



St Thomas More College

STUDENT DEVICE AND

INTERNET RESOURCE

CONDITIONS OF USE POLICY

Whilst enrolled at St Thomas More College each student is issued a computer device that remains the property of the College. The rent and regular maintenance of the device is covered by College Fees.

This policy must be read and discussed by legal guardians and students of St Thomas More College prior to a student being issued with a college computer device for their use whilst a current student.

Once these conditions of use have been read and understood, a signed copy of the student laptop agreement form needs to be returned to the college as a record that this policy has been read and agreed to.

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1. Vision

The vision of the student device policy at St Thomas More College is to connect teachers and students with a systematic and comprehensive use of technology combined with a rigorous and relevant curriculum.

The computer Program has become critical to colleges in facilitating and supporting learning and teaching. The Program enables learning to go beyond the College walls and provide access to worldwide resources by providing a mixture of technological solutions.

This document informs students and their legal guardians of their responsibilities regarding the use of student devices, Internet and other information and technology resources, consistent with Brisbane Catholic Education (BCE)'s requirements, that all such resources are used in an ethical, legal, and responsible manner.

2. Ownership Model

The student device policy will involve a Student Laptop Program. In this model, the Device will be owned by the College, and legal guardians will contribute to the cost of the student device in exchange for 24/7 access to the device. The cost of this Program is built into the college fees within the school levy.

The model has the following distinct benefits:

- Reducing the cost of software licensing.
- Insurance for the lifecycle of the device.
- On premises IT Support
- A consistent platform, which in turn
 - Facilitates curriculum delivery and training and development of Students.
 - Management and support of the devices.

3. Guidelines for Participation

Prior to devices being issued for use by students:

- The terms and conditions of the Program are accepted when legal guardians and students sign and return the Student Laptop Agreement.
- Each student will receive a device (which includes a laptop, charger, and laptop carry bag) when they commence at the college. Students entering in Year 7 will get a device at start of the school year. Students entering Year 10 will get a new device (including laptop, charger, and laptop carry bag). Laptop charges should remain at home and a student should bring a fully charged laptop to school each day.
- Each device will be imaged with the standard College software and registered in the College Administration Database with a unique identifier against the student.
- Students will be given further induction to ensure that they are familiar with their roles and responsibilities and the correct to use their device.

4. System Specifications

It is expected that all devices will be of a standard specification each year to assist in management and curriculum development. Students are not permitted to change the device specifications, make modifications or add upgrades.

Note: The device warranty is void if attempts are made to change or repair hardware.

5. Technical Support

If a device experiences a technical fault, support is available through STMC Helpdesk (College's IT team). Students should visit STMC Helpdesk during break times and not during lesson time unless advised otherwise.

Note: *Any issue with the device must be reported to STMC Helpdesk (IT Team) as soon as possible. From time to time the college will audit devices and any damage found will to be addressed according to the type of damage found.*

STMC Helpdesk will assist students with any issue and provide a comprehensive incident form outlining the issue if it is unable to be solved immediately. The student should take home the incident form for their legal guardian's signature. The incident form will outline an estimate cost to repair if that cost is to be covered by the legal guardians. Please note until the device is assessed by the manufacturer's repairers, this cost is only an estimate and may change.

It is essential that any important school and personal data is backed up by the student before attending the STMC Helpdesk Service Desk for assistance.

Email: helpdesk@stmc.qld.edu.au

- **Software Support:**

Each student device will be uploaded with a standardised software bundle from the college. The College will also provide pre-approved software for student's study curriculum.

- **Warranty fault to Student Device:**

STMC Helpdesk will take necessary and approved steps to address the issue. The team may escalate the fault to the manufacturer to address the issue. The student will immediately receive a hot swap device while their device is being repaired. There will be no cost to families to repair warranty faults.

- **Accidental damage to Student Device:**

STMC Helpdesk will assess the damage and based on the nature of the damage; the team will create a ticket under **Accidental Damage Protection (ADP)** with the manufacturer. ADP is the manufacturer's insurance cover for accidental damage to the device. The Insurance Provider reserves the right to determine if the device is covered under their ADP insurance terms and conditions.

