



St Brigid's College

2020

Electronic Device User Agreement

Rationale:

The school's One-to-One 'Electronic Device' (e-device) Program affords the opportunity for our students to enter a new world of curriculum possibilities, allowing engagement and involvement in their learning. Learning experiences across the school are purposefully designed to develop the attributes of a life-long learner. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st Century citizen capable of shaping our future.

Implementation:

1. Ownership/ Transfer Model

Distribution of the devices at our Orientation Day will be to all year 7 students and other new students to St Brigid's College. You will receive an electronic device (Wi-Fi only) of the school's choosing, and certain programs/apps prescribed as mandatory by the school for your respective year level.

The student/family will provide their own device cover and screen protection (if required). The cover will need to provide sufficient device protection to meet the demands of the respective student and will also provide a means to personalize the device.

Ownership of the device shall transfer to the student/family immediately, subject to the terms and conditions within this agreement.

The provision of an electronic device is a one-off event at the start of a student's schooling at St Brigid's College, and any future replacement of the device, will be at the family's expense.

Whilst at St Brigid's College, students must attend school each day with a suitable electronic device in good working order and fully charged.

- For students in Year 7 to 9, this device must be the original school-issued device or a replacement of that same device. Any replacement device must be purchased through the school.
- For students in year 10 to 12, the school-provided device can continue to be used (if in good working condition) or it can be replaced by a tablet or laptop of the family's choice, subject to meeting minimum specifications as laid out in the school's BYOD Policy at the time.

2. Payment and Usage

The device is provided to the student on the condition that:

- a) School fees are met and paid when due. Any default in the payment of school fees may result in a request for the device to be handed back to the school.

For students who exit the school prior to or during their first year at St Brigid's College, and after receiving their device, the student/family will be offered the choice of;

- a) Retaining the device upon payment of a prescribed fee (set at \$300 for this agreement), prior to exiting the College. This payment is separate to the annual school fees, which will still apply under the College School Fee Policy and is an additional payment for the right to retain the device.
- b) Returning the device and charger (in good working condition) to the school. If the device is not in good working condition, allowing for normal wear & tear, then option a) above will apply. Where the device is returned to the school, the student's login codes and password(s) must be disclosed to the school to allow the device to be 're-set' for future use. If the student/family does not provide all necessary information to allow the device to be 're-set' then option a) above will apply.

Students will be allowed to take the device home each day and during school holidays to complete school-related homework and further studies.

3. Late Entry to the Program

Students enrolling Mid-year into St Brigid's College will be issued with an electronic device under the same terms and conditions as all other new students to the College. They will pay pro-rata school fees calculated to the start of the Term of enrolment, however the technology-cost portion of the school fees, currently \$300 will be payable in full and charged as part of the global school fee.

4. Privately Owned Devices

For year 7-9 students, privately purchased/owned devices will not be allowed. This is to ensure quality and consistency of the device and of student learning outcomes in the classroom for these year levels.

5. Replacement devices

Should the device become damaged to the point where it fails to operate fully as required by the school, or it becomes lost or stolen or otherwise inoperable, the student family must repair or replace the device immediately.

The student is not to be left without a fully working device for any longer than is reasonably practicable to have it repaired or replaced.

- For students in Year 7 to 9, any replacement device must be another device and must be purchased through the school. The cost of the replacement device will be determined by St Brigid's College and based on the cost-price of the device plus handling costs as varied from time to time.
- For students in year 10 to 12, any replacement device can be a further school-issued device or an alternate tablet or laptop of the family's choice, subject to meeting certain minimum specifications as laid out in the school's BYOD Policy at the time

5. Optional Peripherals

The student will need to supply one set of earphones.

The College will not provide or specifically recommend any additional peripherals as part of the One-to-One device Program. However, parents or students may purchase these outside of the program. Any peripherals purchased must be left at home and not brought to school unless specifically requested by their teacher. Program support, warranty and insurance will not apply to peripherals. Peripherals will generally include, but are not limited to, such things as device accessories.

6. Guidelines for Participation

Prior to the devices being issued to students:

- each device will be recorded against the respective student via serial number and student ID.
- Parents and students must read carefully and sign this **Electronic Device Policy & User Agreement**, thereby agreeing to the terms and conditions of the program.

The device will not be issued to a student unless the above has been completed.

Immediately following the issue of the devices:

- Students/families will be required to prepare their device for school use by familiarizing themselves with the device and establishing all appropriate school and application login credentials.

When at school:

- Students must keep their device locked in their locker when not using it in a scheduled class. This includes before school, and during recess & lunch times. Lockers must be locked using their school-issued combination padlock.
- Teachers will have the right to look at a student's device at any time, without need for justification.

When travelling to and from school:

- Students must carry the device securely in their school bags when travelling to and from school.

7. Role of Parents and/or Guardians

At least one parent/guardian must:

- Read, understand and sign this **Electronic Device Policy & User Agreement**.
- Have read, understood and signed the school's **Computer, Internet and Email Acceptable Use Policy – 2020**
- Make sure the student has downloaded any college-requested Apps (if applicable).
- Visit, the school's web site on a regular basis for current news and information, and in particular, the School Newsletter. The website is www.stbc.vic.edu.au

Parents/Guardians are also expected to take an active role in ensuring their child abides by and complies with all requirements in this agreement and any other "technology" or "electronic device" material issued by St Brigid's College. Parents should assist the student in their vigilance toward care, safety, security and proper use of their devices.

