



THOMAS CARR
COLLEGE
TARNEIT EST.1997

STUDENT DEVICE PROGRAM AGREEMENT

Years 7 & 10 2022

CONTENTS

| | | |
|-----|---|---|
| 1. | Introduction | 2 |
| 1.1 | Ownership | 2 |
| 2. | Acceptable Uses | 2 |
| 2.1 | Respect the aims of the College's Student Device program | 2 |
| 2.2 | Respect others | 2 |
| 2.3 | Keep safe online..... | 2 |
| 2.4 | When using devices in the Information Centre..... | 2 |
| 3. | Unacceptable Uses..... | 3 |
| 3.1 | Personal safety..... | 3 |
| 3.2 | Illegal activities | 3 |
| 3.3 | Network security..... | 3 |
| 3.4 | Respect for privacy..... | 3 |
| 3.5 | Respect for others | 3 |
| 3.6 | Plagiarism and copyright | 3 |
| 3.7 | Access to inappropriate material..... | 3 |
| 3.8 | Programs/Websites | 4 |
| 3.9 | Modifications | 4 |
| 4. | Notification | 4 |
| 5. | Consequences of Improper Use..... | 4 |
| 6. | Care of Device | 4 |
| 6.1 | Charging..... | 4 |
| 7. | Fault, Damage or Loss..... | 4 |
| 8. | Liability..... | 5 |
| 9. | Insurance..... | 5 |
| 10. | Repairs..... | 5 |
| 11. | Security (to be read in conjunction with clauses 7 and 9) | 5 |
| 12. | Use of online services | 5 |
| 13. | Cyber Safety | 6 |
| 14. | Agreement..... | 6 |

To be part of this program the Agreement must be accepted by both parent and student.

1. Introduction

Student Device Program

Thomas Carr College recognises it has a responsibility to all members of the College community to provide and maintain an effective and efficient contemporary learning environment. This shared responsibility extends to all staff, students and parents accessing the College Information and Communication Technology (ICT) resources and systems.

The College endeavours to continue to support ICT, which:

- personalises and extends student learning
- enhances planning for professional learning to improve teacher quality
- supports connected learning beyond the school
- supports systems for the *safe* and *appropriate* access and management of digital learning and teaching resources

The College is committed to achieving positive change through the implementation of the Student Device Program.

The "Thomas Carr College Student Device Program Agreement" describes the conditions for acceptable use of ICT at the College. Students and parents/guardians are to read and sign this Agreement as an acknowledgement of an understanding and the acceptance of the terms by which this technology is to be used. Enrolment is conditional upon accepting that the Designated Device is used as part of the delivery of learning and teaching at the College. Enrolment is also conditional upon Parents/Guardians participation in the Student Device Program.

1.1 Ownership

In 2022, all year 7 and year 10 students will be provided with a laptop to be used for over three years. The cost of the device provided will be divided into three equal payments and will be added to the College fee as an ICT levy. The laptop remains the property of the student, and at the end of three years, students can keep their devices. If a student exits the College during these three years, he/she can pay the remaining cost and keep the device. In case a student chooses to return the device without paying the remaining balance, the device must be in good working order and free from any physical damage.

2. Acceptable Uses

Digital citizenship refers to appropriate behaviour and conduct within an online community. Students will be expected to demonstrate appropriate digital citizenship by adhering to the acceptable uses outlined below. Students should:

2.1 Respect the aims of the College's Device program

- Bring a charged device to school every day.
- Use ICT equipment and resources for educational purposes only, under supervision.
- Leave the charger at home in a safe place.
- Ensure that the device is kept secure when moving between classes and to and from school.

2.2 Respect others

- Follow the same standards of behaviour online as you are expected to follow in real life.
- Observe copyright rules by respecting the information, ideas and artistic works of others.
- Acknowledge the author or publisher of information from the Internet, and do not claim the work as your own.
- Use the device in a responsible manner and comply with the "lids closed" requests from teachers.

2.3 Keep safe online

- Keep passwords, personal details and work secure.
- Always get teacher permission before publishing any personal information, photos or video online

2.4 When using devices in the Information Centre

- Follow the "acceptable use procedures" as outlined in sections 2.1 to 2.3
- Follow instructions from staff when asked to close or remove applications.
- Follow instructions from staff as to appropriate use of the device.

- Show respect for others using the Information Centre by working quietly, using headphones or turning off the sound.

3. Unacceptable Uses

The following uses of ICT are considered unacceptable:

3.1 Personal safety

Do not:

- Send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, school address, work address, email addresses, etc.

3.2 Illegal activities

Do not:

- Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means.
- Engage in any illegal act, such as threatening the personal safety of others.
- Install or use software that is not licensed or approved by the College.

3.3 Network security

Do not:

- Attempt to gain access to any computer system or service to which you do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails.
- Provide your password to another person.
- Post information that, if acted upon, could cause damage to or disrupt the network.

3.4 Respect for privacy

Do not:

- Re-post a message that was sent to you privately, without the permission of the person who sent the message.
- Take or distribute photos, sound or video recordings of people, including background figures and voices, without their permission.

3.5 Respect for others

Do not:

- Make deliberate attempts to disrupt another person's use of ICT.
- Use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language.
- Make personal attacks on another person.
- Harass another person. If someone tells you to stop sending them messages, you must comply with their request.

