



# Student Device Program Guide

## Contents

Preamble .....	2
Learning Opportunities of a Student Device Program .....	2
Program Structure .....	2
Payment Schedule .....	3
Guidelines for Participation .....	3
Student Responsibilities.....	4
Parent Responsibilities.....	4
Personalisation.....	4
Damage to Devices.....	5
Loan Laptops .....	5
Teacher and College Communication .....	5
Technology Policy .....	5
What Constitutes an Inappropriate use of Technology and Internet Site.....	5
Consequences for Inappropriate use of Technology or accessing of Inappropriate Internet Sites ...	7
Appendix A: Use and Agreement Form .....	i
Appendix B: Incident Report Form.....	iii
Appendix C: Incidental Fees.....	iv
Appendix D: Frequently Asked Questions .....	iv

## Preamble

St Ursula's College has taken a different path to technology than many other schools. The College has had pods of laptop computers throughout the campus to allow students access whilst in classes. This process has increased the technology access in the College; however, there have been issues in ensuring efficient access to computers. The College has monitored the technology strategies and processes of other institutions and has had ongoing discussions on how best to implement technology in all teaching areas.

As times change so do the methods of delivery of technology to students. It is clear that a one-to-one device program will be the most efficient and meaningful way to enable student access to technology resources. In preparation, the school has reviewed policies on student responsibility and the school technology infrastructure has been upgraded. Learnings from other schools have been used to sculpt the agreement outlined in this document. It is essential that not only students but parents and teachers are also fully informed and actively engaged in the program and its structure to ensure success in a one-to-one device environment.

## Learning Opportunities of a Student Device Program

Whilst having ready access to a device can enable students to perform at their best, ownership of a device itself does not necessarily lead to academic improvement. A whole school approach to the integration and use of technology has the potential to improve student results in many subject areas as well as increase technology literacy. NAPLAN testing will be done online in the near future and there is scope for other assessments to also be transitioned to online versions. Students need to be prepared for such developments and have an understanding of technology as well as guaranteed access.

The program aims to develop students who are more workplace ready for the increasingly mobile and flexible technological world. The issuing of student devices will enable assured access for students as a valuable tool to extend and/or better engage students. Technology opens doors to new ways of teaching and new methods of delivery that previously were not possible.

## Program Structure

All students will be issued with a computing device which will be purchased by the College and parents / carers will pay a technology levy for the device over 3 years. The consistency of devices is essential to ensure proper functioning in the school environment.

Having a consistent device for each year group ensures a consistent platform which, in turn;

- Ensures that programs and setup is compatible with the network infrastructure
- Facilitates curriculum delivery and the Training and Development of staff
- Helps with the management and support of devices
- Enables the College to retain control over how laptops are used and monitored in an effort to maintain student online safety

As such there **will not** be an opt-out option and student **personal devices will not** be supported by the College and its network infrastructure.

Students will receive a new device at the beginning of Year 7 and Year 10, along with a laptop carrier. Generally at the end of each school year the devices will be returned for updating and processing.

**Each device will have a three (3) year accidental damage insurance included.** During the time of the device having an active warranty, it will be owned by the school.

As the ownership is retained by the College, its software licences will apply to all laptops and no extra expense will be incurred. Each laptop will be imaged with the permitted College image and will be registered in the College against each students' ID.

**All laptop repairs, warranty claims or otherwise, will be undertaken by the school as they remain the owner of this equipment.** A **ticketing system** will be utilised to allow identification of issues with devices. Students / carers should notify relevant staff and initiate repair processes. There will be an administration fee applied to each warranty claim.

**At the end of the 3 year insurance life parents/guardians can opt to have the device reset to its original format and the device ownership transferred to them or donated to charity.**

In the case of students entering at different year levels, from Year 7 or Year 10, a device as similar as possible to those in use by the appropriate year level will be issued to the student. If students leave the College before completing the three (3) years of payments are completed the device will need to be returned or the remainder of payments completed for ownership to be transferred.

## Payment Schedule

A **technology levy** to contribute to the cost of the device, technology maintenance staff and infrastructure will be explicitly listed in Fees. This levy will be \$100 per term and take priority in fee payments.

