Related Policies

CECG Student Acceptable use of Digital devices, Applications and Networks Policy
CECG Privacy
Copyright
Management of Student Behaviour

Purpose

To provide appropriate devices of sufficient capacity and compatibility to enhance students learning, both structured and independent, whilst ensuring that devices issued by the College are correctly used, secured and maintained.

Policy

Students will be issued with a device at the commencement of Year 7 and again when commencing Year 10 to facilitate learning, collaboration and communication. Students who commence at the College at other times will be issued the appropriate device commensurate with their year level. The device remains the property of the College and is to be returned when the student leaves the school.

Definitions

Authorised Service Provider means IT Network Support or their approved sub-contractors.

Device for the purposes of this policy means a unit of physical equipment in the form of a laptop computer, 2-in-1 laptop computer issued to students enrolled at the College for use in their learning. It also includes batteries, chargers and storage cases.

ICT means Information and Communications Technology. This incorporates all devices, equipment, networking components, applications and systems that combined, allows the College to interact digitally.

IT Network Support means the operational department of the College that is responsible for the installation, maintenance and repair of the ICT infrastructure.

Laptop means a portable personal computer powered by a battery and/or AC cord comprising a display screen that is attached to keyboard with a trackpad or trackball, which serves as the mouse. The device can be folded for transport.
2-in-1 Laptop means a computer device that has the features of both a laptop and a tablet such as an iPad

Procedure

Issuing the device

- The IT Network Support team with the assistance of the Digital Technologies department will issue devices to students.
- Students and parents will be required to sign a Computer Facilities and Networks Acceptable Use by Students Agreement before the device will be issued to them.

- The device will be configured by the College with a standard set of applications and software to meet the needs of the curriculum and to allow for the sharing of approved information and effective communication.
- The device will be issued with a unique property ID tag that will be used to manage device assignments, configure the device and coordinate repairs. This ID tag must not be removed.
- Old devices must be returned to the College before a new device will be issued and all devices must be returned when the student leaves the College.
- If a device is not returned, an invoice for the cost of the device will be added to the family's fee statement for the relevant student.

Use of the Device

- Use of the device must comply with the Computer Facilities and Networks - Acceptable Use by Students policy and be in accordance with the Acceptable Use Agreement signed by the student when the device was issued to them. Non-compliance will result in the consequences outlined in **misuse of the device** section of this procedure.
- Students may load their own applications and software on to the device provided it is licenced and complies with any relevant Legislation and College Policy.
- The College takes no responsibility for personal applications or software loaded onto the device. Should the device need to be reimaged any personal applications or software will be lost and will need to be reloaded by the student.
- All data and files must be backed up on the network drives made available to the student for that purpose. The College takes no responsibility for data or information stored on the device that may be lost in the event of reimaging or device failure.

Misuse of the device

- Students will be misusing their device if they contravene any of the provisions of the Acceptable Use Agreement. Misuse can also include but is not limited to:
    - Downloading, accessing, or playing non-educational games or social media while at school
    - Downloading and storing TV programs or films on the device
    - Inappropriately carrying or storing the device
    - Failure to properly secure the device or leaving it unattended
    - Using the device for cyber bullying
    - Visiting websites not directly linked to learning tasks
    - Displaying inappropriate material or images that do not support the College's vision or mission.
    - Deliberately bypassing the College school security software loaded on the device
    - Interfering with or accessing the device of another student
    - Not responding to parent and teacher requests to stop inappropriate use of the device
- Misuse of a device will be dealt with in accordance with the Management of Student Behaviour Policy and the incident will be recorded on the College behaviour management system, MOLE.
- If misuse of the device is frequent or continuous the following may occur:
    - The student's access to the internet can be limited
    - The student's ability to load applications and software on to the device will be restricted

- The device is surrendered to the appropriate Year Coordinator at the end of each day
- The device is confiscated for a period of time.

