STUDENT GUIDELINES FOR THE USE OF
PRIVATELY OWNED
PORTABLE DIGITAL EQUIPMENT

This document provides guidelines for the connection and use of privately owned portable digital devices such as notebooks / laptops, and iPads / tablets, by authorised users, to the Loreto College network. It does not cover portable digital devices such as iPods, USB storage drives or other such devices.

Students using personally owned hardware and software are responsible for any damage or misuse caused by the items on or connected to the Loreto College network. They are also responsible for the security of the items. Loreto College or its representatives are in no way responsible, implied or otherwise, for the damage, misuse, or theft of personal items.

All personally owned equipment that requires a power source must be electrically tested and tagged before being used within the College environs.

Personal hardware and software will not be worked on, maintained or upgraded by the IT Department.

Definitions:

Authorised Users:
Authorised users are current staff and students of Loreto College – Marryatville, and others whose access furthers the mission of the College and whose use does not interfere with staff and student access to resources.

Authorised Use:
Authorised use of Loreto College owned or operated network/communications resources refers to all use that is consistent with the mission and educational purposes of this College and is within the Loreto College, Technology and Me Guidelines.

Privately Owned Equipment:
Privately owned equipment is any device that has not been purchased by the College and is therefore not included on any College Asset Register or Insurance Policy.

Portable Computing Equipment:
Portable digital equipment is any equipment or device that can be connected to the Loreto College information network by cable or wireless access points. This includes, but is not restricted to: notebook / laptop, tablets / iPads, and mobile phone devices and their associated peripheral equipment eg printers.

Use of privately owned equipment.
Students are able to use, at the College’s discretion, privately owned portable digital devices in the College with the following understandings:

1. This document is read and understood and the final page is submitted to the IT Department.

2. Students are responsible, for the security and integrity of information stored on their personal equipment. This responsibility includes making regular backups to an external storage device, controlling physical and network access to the equipment, not disabling virus protection
software where applicable and ensuring that passwords or other information that would allow others access to the College network is stored in a secure environment.

3. Regardless of who owns the computing equipment and when it is used, anyone using the College’s network resources is subject to the provisions of the Loreto College, Technology and Me agreement. Content that is copied from personal devices on to the College network should not undermine the ethos of the College.

4. Loreto College bears no liability whatsoever for damage, theft, or loss of personally owned computing equipment or related peripheral equipment, or data stored on such equipment.

5. Personally owned digital devices may have access to the Loreto College network, at the discretion of the Heads of School, Head of Boarding, Learning Technologies Coordinator and / or IT Manager, through wireless or cable connection. This is provided that:

a. The equipment has suitable connectivity ability. If additional equipment is required to enable a connection to the network this will be at the expense of the individual.

b. Equipment is registered with and configured by the IT Dept. Access cannot be enabled without doing so.

c. Up to date virus protection software is installed, and kept current, on computing equipment. Equipment will not be configured to access the Loreto network without adequate virus and spy-ware protection.

d. Equipment meets the minimum standard as per Appendix A; this is reviewed and updated on an annual basis.

6. Help desk requests involving personally owned equipment for use on College premises will be completed at the discretion of the Learning Technologies Coordinator or the Network Manager. Technical staffs’ first priority is to support College owned equipment. Therefore, support for personally owned equipment can only be rendered on an as available basis.

a. Predominately, first-line software and hardware assistance is available for minor problems as identified by IT Dept

b. When hardware or software issues are deemed to be greater than first-line, the owner of the equipment will be responsible for any repair costs if they either organise their own repairs or seek assistance from the IT Dept in outsourcing the repair to a qualified technician.

7. The Learning Technologies Coordinator and / or the IT Manager will determine areas of the network that will be accessible to the staff and students. Whether connecting to the network or being used as ‘stand-alone’ equipment, usage may be confined to certain locations.

8. The College reserves the right to shut down the network at any time for maintenance. Loreto College and its representatives bear no liability for the unavailability of the network and associated resources.

Security procedures
Loreto College retains the right to develop, implement, maintain and enforce appropriate security procedures to ensure the integrity of individual and College information, however stored, and to impose appropriate consequences when security is breached.
APPENDIX A

Reviewed and updated December 2013

Personally owned computers granted access to the Loreto College network must have the following minimum standards:

**Software Requirements**

Operating system: Windows Vista, 7 or 8; Mountain Lion

Security updates MUST be updated when released by the software manufacturer.

Other required software
  - Antivirus application – with proof this can be updated over the school year
  - Anti-spyware application (an open source product may be supplied by the IT Dept but this is NOT to be DISABLED)

**Hardware Requirements**

- 4GB RAM minimum
- 128GB Hard disk minimum
- Intel Core i5 Processor

In addition to these specifications, please give consideration to the following:

**Battery Life** – An 8 hour battery is recommended. Furthermore, you should anticipate that the battery will deteriorate over time. It would be reasonable to expect to replace the battery after 18 months.

**Warranty and Accidental Damage** – When purchasing a new machine, you should check the length of warranty coverage. You should also have accidental damage coverage. In addition you should check what the process for logging warranty claims is and how long you would be without a machine while it is being repaired.

**Tablet devices / Smart phones**

Mobile computing devices can store large amounts of data, are highly portable and are frequently unprotected. They are easy to steal or lose, and unless precautions are taken, an unauthorised person can gain access to the information stored on them or accessed through them. Even if not stolen or lost, intruders can sometimes gain all the access they need if the device is left alone and unprotected, if data is "sniffed out of the air" during wireless communications, or if malware is installed. Label your device with your name and a phone number where you can be reached to make it easy to return to you if it is lost, even if the battery is dead.

- Configure a passcode to gain access to and use the device. This helps prevent unauthorized individuals from gaining access to your data.
- Set an idle timeout that will automatically lock the phone when not in use. This also helps prevent unauthorized individuals from gaining access to your data.
- Keep all software up to date, including the operating system and installed "Apps". This helps protect the device from attack and compromise.
- Obtain your apps only from trusted sources such as the Apple iTunes Store, Google Play, or the Amazon App Store for Android. This helps you avoid malware which is often distributed via illicit channels.
GUIDELINES FOR THE USE OF
PRIVATELY OWNED
PORTABLE COMPUTING EQUIPMENT

Agreed and Accepted

By ______________________________________________________

Signature _______________________________________________

Date ____________________________________________________

Machine Type:____________________________________________

Serial No.: _______________________________________________