- ADP can only be claimed once in a year (12-month period). A \$30 administration fee will be charged anytime the devices is damaged. A hotswap device will be provided once the administration fee has been paid.

- Accidental damage protection is only available for **one** accidental damage per calendar year. If the device has been damaged more than once in same year, regardless of how it is damaged, then the second time the full cost of the repair will be charged to the student's legal guardian.
- If a claim for ADP is not accepted by the manufacturer (for example the damage is deemed to be deliberate or there has been failure to submit a completed ICT Accidental Damage Incident Report within the specified time) the legal guardians will have to meet the full replacement or repair costs for the device even if it is the first damage this year.
- Devices damaged due to failure to follow policies i.e., devices transported without protective case may NOT be covered by Warranty/ADP.

Students will only receive a hotswap/loan device in these instances, once the pastoral leader signs off on the printed out incident report form. This form will also be sent home for parent/legal guardian to sign and student to return to STMC Helpdesk.

- **Vandalised Student Device:**

While assessing the student device, if STMC Helpdesk or the manufacturer's repairer finds that it is not a case of accidental damage instead the device is maliciously, or purposely damaged then the full cost of any repair will be charged to the student's legal guardian.

- Vandalism includes but is not limited to; sticking stickers on to student device, colouring device, scratching device and altered or personalised it in any way, deliberately removing key buttons or other parts of the device.
- The College identification stickers (Name/Student ID/ identification No.) and manufacture specific stickers should not be altered or removed under any circumstances.

- **Lost & Stolen Device:**

If a device is lost it must be reported immediately (within 48 hours) to STMC Helpdesk and the relevant Pastoral leader. STMC Helpdesk will issue the student with a Lost or Stolen Device Report that must be completed and returned to the STMC Helpdesk within 2 business days. STMC Helpdesk will also provide a hotswap device to the student. If the device is subsequently found, it is the family's responsibility to inform both STMC Helpdesk and the Pastoral leader and return any hotswap device immediately.

In the event of a lost and Stolen device, a Police Report must be obtained, and the Police reference number must be included on the Lost or Stolen Device Report.

The College will only provide a hotswap device for 7 days. After this time, if the device is not found then the hotswap device must be returned, and the College will prepare a replacement device for the student and charge up to \$800 to parents for the full replacement cost of the device.

- **Hotswap Device:**

Students may receive a hotswap device while the manufacture repairs a student's device. Hotswaps are shared devices, and they are not covered by ADP. Therefore, any damage to a hotswap device will incur full repair cost to parents.

- **Device accessories & peripheral:**

All laptops and college provided peripheral devices (chargers) are covered by a full manufacturer's warranty. However, if these peripherals are lost, stolen or damaged, they are not covered by a warranty claim and there will be a charge to replace these items. Replacement items must be purchased through the Uniform Shop.

It is expected that all students will always carry their laptop in their carry case. If this case is broken, lost or stolen, a replacement case can be purchased through the uniform shop.

6. Return Policy

The device and associated accessories (laptop charger, carry case) must be returned in good working condition considering normal wear and tear. If the device is not returned in this condition, an additional fee will apply.

Device Lifecycle:

The laptop device and all accessories remain the property of the College for the life of the device. Students receive a laptop device and all accessories in **Year 7** or when they first commence at the college, and these are returned at the end of **Year 9**. Students then receive a new laptop, charger, and carry case in **Year 10** that is returned at end of **Year 12**.

Early Return:

If a student leaves the college prior to the end of the device's lifecycle then the device and all accessories must be returned to STMC Helpdesk.

To avoid being charged for the full cost of the device, all items are expected to be returned to STMC Helpdesk within five business days of a student's departure from the college.