Security of and care for the device

- It is the student's responsibility to keep the device and any associated accessories secured at all times.
- The device must not be left unattended at any time, including in classrooms except in the case of an emergency evacuation.
- When not in use the device must be secured in the student's locker using an approved combination lock.
- The device must not be used at recess and lunchtime unless being used for appropriate purposes in the Resource Centre.
- Devices must not be used on the playground.
- The device must be taken home every night, on the weekend and in the school holidays.
- The device must be brought to the College every day, fully charged and ready for use.
- When transporting the device to and from the College students must use the protective bag supplied with the device for that purpose. Not doing so will void the device warranty.
- The device may be customised so that it easily recognisable as the student's provided it conforms to the College policy and does not affect the manufacturer's warranty conditions.
- The device must be protected from extreme and sudden changes in temperature and should not be left unattended in vehicles. If leaving the device in a vehicle is unavoidable in should be locked in an area out of plain sight.

Maintenance and repair of the device

a. Device warranty

- The warranty period for the device is three (3) years.
- The warranty does not cover:
  - Loss of, or damage to data
  - Any software, whether provided with the device or installed after issue of the device
  - Failure or damage resulting from misuse, accident, modification, unsuitable physical or operating environments or natural disasters
  - Power surges
  - Improper maintenance by students
  - Damage caused by an unauthorised service provider.

- The warranty is void by:
  - Removal or alteration of identification labels on the device or its parts
  - Incorrect or inappropriate storage or transport of the device

b. Warranty repairs and maintenance

- Devices will be repaired and maintained by IT Network Support or their approved, certified repair sub-contractors. Use of unauthorised service providers is not permitted.

- Problems or issues with the device hardware or College supplied software should be reported to the IT Network support Helpdesk as soon as the problem arises.
- For problems arising from software issues the device will be reimaged. Non-College issued software will be lost in this process and not reloaded by IT Network Support.
- For warranty related hardware issues IT Network support will repair the device and return it to the student as quickly as possible. This will be dependent on the severity of the issue and the availability of parts.
- If the device cannot be repaired the student will be issued with a new, reimaged device under the terms of the warranty. Personal software and applications will not be reloaded by IT Network Support.

c. **Repair of accidental or deliberate damage**

- For hardware faults that are not covered by the device warranty the IT Network support team will assess the device to determine if the damage is accidental or deliberate. The repair register will be used to also determine if the incident involves a repeated pattern of damage.
- For deliberate damage the incident will be referred to the ICT Coordinator, parents will be notified and the device will be retained by IT Network Support until the cost of the damage can be assessed.
- The cost of the damage will be charged to the family account and the device will be repaired and returned to the student as soon as possible.
- If damage to the device is confirmed as deliberate and it cannot be repaired, a new device will be issued to the student and the cost of the damaged device will be charged to the family fee account.
- For any accidental or deliberate damage, excess charges apply as per the College fee structure outlined on https://sfx.act.edu.au/enrolments/fee-structure/fee-schedule-2022/ . These costs are to be paid to the college via the Student Office, once payment confirmation is received the device will be returned to the student within 24 hours or as quickly as the parts are available.

d. **Theft or loss**

- In the event of theft or loss of a device outside school hours parents are required to notify IT Network Support on the next school day.
- In the event of theft parents are required to notify the Police within 24 hours.
- If the device is lost or stolen during school hours the student must immediately notify their Year Coordinator who will advise the College Business Manager and the incident will be investigated.

e. **Ownership**

- All student devices are leased from Dell for the period of use. At the end of the leasing period (end of Year 9 Studies) all devices must be returned to IT support in working condition.
- If a student leaves the college prior to the end of Year 9, a buyout figure can be provided to parents; for students who may wish to keep their device. Request for a laptop buyout can be sent to Student Office.

References

Copyright Act 1968

Information

Policy Number:	SFX_07
Version:	2
Audience:	All SFX Community
Category:	ICT
Effective Date:	2022
Revision Date:	2024
SFX Contact Officer:	Business Manager
Approved by:	Community Council

Student device contract

Both the student and the parent/carer to complete, sign and return this form to receive the device.

THIS SECTION TO BE COMPLETED BY STUDENT			
I have read and understood the **College issued student device policy** and agree to abide by the protocols and guidelines in that policy. I accept responsibility for the student device which will be used for school and private purposes. I give an undertaking that all due care will be provided for the time that I am responsible for the student device.			
Student name			
Year			
Student signature		Date	

THIS SECTION TO BE COMPLETED BY PARENT/CARER			
I have read and understood the **College issued student device policy** and Contract and give my permission for my son/daughter to participate in the student device program. I agree to abide by the protocols and guidelines in that policy.			
Parent/carer name			
Parent/carer signature		Date	