Should a student leave during the three (3) year warranty period of a device, without making all payments, then the device must be returned to the school or the remaining payments made in full. Non-compliance to this procedure is considered theft of the device.

Other incidental expenses are outlined in Appendix C.

## Guidelines for Participation

All students will receive their own laptop from Semester 1 2017. For this to happen the following must be completed:

- All students and parents/carers must attend an information session (or view this online) where details of the laptop program and laptop usage will be discussed.
- All students and parents / carers must give recognition of having been informed of, and fully understood, the processes outlined in this document.
- All students and parents / caregivers must complete the *Use and Agreement Form* (Appendix A).
- Students will attend orientation sessions at the initial stages of the school year, during which a device will be distributed to each student.

## Student Responsibilities

Students are

- responsible for the care of the device; this includes at school, in transit and at home.
- responsible for all damage as well as the costs of required repairs.
- to ensure that their device is fully charged at the beginning of each school day.
- able to install legal and licensed games or other software; however, there will be no support given and repair costs related to any issues associated with these will incur a fee.
- responsible for what is downloaded onto their computers (even inadvertently).
- to adhere to the guidelines of appropriate internet usage both at school and at other locations. Evident non-compliance will result in consequences as per the inappropriate use guidelines.
- not to allow any modifications to any aspect of the hardware components of the College supplied device. Any such modifications can result in the void of all warranties.
- to return the device to the school for servicing and updating by designated due dates. Failure to do so will incur a fee the following year for out of schedule updates as well as the device not being available to the student whilst corrections are made – a loan laptop will not be supplied for failure to follow procedures.
- to ensure that the device is always carried in the supplied case
- not to use their school supplied devices during breaks or at designated times, unless under specific direction.
- to ensure all data is saved and backed up in multiple locations including but not limited to cloud storage, USB or portable hard drive. (Procedures and schedules for this will be presented to students in orientation sessions)

## Parent / Carer Responsibilities

Parents / Carers are

- to read and acknowledge understanding of this document by counter signing the use and agreement form.
- to monitor student use of the device outside of school to ensure no illegal or illicit material is added or engaged in.
- to take reasonable steps to prevent viruses being introduced to their daughter's device (Steps include scanning the device for viruses regularly and monitoring that appropriate websites and documents are being accessed or used).
- to ensure the device is not used for any commercial or business purposes, and that no parent personal or other data is stored on the device.
- Responsible for all damage as well as the costs of required repairs.

## Personalisation

- As the laptops are the property of St Ursula's College Yeppoon, they are not to be altered or personalised in any way that is not completely reversible. Non offensive labels or stickers are permitted, on the outside of the case, but must be removable. The barcode and name on the device must not be altered or removed. (Should personalisation of the device not be reversible and the device has to be cleaned this will incur a fee)
- The protective carry case can be personalised appropriately to promote easy identification.



## Damage to Devices

St Ursula's College will replace or repair student devices due to genuine cases of fire, loss or theft while on College grounds.

Where a loss, theft or damage is the result of negligence, carelessness, malice, inattention or apparent disregard for the laptop, parents/caregivers will be charged for the loss, as the laptop is a required item.

Stolen laptops, or those lost from fire or other situations, must be reported immediately by the student or parent/carer to the College, along with any pertinent details. In this case it is expected that parents / carers will cover replacement costs.

## Loan Laptops

There will be a supply of 'loan laptops' matching the models supplied to students. Loan laptops are only available in the case of long term repairs or genuine technical issues that require a period of time to be resolved. The loan laptops will be recorded against an appropriate support ticket to ensure records are kept for repairs and laptop loans.

**Short term loans will not be made available for students not bringing laptops to school or the battery going flat** (there will be designated charge stations that can be used to charge batteries in key areas of the College).

## Teacher and School Communication

Communication will be increased with the use of *Parent Lounge* and Learning Management Systems in an effort to increase the efficiency of information dissemination.

Although students will have 'anytime access' there is not an expectation that teachers and staff will be available at all times to respond. Staff endeavour to reply to emails and other communication as quickly as possible; however, this is dependent on workload and work hours.