8. Conditions of Access

Students are responsible for:

- **Bringing the device to school, fully charged each day**
- Taking the device to every class unless instructed otherwise by a teacher
- Downloading the College-requested Apps as and when requested by the College,
- Adhering to St Brigid's College **"ICT Policy"** and **"Computer, Internet and Email Acceptable Use Policy"**
- Backing up data on the school network and at home
- Ensuring the device remains in a suitable protective cover at all times.
- Keeping the device secure when not in use at school, by placing it in their locker with their school-issued combination lock.
- Ensuring any settings for virus protection and spam filtering have been installed and are not disabled.
- Identifying your device by writing your name on your cover.

Students are not to:

- Disclose their passwords to any other person, other than under applicable clauses in this agreement
- Delete the Web browsing history from their device under any circumstances
- Use YouTube, Facebook, Facetime or any other social media type website or Apps at school.
- "Jail Break" their devices
- Borrow or gain access to or interfere with in any way, another student's device
- Use a Smart Phone (or other such device) as a wireless hot spot for their school device.
- Save inappropriate (as determined by the school) text or images on their device.

9. Insurance

The student/family will be responsible for the initial and ongoing insurance of the device and as such will be responsible for the care and replacement (as applicable) should an incident occur.

10. Caring for devices

The following conditions must be adhered to in order to maintain warranty:

- always store the device in a suitable protective cover;
- When carrying your device in your backpack, do not place your device in the same compartment as your drink bottle or any other water-carrying container;
- do not store anything additional to the device within the device sleeve (e.g. cords or chargers), as this may damage the screen;
- When placing the device in school lockers, they must be placed flat on the top shelf of the locker compartment or placed vertically and safely with books on the bottom shelf.
- do not aggressively grab or squeeze the device - this may damage the screen and other components;
- do not attempt to remove the battery pack from the device;
- do not expose the device to extreme heat, dust, moisture, magnets or heavy shock or vibration;
- never leave your device in a car or in an exposed area where it can be stolen;

- never leave your device in unsupervised areas during the school day. It is to be securely locked in your locker using the school-issued padlock when not in use. Devices left unsecured may be confiscated to avoid exposure to theft.

11. Appearance and Personalization

- device covers are to be maintained to provide suitable protection of the device 24/7.

12. Software Licensing

Any software or App provided by or installed by the school is subject to license conditions and must not be distributed or deleted without written permission from the school.

13. Internet Usage

Use of devices by students is governed by this agreement, the school's **"ICT Policy"** and the "Computer, Internet and Email Acceptable Use Policy" that students and parents agree to for use of ICT within the school. Any inappropriate use of the internet is unacceptable and is subject to disciplinary action including possible exclusion from the school networks and resources, suspension or even expulsion from the school.

14. Non-school Applications and Files

Apps, including music, movies and games will be allowed for academic and recreational reasons only, provided copyright obligations are met. Personal music files may be stored on the device providing they are appropriate for an educational setting.

Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member of the school. Applications that facilitate downloading music, games and software enable copyright to be easily breached and should not be installed. Students are permitted to listen to digital music and/or participate in games on their device while at school only where given **express permission by a teacher** for an educational purpose.

It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements. Any non-approved data causing the device memory to be exceeded, may be deleted by the school and at the teacher's discretion.

Unsuitable, and therefore blocked Apps will include, but are not limited to, YouTube, Facetime, and Facebook.

15. Technical Support

The school will provide limited technical support to maintain the core function of the device, i.e. to enhance student teaching and learning at school.

If students have an issue with their device, they will need to:

- a) Contact the manufacturer of the device for assistance within the warranty period. All devices come with a standard 12-month limited hardware warranty, from the date of purchase by the school.
- b) Any problems can be immediately reported to the classroom teacher who will help resolve the issue, or if applicable refer the student to the school's ICT Coordinator, or Network Administrator, as appropriate.
- c) Maintenance issues beyond the warranty period, are the responsibility of the family and will need to be addressed quickly to ensure ongoing function of the device.

16. Power Supply Management

All devices are to be fully charged at home, in preparation for the school day.

The device will carry sufficient charge for up to 10 hours of continuous use, under normal conditions.

17. Backup

Students will be responsible for their own backup of critical data at all times.

Students will be able to backup critical education-related data to the school server.

18. Consequences

Students who fail to comply with this “Electronic Device Policy & Agreement” and the “Computer, Internet and Email Acceptable Use Policy”, will at the discretion of the Principal;

- a) forfeit any aspect of their participation in the One-to-One Electronic Device Program, including out-of-school access.
- b) for actions resulting in damage or loss of the device, be provided with a replacement device by the school with cost of the device payable immediately by the student/family and/or billed to the family fee account.

Electronic Device Policy and User Agreement

We have read, understood and agree to comply with the terms and conditions contained within the St Brigid’s College **Electronic Device Policy and User Agreement** and the **Computer, Internet and Email Acceptable Use Policy** (issued separately) and we agree to comply with any changes to these policies which will be published on the College’s intranet and/or public website, and/or school newsletter.

We accept that failure to comply with the **Electronic Device Policy and User Agreement** and the **Computer, Internet and Email Acceptable Use Policy** could result in disciplinary action including, but not limited to, recall of the device and/or loss of access at school or home.

We also understand that any breach of the **Electronic Device Policy and User Agreement** or the **Computer, Internet and Email Acceptable Use Policy** may affect insurance and/or warranty in the event of a claim, and the school will not be held responsible.

Student Signature: _____ Date: ____/____/2019

Student Name: _____

Parent/Guardian Signature: _____ Date: ____/____/2019

Parent/Guardian name: _____

Parent/Guardian Signature: _____ Date: ____/____/2019

Parent Guardian name: _____

This Electronic Device Policy & User Agreement must be signed and returned to the school, before the device will be issued.