



**Heathmont College Notebook Guide**  
**and**  
**ICT Acceptable Usage Policy**



# Heathmont College Notebook Guide

Heathmont College has worked extensively with staff and students to integrate notebook devices into the school curriculum, making them a valuable resource in the classroom. Devices are used across a range of learning areas to provide varied learning experiences and better communication better staff and students.

Families attending Heathmont College have two options to purchase a notebook. They can purchase one of our recommended laptops through Learning with Technologies (LWT), or you can Bring Your Own Device (BYOD) if you already have a device that meets the minimum requirements or have a personal preference of what device you would like to purchase.

There is no learning impact between selecting a recommended laptop or choosing the BYOD option – all suitable laptops will have the same amount of access on the school network, providing that they meet the requirements that are listed below however, the responsibility of repairs and warranty claims falls upon the parents if having selected the BYOD option.

If electing to bring a compatible laptop from elsewhere, you want to ensure it meets the minimum requirements:

- A notebook running either Windows 10 or 11 or MAC OS X natively.
- At least 10 hours of battery life.
- Minimum of 4GB of RAM (we highly recommend at least 8GB of RAM)
- Supports wireless connectivity.
- Has a minimum of a 120GB hard drive.
- No iPads or Android Tablets, No Chromebooks, No Linux Devices.
- Notebooks with “Windows S-Mode” licenses should be avoided (this prevents the installation of certain software)

## Software Requirements

All software that students will be using as part of the curriculum at Heathmont College is provided via the Department of Education. Licenses for programs such as Microsoft Office 365 (Word, PowerPoint, Outlook, Teams, etc) and Adobe Creative Cloud (Photoshop, Illustrator, etc) are provided.

Compass Education is the online portal used at Heathmont College. Students are provided with login credentials to access Compass to be able to see their schedule for the day, submit work, and communicate with teachers. Parents/Guardians are also able to login to Compass to stay updated with what is happening at the school, they will also be notified through Compass about attendance or behaviour.

Papercut is the printer software used at Heathmont College; students can login to Papercut using their Compass credentials that are provided to them. By default, students are provided with a small amount of print credit that they can then top up with money at one of our Compass Kiosks.

Papercut allows the school to monitor the amount of power and paper being used at the school so we can keep track of the school’s carbon footprint and adjust where necessary.

All required software, credentials, and instructions on how to access them will be provided by the IT department upon the registering of the user device.

## [Technical and Hardware Support](#)

Due to the nature of the “Bring Your Own Laptop” program, and the variation of notebook models, Heathmont College can only provide a limited amount of support for BYOD devices mainly surrounding repairs and warranties.

If a BYOD device is damaged or faulty then this must be managed by the parents/guardians in conjunction with the original notebook supplier. Please note that many consumer level suppliers only provide an offsite warranty that is typically valid for one year.

There are benefits to purchasing one of the recommended laptops provided by LWT. They offer an extended onsite warranty for 3 years after the purchase of the device, this is why at Heathmont College we recommend this option, LWT does also offer accidental damage insurance for a small extra cost. This is also something to consider because broken or damaged screens are not something that is covered under normal warranty.

In the unfortunate circumstance that there is a fault with a device purchased through LWT a repair technician will visit the school to make the repairs. However, if choosing the BYOD option, any issues or faults that occur will have to be dealt with by the owner of the device and the provider they purchased it from.

## [BYOD Purchasing](#)

It is the responsibility of the parent/guardian to ensure that laptops purchased for use at Heathmont College comply with the specifications listed in this document. Heathmont College provides no warranties or assurances that laptops purchased outside the recommended specifications are suitable for use within the school.

## [Frequently Asked Questions](#)

### [Is this BYOD program preferred at Heathmont College?](#)

No, the Heathmont College Recommended Notebook Program is the preferred program, however the BYOD program is available if you want flexibility to choose a different device for your child.

The major benefit of the Heathmont Recommended Notebook Program is that; repairs and warranty claims on student laptops are handled by Heathmont IT Department. Warranty claims and repairs are handled on site by Learning with Technology repair technicians that are sent to the school to perform repairs, Learning with Technology are who Heathmont College uses for purchases of recommended laptops. While repairs are being done, we are also able to provide temporary loan laptops for students to use.

Families electing to bring their own laptop to school assume the responsibility that the laptop brought into the classroom meets the BYOD standards and is repaired promptly if any damage occurs, so the student is not impacted in their ability to learn.

### [Can students access inappropriate internet content while at school?](#)

The school wireless internet connection has a built-in firewall provided and monitored by the Department of Education. This stops students from accessing anything inappropriate while being at school. When the laptop is being used from home there is no content filtering in place on the device so anything can be accessed.

### [Who is responsible for backing up the student laptop?](#)

It is the responsibility of all students to correctly backup all schoolwork and ensure they keep a backup of all important files. It is recommended that this is done with a USB storage device or hard drive, students will also be provided access to Microsoft OneDrive, an online backup storage system.

### [Do I have to install/purchase software?](#)

Microsoft Office 365 and Adobe Creative Cloud products are all provided for free to all students by the Department of Education. Students can install this themselves and are more than welcome to go to the IT department for any assistance they require.

We also use an online program at Heathmont College called Compass Education, this is accessible by both parents and students. We use Compass for timetable scheduling and for communication between parents and teachers about schoolwork submissions and attendance or behaviour.

### [Do I need Antivirus and Anti-Malware software?](#)

Microsoft Windows 10 and 11 comes pre-installed with Windows Defender for free, this is more than suitable for the purpose of protecting your laptop.