3.6 Plagiarism and copyright

Do not:

- Plagiarise works found on the Internet. Plagiarism is taking the work of others and presenting it as if it was your original work.
- Use material from the Internet in a manner that is a breach of copyright laws.
- Access or use material from the Internet which relates to Examination or assignment cheating.

3.7 Access to inappropriate material

Do not:

- Use ICT to access material that:
 - is profane or obscene (pornography).
 - advocates illegal acts.
 - advocates violence or discrimination towards other people.

3.8 Programs/Websites

Do not

- access programs/websites that would be deemed inappropriate or offensive.
- access programs/websites that have a rating unsuitable for your age group.
- this includes, but is not limited to, applications that contain:
 - cartoon/fantasy violence
 - realistic violence
 - mature/suggestive themes
 - horror/fear themes
 - profanity
- access programs/websites that are in breach of any other College policy

3.9 Modifications

Do not:

- Modify software or network configurations as set by the College.

4. Notification

You should:

- Disclose to your Pastoral and Learning Mentor or Year Level Co-ordinator/House Leader any messages you receive that are inappropriate or disturb you
- Notify your Year Level Co-ordinator/House Leader if you identify a possible security problem.
- Immediately disclose accidental access to inappropriate material to your Year Level Co-ordinator/House Leader. This will protect you against an allegation that you have intentionally violated the College's ICT policy.

5. Consequences of Improper Use

Whilst attached to the network, the College will filter and monitor emails, web traffic and content accessed by students to ensure appropriate usage. Any breach will be recorded, and the student may be subject to the following consequences:

- warning
- detention or suspension
- informing parents/guardians
- incurring the cost of replacement of equipment
- legal action

6. Care of Device

- Students must always carry their devices securely when moving between the classes or to and from school.
- Devices should not be used on the floor, and the lid must be closed when moving around in the classroom
- The device should never be lifted by its screen.
- Devices must be locked in lockers at recess, lunchtime or when not required for class.
- Students are not allowed to use their devices at recess or lunchtime, except in the Information Centre.

6.1 Charging

Students should bring their devices to the College fully charged each day. They should not bring their charger and cables from home to charge their device. Limited charging will be available in the Information Centre.

7. Fault, Damage or Loss

The College accepts no responsibility for loss or damage to or maintenance/repair of a student's device through any act or omission resulting from the negligence or otherwise of the College, a member of College staff or another student.

Each student is absolutely and solely responsible for the care and conduct of their own designated device whilst at school, at school activities and travelling to and from the College.

8. Liability

The College will not be liable for any loss or damage as a result of the use of the device. The content of this Agreement can be changed at the College's discretion at any time without notification, as the experience of the Student Device Program unfolds.

9. Insurance

The College Provided devices come with three years of Accidental protection Insurance. However, intentional damages are not covered by this policy. If the insurance company determines that the damage to the device is not accidental, they may choose to reject the claim and parents have to pay the total cost of the repair. There is a \$50 excess that is to be paid by parents in advance before the insurance company can process the claim.

10. Repairs

Families participating in this program will have access to HP authorised repairer at the College. Please note: all repairs are handled through the designated supplier, not the College's IT Department. The designated supplier will organise repairs, insurance and warranty claims and the provision of loan devices during repairs.

11. Security (to be read in conjunction with clauses 7 and 9)

Students must always ensure the safety of their devices. They must:

- leave their assigned device secured in their lockers, secured by a College lock, when not using it in class
- not leave their school bags unattended when they are transporting the device to and from the College
- leave their device secured in their locker whilst off campus (school excursions, sports activities, etc.)
- not swap their device with another student or any other person.
- not give their device to any other person to use
- not leave their device unattended
- not leave their device in a motor vehicle
- not use their device in an unsafe or dangerous manner

Students must connect their device to the designated wireless data network offered by the College, using their user account credentials only. They must not connect to any other network, wireless or hotspot.

12. Use of online services

College provided devices will come with pre-installed Office 365 apps and Adobe Creative Cloud Suite. College provided student email accounts will be connected to their online storage called OneDrive. Work created using Office 365 can be directly emailed to the teachers or saved in OneDrive. Data saved in OneDrive will be kept on the Internet in a secure and encrypted form. OneDrive will provide students access to their work via the Internet from anywhere in the world. Only College-related data must be stored in OneDrive storage.

The students are responsible for:

- Storing only College subject-based material on OneDrive
- Ensuring that no personal or medical-based information is stored in OneDrive
- Ensuring that no personal images are stored in OneDrive
- Ensuring that emails sent to and from their College email account are college-related only

13. Cyber Safety

College believes that teaching cyber safety and responsible online behaviour is essential and is best conducted in partnership between home and school. Students are spending increasing amounts of time online, learning and collaborating. To be safe online and gain the most significant benefit from the opportunities provided through the digital environment, students need to do the right things. The College promotes the values of respect and responsibility, expecting students to behave appropriately online.

At home, we recommend that parents make time to set guidelines around the use of devices. Ensure that all Internet activities occur in a shared space– not in your child's bedroom. Negotiate appropriate times for online activities.

For further support with online issues, students can call Kids Helpline on 1800 55 1800.

Parents/carers can contact the Parent line on 132289 or visit [Homepage | eSafety](#)

[Commissioner](#)

14. Agreement

This Agreement is to be accepted on Operoo on or before the day that the device is collected from the College. Students will not have access to the school network until all parties have signed this Agreement.