## Technology Policy

### What Constitutes an Inappropriate use of Technology and Internet Site

This is adapted from the Technology Policy and by signing the attached agreement parents/carers and students are acknowledging that they have read and understood the following. These same guidelines should be followed when using the College supplied device on other networks to minimise chances of downloading potentially problematic software. Should clarification be sought on any of the following, please contact the Technology Department via email [support@stursulas.qld.edu.au](mailto:support@stursulas.qld.edu.au).

The following uses of the information technology resources of St Ursula's College (including without limitation the internet, email and any intranet) are considered Inappropriate Uses:

1. use which infringes the copyright or other intellectual property rights of third parties (for example, authorised users should not download and use work without the express permission of the owner and should properly reference material obtained from the internet);
2. accessing Inappropriate Internet Sites (which includes any sites containing content of a pornographic nature, advocate hate and/or violence, relate to weapon manufacture or

terrorism and any sites that would lead to inappropriate use of technology as outlined in this section)

3. downloading, distributing, storing, producing or displaying offensive material. This may include, but is not limited to: pornographic materials (graphics, video-clips, adult sites, images or statements) and discriminatory materials (offensive material based on gender, ethnicity, religious beliefs or political beliefs)
4. whilst using school internet resources, downloading amounts of material for non-work or non-educational related use which in the opinion of the authorising officer are considered to be excessive relative to the amounts of such material typically downloaded by other authorised users;
5. downloading information for the purpose of providing it to external organisations or the general public without authorisation;
6. distributing, instigating or propagating chain letters or unsolicited mail of any kind from within or outside of the information technology resources of St Ursula's College (Note *propagation or distribution of 'unsolicited' email is now deemed as SPAM and constitutes a criminal offence under legislation of the Commonwealth of Australia*);
7. distributing defamatory, obscene, offensive or harassing messages;
8. distributing confidential, personal or sensitive information without the appropriate authority or consent;
9. distributing messages anonymously, using a false identity or using another person's email or network access account;
10. engaging in any illegal or wrongful activity;
11. knowingly engaging in any activity which may compromise the security of the local area network, internal networks of St Ursula's College or external networks;
12. downloading, accessing and/or distributing, uploading or attempting to execute software or scripts that nullify or decrypt passwords or in any way attempts to circumvent systems and user security mechanisms;
13. compromising or attempting to compromise (accidentally or otherwise) the integrity of data stored on a St Ursula's College computer or network by allowing non-authorised users either directly or indirectly access to the data;
14. sharing, distributing, displaying or otherwise advertising user passwords (excluding initial access passwords which may be supplied by the IT Team);
15. Using resources in any way to facilitate cyberbully or pose unneeded risks to the cybersafety of individuals

## Consequences for Inappropriate use of Technology or accessing of Inappropriate Internet Sites

First instance	Second instance	Third Instance	Subsequent instances
<p><b>“FIRST WARNING”</b></p> <p>Incident Report to be completed by the student, incident noted in student management system.</p> <p>Report is sent home.</p> <p>Report is sighted and signed by the parent / guardian then sent back to the College.</p> <p>Report is filed</p>	<p><b>“SECOND WARNING”</b></p> <p>Incident Report to be completed by the student, incident noted in student management system.</p> <p>Report is sent home.</p> <p>Report is sighted and signed by the parent / guardian then sent back to the College.</p> <p>Report is filed</p> <p>Student has restrictions placed on technology access for a period of 2 weeks. The form of restriction will be dependent on the type of breach which has occurred.</p>	<p><b>“THIRD WARNING”</b></p> <p>Incident Report to be completed by the student, incident noted in student management system.</p> <p>Report is sent home.</p> <p>Report is sighted and signed by the parent / guardian then sent back to the College.</p> <p>Report is filed</p> <p>Student has restrictions placed on technology access for a period of 2 weeks. The form of restriction will be dependent on the type of breach which has occurred.</p>	<p>Actions will be taken by the leadership and determined in relation to the incidents that have occurred up to this point. Consequences can, but are not restricted to, suspensions, high level restrictions on technology use, expulsion and legal ramifications.</p>

If an inappropriate use of technology is of a severe nature the above table will not be followed. For severe offences, even if the first instance, consequences may be taken from the second, third or subsequent instances. This is to appropriately handle severe and deliberate inappropriate uses of the technological assets of St Ursula’s College. A copy of the Incident Report can be viewed as Appendix B.