MacOS does not have this sort of built-in protection, so it is recommended to investigate an appropriate MAC compatible anti-virus if choosing to purchase a MacBook.

### [How do I connect my notebook to the school wireless network?](#)

Details on how to connect your notebook to the schools Wi-Fi are available from the school's IT department, this will be supplied once the laptop has been registered with the school for use in the classroom.

### [How do I register my laptop with Heathmont College?](#)

Each notebook in use at the school needs to be registered. Details regarding this registration may be found on the Heathmont College ICT Acceptable Usage Policy document. This agreement needs to be completed and signed where required and submitted to the office as proof of understanding the terms and conditions of using the school network. Once this has been completed the laptop can be taken to the IT department to be configured and added to the Heathmont College network.

A BYOD laptop still falls under the schools ICT Acceptable Usage policy.

### [Can I keep using the notebook my child purchased in Years 7-9?](#)

Yes, if you previously purchased a recommended notebook in Years 7-9 and your child is now in year 10, they may continue using the device. However, by this stage the 3-year warranty and accidental damage coverage would have expired.

Also, a laptop that is more than 3 years old can begin to become unreliable and not perform as well especially with things like battery life. Because of this we do not recommend keeping a device that has passed its warranty coverage.

If you have any queries regarding notebooks or ICT please contact the College ICT Manager on 9871 4888 or email [Heathmont.co@education.vic.gov.au](mailto:Heathmont.co@education.vic.gov.au)

# ICT Acceptable Usage Policy

This policy outlines the acceptable use of ICT resources provided by Heathmont College. All students, staff and visitors are expected to adhere to this policy to ensure the responsible and ethical use of the Heathmont College network.

For further information please visit [College Digital Learning Policy \(Internet, Social Media and Digital Devices\)](#)

[www.heathmont.vic.edu.au/wp-content/uploads/2022/04/Digital-learning-policy-NOV-2021.pdf](http://www.heathmont.vic.edu.au/wp-content/uploads/2022/04/Digital-learning-policy-NOV-2021.pdf)

The purpose of this policy is to:

- Promote a safe and secure computing environment within the school.
- Ensure the appropriate use of the Heathmont College network is for educational purposes.
- Protect the privacy and confidentiality of all users on the network.
- Prevent unauthorized access or misuse.

## Responsible Use

- Users are responsible for taking full care of their device.
- Users are responsible for backing up their own data, including work saved on any loan, shared, or personally owned computers.
- Users are responsible for remembering their own usernames and passwords that are provided by the school for logging into things such as Compass or their school email.
- The school network is to be used for schoolwork only, students must not send unnecessary, inappropriate, or offensive emails.
- Games are not permitted to be played during school hours. Unless it is something relating to schoolwork and supplied by the school, for example Minecraft Education.
- Users can only access shared computers (Library etc.) using their own login credentials and must not try to access any account other than their own.
- Users are given access to printers around the school, these must be used for schoolwork only, no inappropriate or offensive documents or images are allowed to be printed. Failure to follow this rule may result in printing privileges being confiscated.
- Users must not use resources provided on the Heathmont College network for financial gain, commercial purposes or any activity that may cause reputational damage to the school.
- Users must take reasonable care of any school owned devices they may use; they must report any damages or malfunctions promptly.

## Internet Usage and Conduct

- Any online communication between students or staff must follow a general rule of etiquette. This includes no swearing or using inappropriate language or making any offensive comments.
- All users must keep their own login credentials confidential and not share passwords with anyone else.
- Users must not attempt to access any illegal material. This includes any content that could be considered racist, sexist, violent, antisocial, pornographic, vulgar, or obscene.
- Users must not deliberately access any files or software that may be malicious and contain viruses, this could damage their device and void the warranty, which would be result in a new device needing to be purchased by the parents/guardians.

- Heathmont College has zero tolerance to all forms of cyber bullying. Users must understand that actions on the internet are subject to both state and commonwealth laws, in addition to school policies. In extreme circumstances student online misconduct may result in criminal or civil legal charges or penalties.
- Users must not use the internet for commercial purposes such as buying or selling goods.
- Users must not use any form of anonymous proxies, VPN's, personal hotspots, or other online tools or software to bypass internet security and gain access to blocked websites.
- While on school grounds, students may only use their notebook's camera to take photos with the permission of a teacher during class time.
- Users must not attempt to access any unauthorised part of the school's network.
- Users may not electronically distribute any material relating to Heathmont College without permission from the principal.
- Users must not attempt to access any material that is block on the school network, including inappropriate websites, social media platforms during school hours, or engaging in excessive personal use of the internet.
- Users must not install or download unauthorized software or applications on school provided devices without permission.
- Accessing or distributing inappropriate, offensive, or harmful content is strictly prohibited. This includes, but is not limited to, explicit material, hate speech, discriminatory content, cyberbullying, harassment, threats, or activities that promote illegal behaviour.

# Heathmont College ICT Acceptable Usage Agreement

I understand that any laptop I bring to school must be fully charged and immediately registered with the IT Technician upon arrival, where it will be connected to the network. We have read the ICT Acceptable Usage Policy and agree to abide by the guidelines and conditions within it.

Before users are allowed to have their device connected to the Heathmont College network and obtain support from the College ICT department, this agreement must be returned to the college on the student's first day of enrolment or prior.

Student Name: \_\_\_\_\_

Year Level: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



