Servite College

Document Name:	Year 7 – 12 Information and Learning Technology Loan Device Agreement
Related Policy:	ICT Acceptable Use Policy
Released:	2018
Due for Review:	2021
Domain:	Learning

1. Rationale

Information and Learning Technology (ILT) provides schools with the opportunity to promote educational excellence by facilitating communication, innovation and sharing of resources. There is an expectation that all students will use technology for educational purposes and in line with the Student ICT Acceptable Use Policy and Student Code of Conduct. Using a variety of technologies and associated resources is a privilege, not a right, and inappropriate use may result in temporary or permanent cancellation of this privilege.

2. Terms and Conditions

2.1 Servite College will loan Year 7 – 12 students for the duration of their time with the College, a:

- Device (i.e. iPad)
- Survivor Protective Case
- Charger
- USB Cable
- AppleCare+ (or similar insurance).

Provide Network and wireless access, to appropriate Learning Management Systems, Printing and Portals, as determined by the College.

The College will regularly review existing policies and processes when necessary.

Student Responsibility:

- The device and all ancillary items, such as the protective case, are kept clean, in good repair and ready for classes.

- The device is to be:
  - fully charged for the start of each school day as no charging during the day is available;
  - kept in the case provided by the College and secured when not in use - including moving between classes and to and from home;
  - It should be stored inside your school bag when travelling to and from school.

- Each student will be responsible for returning the device and all ancillary items at the completion of the loan or cessation from the College:
  - Device (i.e. iPad)
  - Survivor Protective Case
  - Charger
  - USB Cable

  NOTE: missing or damaged items will be replaced at the student's expense.

- Apps, software or any controls/settings placed on the device by the College are not to be un-installed, altered or modified in anyway.

- Your school work is backed up. It is the student's responsibility to ensure that the device is always backed up. It is suggested that this process happens at least once a week. This is important when submitting the device to ILT for repairs.

- Students must keep their network password and Apple ID confidential. You can change your current network password using your Microsoft Account.
- Asset tags and identification labels are not to be removed. If a label is damaged, it is to be returned to ILT Support so the label can be replaced.

- To not access any other networks or the internet via non-school provided services (e.g. the use of VPN's) without school authorization;

- To not install any Apps or other non-approved software on their loan device;

- To not transmit or deliberately access and/or receive material that may be considered inappropriate, which includes; threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school, or any material the College deems as inappropriate.

- To not divulge your device password, identifying code or other confidential information or violating the security of College systems in any way.

- To not interfere with or disrupt network users, services or equipment. Disruptions include but are not limited to; unsolicited advertising, intentional propagation of viruses in any form and making or attempting to make unauthorised entry into another user's account (i.e. 'hacking').

- To not plagiarise and/or breach copyright laws, including software, music and re-engineering of software.

- To not defame a person or organisation through ICT resources or through social media infringement of copyright laws. (i.e. reproduction or adaptation of copyrighted material by downloading and further disseminating the material) or any activity that breaches State or Commonwealth legislation.

- Students who feel they or another person has breached these policies and procedures should report incidences as per the following:
    - Students should use Servite Concern to report infringements and/or see their Head of Community, Homeroom Teacher or a Servite teacher.
    - Students are also strongly encouraged to speak with their parents / guardians about any concerns.
    - Students are encouraged to use the Australian Federal Police Guidelines for Social Media Reputation Management to help protect their online safety.

3. Damaged Devices

- Damage, marks, defects and/or software problems are to be reported to ILT Support Team as soon as possible.

- Any break/crack – however small which occurs to the screen must be reported immediately.

- Students and their parents/guardians are under NO circumstances to attempt to get the device repaired outside of the school's processes.

- During the provided two (2) years AppleCare+, if the student loan device needs to be replaced because of damage/breakage/loss that is not a warranty issue, the following process will apply:
    a) The device is presented to ILT Team as soon as possible;
    b) A replacement device will be supplied as soon as possible;
    c) Costs for the family – the College has purchased AppleCare+ with every device.
        - Break 1 $65.00 - resource replaced
        - Break 2 $65.00 - resource replaced
        - Break 3 and beyond $650.00 replacement cost of device will be charged

- At the completion of the two (2) years of AppleCare+, the following process will apply:
    a) The device is presented to ILT Team as soon as possible;
    b) A replacement device will be supplied as soon as possible;
    c) Costs for the family –
        o Break 1 $100.00 – resource replaced
        o Any subsequent breakages will incur the full replacement cost of approximately $650.00

4. Device Management

- The College employ digital tools to assist with the monitoring of all devices connected to the College network. As such, it is a condition that any personal device connected to the College network has the appropriate monitoring tool/s operating.
- Other 'Personal Access Devices', once connected to the network such as a Window Surface or phone, after the appropriate permission has been obtained should only be used in classes whereby teachers have expressly permitted their use.
- The College is not responsible for the loss, misuse or damage to personal mobile devices.
- Students;
    i. are required to inform the teacher or others when using the camera and audio recording functions and are reminded that they must not publish photographs to any online network.
    ii. are required to actively check portals and email for communications from the College.
    iii. may not loan their device to another student or leave it in such a place that it is likely to be easily stolen.
    iv. The College only provides 5Ghz Wi-Fi.
    v. No charging facilities are available while at school for personal devices. Do not bring any chargers to school.
    vi. Where there is reason to suspect that a student has materials on their device that contravene the Child Safe Framework or Servite Student ICT Acceptable Use Policy, the College has the right to check the device and subsequently follow up with parents/guardians or report the matter to the authorities.

5. Personal Designated Device

The term *Personal Designated Device* refers to any personally owned mobile electronic device with the capability to connect to the Colleges 5Ghz Wi-Fi.

Only students in Years 10 – 12 may bring a personal Designated Device to the College after completing a *Bring Your Own Designated Device Agreement* document. This can be obtained from IT Services.

6. Printing Fees

Students are responsible for their own printing charges. Credit can be added for printing to their Student Card/SmartRider at the IT Help Desk. This credit is non-refundable or transferable and will be available for the duration of the students' enrolment.

Servite College

ILT LOAN AGREEMENT

Students and parents are encouraged to read and discuss the issues covered in this Agreement and understand the requirements and consequences of students not adhering to the contents.

The following is to be READ and COMPLETED by both the STUDENT and PARENT / GUARDIAN:

1. We have read and understood the Year 7–12 Information and Learning Technology Loan Device Agreement.

2. We agree to abide by the Terms and Conditions of this agreement for the loan device.

3. We agree to return the College loan device in the same condition as received, including all ancillary items.

4. We are aware that any breaches of the ILT Loan Agreement may result in my child's immediate removal from the system for a specified period as per the College's Positive Behaviour Expectations and in relation to the severity of the offence, may be reported to the Police.

5. I will not bring or use any device charger at the College.

6. We agree to allowing the College to hold any student supplied device for student safety issues.

7. We acknowledge that we are liable for any printing costs and any additional costs associated with damage to the device or any of the ancillary components as per the agreement.

Student Name:	
Homeroom:	
Student's Signature:	
Date:	

	Name (Please Print)	**Signature:**
1.Parent/Guardian Name:		
2.Parent/Guardian Name:		
Date:		

Staff Use Only	**College Supplied Device Checklist**	
5Ghz WiFi		
Servite One Drive		
Servite One Note		
Servite Email		
Checked By *(Staff Name):*		**Date:**