



Staff Private Laptop

Rationale:

In order for a private laptop to go onto the school's Curriculum Network certain security policies and criteria must be met.

Aims:

- The laptop **must** be running SAV 10 (Symantec Anti Virus) if XP or Vista, or SEP11 (Symantec Endpoint Protection). No other antivirus software is to be installed on the laptop.
- The laptop must be running a legal copy of all software, including Windows and Office.
- If the laptop is running Windows, it must be Windows XP Professional with at least Service Pack 3.
- The laptop must not have any content (eg Pictures, Movies and Music) that would be deemed inappropriate on school grounds.
- A fair use policy of the internet and downloading.

Implementation:

- Un-Install your current Antivirus software and install SAV/SEP under the DEECD License agreement. This is the ONLY software (other than MarkBook/PaperCut) that will be installed.
- Install a wireless certificate for the wireless network
- Install network printer(s)
- Map the necessary network drives you need
- Change the proxy setting for the internet to work
- Create another user account and/or change the password of the current account
- These changes are for the laptop to work on the school network - the IT Department cannot be held responsible for any home settings that may be altered and any conflicts that may arise.
- By signing below you are agreeing that you are using legal copies of the software installed, that you allow SAV/SEP to be installed and other antivirus software removed, that the laptop does not have any inappropriate content and that you will use the internet responsibly.

- The technicians from the school can make the changes necessary for your laptop to work at school. They are not liable for any problems that occur outside of the school. This is the only level of support you will receive for your laptop.
- The technicians are not responsible or required to fix any other problems with your laptop.
- Eligible teachers are advised to consider participating in the Notebooks for Teachers and Principals Program (NTPP). This program provides teachers the opportunity to lease a laptop from DEECD for \$4 per fortnight.
- These laptops come with an included 3 year hardware warranty, and are licensed for DEECD software such as MS Office.
- These laptops are entitled to support from both school and departmental technical support.

Evaluation:

Teacher requesting notebook configuration:

Signed

Date

Alexandra Secondary College is committed to ensuring this policy is publicised and implemented and will monitor and review its effectiveness.

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Principal

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President of School Council

Date: 2-3-2011 Review date/cycle: 25-2-2014

- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in...

February 2011