damage to the equipment and report to the School's ICT/Network department immediately.
- The equipment is to be returned in good working condition without any damage.
- You must ensure the safety of the equipment and take measures against theft, loss or damage.
- The laptop is only to be used for educational purposes

- The school requires that all laptops have an acceptable level of functionality. If, in the opinion of the school, a student machine has been adversely affected as a result of personalisation, by the loading of inappropriate software or if inappropriate material has been stored on the hard drive, the school reserves the right to return the machine to its original factory state (GHOSTING). Such a procedure will result in the irretrievable loss of all information stored on the hard drive. Students are **STRONGLY** advised to ensure that work is saved to the network or to floppy drive/zip drive on a regular basis.

- Laptops should be kept on a flat surface when powered up and should be properly shut down before closing the lid.

- Failure to shut down when closing the lid will cause the laptop to overheat and become damaged.

- The laptop should not be moved while powered up. The laptop hard drives are extremely delicate and any movement could cause failure.

- Under no circumstances should students walk around with their laptops on and screens open!