

Laptop Administrative Account Management



The Purpose of Parental Administration

Many issues including illegal software, Internet safety, cyber bullying, violent and pornographic content present challenges for using technology at home and school. In partnership with our community we are keen to support safe and appropriate technology practices that best serve the educational needs of our students. As per the college Acceptable Use Policy for Information Communication Technology (ICT), any student laptop used at Renaissance College must be certified and display the official RCHK certified logo. This logo allows teaching and administration staff to quickly identify certified laptops. All certified laptops are enabled with items including school based software, printing and Internet services. Any laptop that is not supervised will be reported to the ICT Services manager for appropriate action.

During the certification process laptops are enabled with two types of user accounts.

- School account:
All students are required to use their allocated 'student account' to operate a laptop at RCHK.
 - This account can be accessed both at school and home.
 - The school account is provided for all students at the point of enrollment.
 - This account includes a private password and username.

As outlined in the ICT policy, random computer checks will take place to support safe and appropriate technology practices.

- College-created Administrative Accounts:
It is expected that the school-owned administrative account will only be accessed and used for specific purposes:
 - The administrative account allows ICT staffs to install or uninstall software and reconfigure system settings. During the certification process the system settings will be optimized for the college ICT services and environment.
 - Should the need arise for administrative access during college hours students will contact the ICT Services Manager for support.
 - RCHK ICT currently manages all administrative accounts and information.

Some parents/guardians may wish to request ownership of the administrative account. At your discretion you will have the opportunity to share this information and its assigned responsibilities with your child/children.

Please note: The administrator takes full responsibility for the student's laptop in the prevention of:

- Virus infection.
- Installation of illegal software.
- Installation of non educational-related games
- Installation of software not appropriate to young children (e.g. violent games)

If parent/guidance still have question(s) regarding this program, please don't hesitate to contact ICT office for our further assistance.

ICT Office
Room AB301, Renaissance College
Tel: 3556 3594
E-mail: ict@renaissance.edu.hk

Kind regards,
Dylan Hughes,
Deputy Head of College

Andrew Ip
Digital Services Manager

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Administrative Account Management – Return slip

All parents/guardians requesting administrative access must complete this form. This form will confirm management of the administrative account only. If you request the creation of administrative account, please return the signed form, together with the notebook to ICT Office (AB301) for account creation.

Student Name: _____ Year Level: ____ Advisory group: _____

Mac Login name: _____

Yes. I request the administrative account for my child/children's laptop. I understand and acknowledge the information and assigned responsibilities.

- Please state your email address below. All admin details will only be sent to the address provided.
- An administrative account will be created with username "parent". Password for this account will be sent to parent's e-mail address within 5 working days

Parent name: _____ Email: _____

Mobile phone: _____

Signature: _____ Date: _____