Student Device Program

2024 Guide

ST URSULA'S
COLLEGE | YEPPOON

Student Device Program V5.0 January 2024

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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 along with other diagnostic testing is completed online 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 digital literacy and prepare them to be active participants in a rapidly changing world which is increasingly dependent upon transferable ICT skills.

The issuing of student devices enables assured access for students to an online learning platform to enhance learning and promote higher order thinking skills. Access to the student device program allows new ways of learning and engagement for staff and students across all curriculum areas.

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 three (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. As required, devices will need to be returned for updating and processing.

Each device will have a three (3) year accidental damage protection included. This covers repairs for three accidental damage claims over the three-year period. Any accidental damage after these three occurrences is not covered and would incur a full repair fee as determined by the vendor and payable by the parent/carer.

As the ownership is retained by the College, its software licences will apply to all laptops and no extra expense will be incurred.

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 accidental damage warranty claim as outlined in Appendix B.

At the end of the three-year period the device must be returned to the college.

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. When a students ceases enrolment at the College, the device MUST be returned, on or prior to their final day, in good condition and working order (including accessories such as charger, pen and laptop bag), if this is not the case additional fees will be incurred. Failure to return the device in a timely manner is considered theft of the device.

Payment Schedule

A technology levy to contribute to the cost of the device, technology maintenance staff and infrastructure will be explicitly listed in Fees. For 2024 this levy is $450 per year and takes priority in fee payments.

Other incidental expenses are outlined in Appendix B.

Guidelines for Participation

Students entering Year 7 and Year 10 will receive their device in Term One. For this to happen the following must be completed:

- 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.
- Any device (including accessories such as charger and pen) previously assigned to a student must also be returned before a new device will be provided.

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.
- not to sign on to websites without IT permission (Privacy Policies need to be reviewed and approved by IT).
- responsible for what is downloaded onto their computers (even inadvertently).
- to adhere to the guidelines of appropriate technology usage both at school and other locations. Evident non-compliance will result in consequences as per the inappropriate use guidelines.
- not to make any modifications to the device, this 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 updates/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 (*this laptop case should not be used to carry books and other resources/itemsl)*
- not to use their school supplied devices during breaks or at designated times, unless under specific direction or in an appropriate location (such as the PLIC).
- 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, if this occurs a fee will be charged (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 however the personalization must be removable.

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 'loan laptops' that can be provided 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 are charging facilities available in the library (PLIC) should battery life be an issue on a given day. Ideally chargers for laptops should remain at home with laptops being charged the previous night in preparation for the following day. Thus, minimising the chance of losing chargers (even though these are individually identified for each student).

Teacher and School Communication

Although students and parents 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 in a timely manner; however, this is dependent on workload and work hours as stated in the Right to Disconnect Policy.

Inappropriate use of Technology

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 the 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.

The following uses of the Information technology resources of St Ursula's College (including but not limited to 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. Using programs and components of technology not in line with class requirements (including inappropriate use of cameras);

3. 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);

4. 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);

5. 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;

6. Downloading information for the purpose of providing it to external organisations or the general public without authorisation;

7. 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);*

8. Distributing defamatory, obscene, offensive or harassing messages;
9. Distributing confidential, personal or sensitive information without the appropriate authority or consent;

10. Distributing messages anonymously, using a false identity or using another person's email or network access account;

11. Engaging in any illegal or wrongful activity;

12. 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;

13. 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;

14. 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;

15. Sharing, distributing, displaying or otherwise advertising user passwords (excluding initial access passwords which may be supplied by the IT Team);

16. Using resources in any way to facilitate cyberbully or pose unneeded risks to the cyber-safety of individual.

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

Depending on the severity, consistency or impact of the inappropriate use the following consequences could apply:

- **Warnings:** these may delivered verbally within a classroom setting as part of behaviour management, given to students directly using monitoring software, sent via email to parents/carers and/or students or through other methods as appropriate

- **Suspension of service**: this would involve limiting access to aspects of technology within the school as is appropriate for the given infringement.

- **Fees:** where the inappropriate use involves administration and repair processes, which uses school related resources fees may be outlined to recoup losses caused by the incident.

- **School suspension or expulsion**: when the severity or impact of behaviours warrants greater action than warnings or suspension of service provide, as per the Student Behaviour Management Policy and Attendance & Truancy Policy.

Appendix A: Use and Agreement Form

St Ursula's College extends to students the opportunity to use its Information technology resources, including participation in the student device program, in accordance with its *Student 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, computer, 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/carer 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/Carer 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 any way 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 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 *Inappropriate Use of Technology* section in the Student Device Program Guide - *p5*).

5. St Ursula's College 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 BY STUDENT: _____

DATE: _____

PARENT/CARER TO COMPLETE – SECTION 2

NAME OF PARENT/CARER: _____

I agree that:

1. I am the parent /carer 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 (including but not limited to supplied devices, computers, computer systems, networks, internet, and email facilities).

4. My child is aware of her obligation to comply with the *Student 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 (including without limitation; supplied devices; computers; computer systems; networks; Internet and email facilities).

6. St Ursula's College 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, which is used by my child to access or connect to the information technology resources of St Ursula's College. My child does so at their own and at my risk.

7. I am aware St Ursula's College routinely monitors use of computers, Internet and email facilities by students.

8. I understand it is impossible for St Ursula's College 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 and its employees from liability in connection with my child accessing, using or being involved with such controversial or inappropriate content.

9. St Ursula's College 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.

10. Payments and signing this agreement in no way constitutes the transfer of ownership of the device to the Parent/Carer or student.

SIGNED BY PARENT/CARER: _____

DATE: _____

Appendix B: 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	$50
Replacement of Carry Bag	$50
Warranty Claim Administration	$65.50
Removal of Offensive Personalisation	$50
Removal of Material from device (due to it being dangerous, illegal or illicit)	$100/hour of correction
Replacement of Barcode ID	$15

Appendix C: 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 $450 per year, for the device, bag, charger and maintenance of devices.

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.

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

Students will have some capacity to install applications; however, this will be limited to ensure conflicts with required system process are minimised.

How will the College know if there is inappropriate use of a device?

Devices are monitored whilst connected to the school network and student files can be checked at any point in time. Inappropriate actions (including not focussing during classes) and content found will result in warnings and/or 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 also be Internet filtering installed to work off site. If parents wish to take responsibility for student access to resources at home they can request this filtering be removed.

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 (Please Note there are only three accidental claims covered over the three (3) year period).

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 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 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's account.

Will a replacement device be provided if the device is not charged or not brought to the College?

No. This is a key responsibility of the student and they will have to work without their device.

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.