7. Student Responsibilities

- **Students must:**

- Bring their device with the battery fully charged to school each day. Our classrooms have no facilities to recharge devices. If the device requires a battery recharge during the day, students must go to STMC Helpdesk during their break times to put their device on charge.
- Students should always carry their device inside the school supplied protective carry case. Devices carried without a laptop case may not be eligible for ADP if damaged.
- Power off the device when transporting it in the carry case to ensure it does not overheat.
- Keep liquids away from your device. Accidents can happen all too easily. Spilled liquids may damage the internal components or cause electrical faults to the device.
- Keep food away from their device. Don't eat over your device.
- Protect the LCD display monitor. When you shut your device, make sure there are no small items, such as a pencil or small earphones, on the keyboard. These can damage the display screen when shut; the screen will scratch if the item is rough. Close the lid gently.

- **Students must not:**

- Buy or sell items or services over the Internet.
- Access or enter chat rooms.
- Access, post or send inappropriate Internet or email content, especially content that is illegal, dangerous, obscene, or offensive.
- Amend documents created by another student without that student's consent.
- Download, install or use unauthorised computer programs.
- Deliberately install computer viruses or other malicious programs.
- Gain unauthorised access to any system by any means.
- Use technology resources to attack or compromise another system or network.
- Access or intercept emails sent to another person.

- **Confidentiality and cyber safety**

- Students should be aware that material they post on Internet sites (including social media sites) is public. The content of public posts may have personal implications for students. The content of posts also reflects on our school and school community. Once information is on the Internet it may not be possible to remove it.
- Students must not display personal information about themselves or others in a way which is public. For example, students must not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students must not distribute someone else's personal information without their permission.
- Students should be aware that persons on the Internet might not be who they say they are and must not arrange to meet persons who they have met on the Internet.
- Students should be aware that BCEO monitors the use of devices.
- Students should be aware that cloud-based tools and services may be used for data storage and learning opportunities.
- Students must not use email or the Internet to bully and/or harass others.
- Students are not permitted to take or share photos/videos in school uniform or of other students/staff without consent.

- **Security**

- Students must select a secure password and keep their username and password information private. The password must be changed regularly and should be difficult for other people to guess. Students must lock their device when not in use and log off at the end of sessions.
- Students must not use another person's name and password to access resources.
- Students must report a suspected breach of security to a teacher or STMC Helpdesk immediately.
- Student devices are not internet filtered when off a BCE site, for example when at home. It is the responsibility of the parent to monitor or use their ISP (internet service provider) to provide internet filters whilst the device is at home.

- **Copyright**

- Students must note that material on the Internet is protected by copyright and must check the terms and conditions on websites before copying and/or downloading material.
- Students must not use the school technology resources to copy, download, store or transmit any such material that may include music files, movies, videos, or any other form of media.

- **Consequences following a breach of this statement**

- Loss or restriction of access to technology resources and/or formal disciplinary action for breach of school requirements.
- Students and parents/legal guardians may be financially liable for damage caused to resources.
- Cases of serious, deliberate, and/or criminal breach will be referred to the police and may result in civil or criminal proceedings.

8. IT Acceptable Use Policy

Students are fortunate to have access to technologies to facilitate the highest possible academic and administrative support services with the goal in achieving the best possible learning outcomes. The following policies are designed to allow the best possible experience for students.

- **Network**

- Students must always keep their password confidential. If a student suspects that someone else is aware of their network password, they should change it immediately.
- Upon logging on to the school network, the individual understands that their actions may be monitored at any time.
- Monitoring of user accounts may include tracking of Internet search queries, web pages visited, viewing of sent and received emails, monitoring all material downloaded from the internet, and scanning of files saved on the individual's network drive or computer.
- The school network is integral in the development and delivery of the curriculum. Students found attempting to violate or compromise the integrity of the network by any means are guilty of a serious offence and will be dealt with accordingly.
- Students should only ever make education related posts on a class team. Class teams are not for social interactions.
- The individual understands that their personal school network space cloud storage (OneDrive) is the place for them to store study materials, and a place to back up their school related work from their computer. This personal school network storage space is limited, and users are responsible for the maintenance of their storage space.
- Under no circumstances should any student store any games, music, videos, or other non-school related materials on the shared school network and/or cloud storage.
- The college may inspect or monitor any school owned, leased, or controlled IT device at any time for any reason. This includes the inspection of email (incoming, outgoing, or stored) and the monitoring of Internet usage. College may divulge any information found during such inspections or monitoring to any party it deems appropriate.