## Appendix A: Use and Agreement Form

St Ursula's College Ltd. extends to students the opportunity to use its information technology resources, including participation in the one-to-one laptop program, in accordance with its *One-to-One Device Program guide* and *Information Technology Policy*.

Before being granted access to use these information technology resources (which include; but are not limited to, provided device, computers, computer systems, networks, Internet and email facilities), as an Authorised User – Student:

- you must complete and sign Section 1 of this Use Agreement;
- if you are under 18 years of age, your parent/guardian must complete and sign Section 2 of this Use Agreement; and
- you must return this Use Agreement to an IT Team Member.

You and your parent/guardian should be aware that by signing this Use Agreement, you are bound to comply with the terms and conditions of use imposed by St Ursula's College.

### SECTION 1 – STUDENT TO COMPLETE

STUDENT NAME: \_\_\_\_\_

YEAR LEVEL: \_\_\_\_\_

I agree that:

1. I have read, understand and will comply with all aspects of the *Student Device Program Guide*
2. I will not send by email (not even within the College) or in anyway post or enter onto the internet or internal network, any photographs or details including names, telephone numbers or addresses of myself or any other person unless instructed to do so by a teacher. **Privacy is a serious matter** and breaches will attract consequences determined in consultation with the Principal.
3. I am aware that St Ursula's College Ltd. monitors my use of computers, internet and email facilities.
4. I am aware that if I breach or fail to comply with the rules relating to accessing information technology resources, that my access privileges may be restricted or taken away and that I may be subject to disciplinary action (as per the *Consequences for Inappropriate use of Technology or accessing of Inappropriate Internet Sites p6*).
5. St Ursula's College Ltd. shall not be responsible for the consequences of any misuse of its information technology resources (including without limitation supplied devices, computers, computer systems, networks, internet and email facilities) by me.

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

**PARENT/GUARDIAN TO COMPLETE – SECTION 2**

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

I agree that:

1. I am the parent or legal guardian of \_\_\_\_\_ (*insert name of student on page 1*), referred to below as "my child".
2. I have read and understand the *Student Device Program Guide* as well as associated documentation
3. My child is permitted to use the information technology resources of St Ursula's College Ltd. (including without limitation supplied devices, computers, computer systems, networks, Internet and email facilities).
4. My child is aware of her obligation to comply with the *One-To-One Device Program Guide*
5. My child is aware that she must take responsibility for her actions, in connection with accessing and using the information technology resources of St Ursula's College Ltd. (including without limitation supplied devices, computers, computer systems, networks, Internet and email facilities).
8. St Ursula's College Ltd. will not be responsible for maintaining, repairing, insuring or providing security systems for the protection of, information technology components (including without limitation a computer or laptop) belonging to my child or someone other than St Ursula's College Ltd., which is used by my child to access or connect to the information technology resources of St Ursula's College Ltd. My child does so at their own and at my risk.
9. I am aware St Ursula's College Ltd. routinely monitors use of computers, internet and email facilities by students.
10. I understand it is impossible for St Ursula's College Ltd. and its employees to restrict access to all controversial or inappropriate content available via the internet and email and I release St Ursula's College Ltd. and its employees from liability in connection with my child accessing, using or being involved with such controversial or inappropriate content.
11. St Ursula's College Ltd. shall not be responsible for the consequences of any misuse of its information technology resources (including without limitation supplied devices, computers, computer systems, networks, internet and email facilities) by my child.
12. Payments and signing this agreement in no way constitutes the transfer of ownership of the device to the parent/guardian or student.

SIGNED BY PARENT/GUARDIAN: \_\_\_\_\_

DATED: \_\_\_\_\_

Received by (IT Team Member): _____		Date Received: _____	
I <input type="checkbox"/> am / <input type="checkbox"/> am not aware of a reason or cause why this person should not be authorised as an Authorised User – Student and be assigned an individual device.			
Device Assigned to Student:			
Signed: _____		Date: _____	
Device Collected by Student:		Date:	
Issuing IT Member:		Student Collection Declaration:	

## Appendix B: Incident Report Form

Student Name:

Date of Incident:

This is a FIRST / SECOND /THIRD instance for this year. The incident was potentially DANGEROUS / DAMAGING / SEVERE.

