Diploma of IT student Laptop Policy

We are very excited to launch our new laptop Program for Evocca College students. This program will enable you to access technology at home and at the college. We have put a lot of thought and research into this decision and believe that this tool will allow you to excel at your studies, whilst using the latest in technology and innovation.

A laptop is a privilege that we want to extend to our students who are engaged and completing the milestones in their course. In order to distribute these learning tools to students, we have devised the following program and policy to outline the distribution and use of the Evocca College laptop.

Distribution of Laptop
The laptop belongs to Evocca College, not to the student, and is on loan to the student until the end of the program, when the student completes and graduates their enrolled course of study.

What is included?

• Laptop (Alienware M17x for Diploma of Digital and Interactive Games)
• Laptop (MacBook Pro 15” for Diploma of Website Development and Diploma of Digital Media Technologies)
• Laptop (HP EliteBook 15” for Diploma of Information Technology)
• PowerCord
When is it awarded?
The laptop is awarded to the student on the following basis:

- Enrol into an Evocca course
- Complete your Individual Learning Plan

Read Policy
- Read the laptop policy
- Sign the policy and return to your Branch Manager

Study
- Commit a min. 15 hours/week to your study
- Successfully complete one unit of competency, pass the second Census date

Laptop Loan
- Laptop will be loaned to you upon completion of the unit of competency and passing second Census date
- Complete laptop training session

Free Laptop
- Complete your qualification
- Graduate to get your laptop

What happens if the laptop is lost or damaged?
- This is an expensive tool loaned to you for the duration of your course.
- The student takes responsibility for looking after the laptop.
- If the laptop is lost or stolen, you must report to your Branch Manager immediately.

Laptop Software Agreement
The laptop belongs to Evocca College, not to the student, and is on loan to the student until the end of the program, when the student completes and graduates their enrolled course of study. While the student is allowed to install his/her own software on the laptop, please note the following:

- The laptop supplied by Evocca College is to be used as an aid to studies. College and educational needs will receive priority over personal uses of the laptop.
- The laptop is not to be used for the access/downloading/transport of inappropriate or illegal content.
• All laptops are provided with Adobe Creative Suite 6 Master Collection

Student Laptop Guidelines & Responsibilities

1. Education Purposes
   a. Students are to use their laptop for educational purposes.
   b. Only appropriately licensed software is to be stored on the laptop.
   c. Non educational software or data should not inhibit the use of the laptop as a learning tool.
   d. The College reserves the right to carry out software, hardware and data inspections of laptops at anytime.

2. Student Responsibilities
   a. Each student is responsible to keep their laptop secure.
   b. Laptops are to be kept clean and free from graffiti and stickers other than those authorised by the College.
   c. Students are not to remove any identification labels from their laptops.

4. Data Backup and Software Upgrading
   a. Students are responsible for the backup of all data as recommended by the College.
   a. Students are responsible to ensure that all software is kept up to date. (eg. Operating System).

5. Technical Support
   a. Students will be given full local administrator rights of their laptops.
   b. Students will be given wifi access at the College.
   c. Students must take care to not install any Malware or software that may contain viruses on their laptops.
   d. In the event of a hardware malfunction students should contact the College for assistance.

7. Loss, Theft and Repairs
   a. All instances of loss, damage or theft must be reported to the College as soon as possible.
   b. In the event of a hardware malfunction a report must be made to the College as soon as possible for warranty repair to be organised.
   c. Any repairs outside of warranty are the responsibility of the student.
d. The College does not have any responsibility for any lost or stolen equipment

8. Assessment and Homework
   a. Students are encouraged to use their laptops for home study use and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task.

9. Classroom Usage
   a. Student laptops are to be brought to College each day, however the tutor will manage the use of the laptops in the classroom.
   b. When in use, the laptops should be placed on a table or desk wherever possible.

10. Ownership
    a. Evocca College remains the owner of the laptops and all accessories.
    b. Students have use of the laptops whilst they are enrolled as a student at the College.
    c. Students will be awarded ownership of their laptop upon successful graduation of their course.
    d. If the student stops attending or progressing in their course, or leaves the College prior to completion of the course, the laptop and accessories are to be returned to the College in good working order.
Laptop Policy Acknowledgement & Acceptance

It is Evocca College policy to have guidelines in place for the proper use of all technology resources as outlined in this laptop policy and all other IT policies outlined in the Student Handbook. All students have a responsibility to use these resources in a professional, ethical and lawful manner, whilst abiding by all Evocca College IT policies.

All new Evocca College students, as part of their induction, and all existing students to whom this policy is introduced, are required to read the laptop Program Policy and complete this acknowledgement and acceptance form.

A copy of this form will be placed in your student file.

Name: _______________________________  Student Number: ________

I have read and understood the Evocca College laptop Program Policy and agree to abide by the rules and guidelines outlined in this policy and will comply with the policy

Yes

Note: If there is anything you do not understand, ask your Branch Manager or Tutor for explanation or clarification before indicating ‘yes’.

Signed _______________________________ Date ______________________

Prime Learning and ACTE
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