- The use of encryption, the labelling of an email or document as private, the deletion of an email or document, or any other such process or action, shall not diminish college's rights in any manner.

- **Internet**

- The individual using the school internet connection is responsible for all material accessed under their account. The internet connection is to be used for school research, assignments and other school related activities only. The internet is a valuable research tool, and students are encouraged to use it, provided it is used appropriately.
- The school internet connection is not to be used to download material that is unrelated to schoolwork. This includes games, music, movies, applications and other such material that breaches copyright.
- Whilst the school endeavours to filter as many unacceptable sites as possible via content filtering, it is realised that no filtering service is 100% effective. If any individual comes across an unacceptable site, it is their responsibility to report this to the STMC Helpdesk. Students must not knowingly attempt to access unacceptable content.
- Students are prohibited from accessing chat and/or social media websites on the school network.
- Students under no circumstances are to attempt to bypass the content filtering system. This may include the removal of school software and/or installation of VPN software.
- No student should post their school email address or subscribe to content on a web page external to the school network without express permission from their teacher/Pastoral leader.

- **Email**

- Email is to be used for School related electronic communication between two parties. It is not to be used for "spamming" or sending unsolicited "junk mail".
- Students are encouraged to exercise great care when creating email messages. At all times students should use appropriate language and images when sending an email.
- Students should always use appropriate identification in all communication.
- No individual is to harass another person. Email is considered harassment if it offends the receiving party in any way.
- Students shall not send unauthorised broadcast messages.
- Students are not to send messages containing private information about themselves or any other person, nor should anyone forward to another person a message sent to them privately, without the permission of the sender.
- Any individual who feels uncomfortable about a message they receive or which they consider to be inappropriate must report it immediately to an appropriate staff member.

- **Backup responsibilities**

- It is the individual's responsibility to back up their data on their school computer, personal laptop or device, desktop or other storage devices on a periodic basis. Backups should be daily and/or at least once a week. If an individual's device fails, and a student has not performed a backup, only the individual can be held responsible for the loss of any data. The college is NOT responsible for backing up an individual's device and cannot be held accountable for any loss.

Student laptop Agreement

This agreement must be signed and returned prior to a student being granted access to a student device, the Internet and other information and communication technology resources.

Legal guardians are encouraged to review and discuss the contents of the attached Student device and Internet Resource Conditions of Use policy with their student and address any questions that may arise.

Legal guardian consent:

As the parent/legal guardian of the student named below, I grant permission for the student to access a student device, the Internet and other information and communication technology resources provided by the college.

I acknowledge that:

1. Access is granted to the student subject to the student device and Internet Resource Conditions of Use Policy.
2. It is my responsibility to supervise any Internet access other than while my student is at school.
3. Some material available on the Internet may be objectionable and I have discussed appropriate restrictions with my student when accessing or sharing information or material over the Internet.
4. If my student damages their laptop outside of the ADP/warranty conditions, I will be fully responsible for the cost to repair the device.
5. Further, unless the repair is under warranty, there will be an administration fee of \$30 charged to organise these repairs. This fee must be paid for my student to receive a hot swap device whilst their device is being repaired.

Further information is outlined in Brisbane Catholic Education's (BCE) Privacy policy, which sets out how each school and the BCE Office manages personal information provided to or collected by it
<https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>

Parent/legal guardian name: _____

Signature: _____ Date: _____

Student acceptance:

I agree to comply with the student device and Internet Resource Conditions of Use Policy that I have read and discussed with my parent/legal guardian.

Student name: _____

Signature: _____ Date: _____