Student Description of Incident:

Student Declaration of issues related to incident (What could or did go wrong because of the incident):

Student Signature:

Date:

Technology Specialist Description of event and possible issues:

Technology Member Signature:

Date:

Parent / Carer Signature:

Date:

Please return to Student Reception as soon as possible.

Reviewed by Pastoral Team Member:

Date:

Comments:

## Appendix C: Incidental Fees

There are several fees that may be incurred due to issues related to loss of parts of the supplied computer and maintenance issues.

The following are a list of incidentals and their associated fees (Please note that these fees are a guide and are subject to change)

Replacement of Lost Charger	\$130
Replacement of Carry Bag	\$50
Warranty Claim Administration	\$40
Removal of Offensive Personalisation	\$50
Removal of Material from device (due to it being dangerous, illegal or illicit)	\$100 / hour of correction

## Appendix D: Frequently Asked Questions

### **Do Parents need to pay for the program?**

Yes. It is a compulsory tool for students to have in the classroom. The total cost will be \$400 per year, charged at \$100 each term, to pay for the device, bag and maintenance of devices.

### **Will every student be a part of the program?**

Yes. Every student will have a device starting in 2017; student completing Middle School will receive a new device when they enter Year 10 and each student who enters year 7. This ensures a whole school approach to laptop usage; however, different subjects will make varying use of the device.

### **Can my daughter use her own laptop at school?**

No. Issues with student access to the network, the fact that personal devices are not covered by school insurance and variation in applications means that personal devices will not be supported by the school. It should be much cheaper and easier to use the school supplied device.

### **When will my daughter receive her laptop?**

Once the use and agreement form has been signed and returned students will receive their laptop during orientation sessions scheduled for the start of the year. The orientation sessions will cover care and maintenance, file creation, cybersafety, email and school learning management system understanding as well as some software familiarisation.

### **Can my daughter install her own software, music and other applications?**

Yes. Each student will be have "local administrator rights" to their device and will have the ability to install applications and updates. Students must still adhere to the appropriate use guidelines when adding any content to the machine.

### **How will the College know if there is inappropriate content on a device?**

Checks are done randomly on devices when connected to the school network. Inappropriate content found will result in disciplinary action.

**Will there be internet filtering on the device?**

At all times whilst logged onto the school network, all internet traffic will be monitored and filtered in an effort to limit exposure to inappropriate content. There will be no filtering for when the device is used at home and is thus the responsibility of parents / carers.

**Will there be antivirus software on the device?**

Yes. All devices will have the College's licenced antivirus software installed in an effort to minimise virus risk and damage. It is still essential that appropriate practices are undertaken whilst accessing files to also minimise the risk of exposing the device to viruses.

**Does the insurance cover all damage?**

No. The only instance where damage is not covered by the warranty is where the damage is determined to have been wilfully or maliciously done to the device; all accidental damage is covered by the warranty.

**What happens if there is a fault with the device?**

A description of the issue is to be emailed to [support@stursulas.qld.edu.au](mailto:support@stursulas.qld.edu.au) and you will be sent a reply with a reference number. You will either receive a reply on how to correct the issue or a request for the device to be returned to the technology staff at the school for further investigation.

**What happens if there is accidental damage done to the device?**

A description of the damage is to be emailed to [support@stursulas.qld.edu.au](mailto:support@stursulas.qld.edu.au) and you will be sent a reply with a reference number. Your daughter will then have to return the device to the technology staff. There will be an administration fee as outlined in Appendix C but all other repairs and claims will be done by the college. In the unlikely case that the damage is deemed to be deliberate full price of repairs will be charged to the student.

**Will there be any benefit to my daughter's education?**

Having a computer does not automatically mean an increase in results. Having a device does mean that a whole new pathway for education can be more fully explored. This does not mean that every student will use a device in every class; however, as new applications and methods become available students will be ready to embrace and engage with these. The program also promotes student responsibility and ensures that all students will be better engaged with technology and hopefully better prepared for the technological world they are entering.

**Will there still be normal books and textbooks?**

Yes. A device is another learning tool and will not replace all the textbooks and standard writing books in many classes. There may be scope for some texts to move to online versions but this will be subject to Heads of Department requirements by subject.