



striving for excellence



learning for life



Student Computer Equipment Program Policy and Guidelines Booklet

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Vision for Learning and Teaching

As members of a dynamic and innovative learning community, united by faith and enriched by diversity, we strive for excellence and to be

- resilient, well-balanced and compassionate;
- inquiring, imaginative and creative;
- reflective, collaborative and self-directed learners;
- effective communicators;
- responsible contributors in a sustainable world; and
- lifelong learners.

Marist Regional College provides a dynamic and engaging learning environment guided by educational research and committed to best practice. The College has invested in network and internet infrastructure over many years to better support and enhance learning. The creation of a learning environment where each student has an electronic device will encourage:

Problem Solving

Students are empowered to be better learners because they are engaged in knowledge building and real world problem solving.

Collaboration

Students will be able to work collaboratively using communication technologies and do this anytime, anywhere because of the portability of their learning tools.

Control

Students have greater control over how, where and when they learn through increased access to information using technology.

Creativity

Students become creative and critical thinkers.

Innovation

Students will create the future through innovative learning and teaching.

1:1 Computer Program

1. Elements included in the program supplied by the College

Equipment:

- Tablet/Laptop Computer (the "Device")
- Power-adaptor and cord
- Protective carry bag

Other elements:

- A comprehensive collection of software, including an anti-virus package
- 3 year warranty
- Accidental Damage Protection - The College will provide an on-site point of contact for service and support through the College IT Department
- The College will provide a replacement device for extended repair times resulting from a warranty issue

2. Students will need to provide:

- a Their own effective means of backing up their data. This may include USB drive, external hard drive, home network, online service including Dropbox, Microsoft OneDrive, Google Drive, etc.
- b Please note that the device does not come with a DVD drive.
 - i. The College will not provide financial assistance for purchasing any other hardware such as external hard drives or DVD drives, however, advice may be sought from the College IT Department.

3. Backing up and Connecting at Home

If available, students will have the ability to connect their device to a home network and/or internet connection. However, the College will not accept any responsibility for setting-up or problem-solving home network and connectivity issues. Under no circumstances are network or configuration changes to be made even if recommended by your ISP. Any user-installed software deemed by the College to have impaired the use or functionality of the device or be interfering with its use as an educational tool will be removed.

4. Risk

Subject to the provisions below regarding warranty and insurance, the parents or guardians agree:

- a To keep the equipment in good order and repair and properly operated, observing at all times the manufacturer's recommendations in respect of operation.
- b To indemnify the College against loss or damage to the equipment.
- c Not to alter or make any addition to the equipment without the consent in writing of the College Principal and not to alter any identifying number or mark on the equipment.

- d To keep the equipment under the parents', guardians' or student's personal control and not to attempt or purport to sell, dispose of or encumber the equipment or any interest in the equipment.

5. Repairs and warranty

Should the equipment require repair, the College will use every reasonable endeavour to seek to have the equipment repaired under warranty.

- a The device is covered by a 3 year warranty, but that warranty only covers repairs required due to manufacturing defects or that occur as a result of normal use and operation.
- b The extended warranty covers the device and power supply (A/C adaptor).
- c If the cost of repair is not covered by warranty or Accidental Damage Protection (see below), a fee will be charged for repair or replacement based on the incident that has occurred. Such incidents may include but are not limited to; theft, loss, or intentional damage.

6. Accidental Damage Protection

Should the equipment require repair and the College, having used every reasonable endeavour to seek to have the equipment repaired under warranty according to the provision above, has been unable to have the cost of repair covered by warranty, then the College will use every reasonable endeavour to have the cost of repair paid by accidental damage protection, which is subject to the following:

- a Coverage in Australia for accidental damage.
- b Excess for each incident is \$150.
- c Accidental Damage Protection does not cover loss of the device, damage resulting from negligence or deliberate acts or omissions, or theft of the device.
- d Further information on making a claim can be found in the *Equipment Incident Report Form* at the back of this booklet.
- e If the cost of repair or replacement is covered by the accidental damage protection, then the parents or guardians are required to reimburse the College the excess at the time of the claim.
- f If the cost of repair or replacement is not covered by accidental damage protection, then the parents or guardians must reimburse the College for loss it has suffered in accordance with the provision regarding risk above. We recommend arranging for the device to be covered by your home contents and motor vehicle insurance in case of theft or loss.

- g At the end of year 9 and 12, students are expected to return their device undamaged, and in working condition. A fee will be charged for devices returned that exhibit damage that is not deemed by the College to be general “wear and tear”.

7. Ownership

The College purchases the device, power adaptor, cord and carry bag (**equipment**) and they remain the property of the College for the duration of the program. The College lends and the parents or guardians borrow the equipment with an option to own at the end of the period.

- a. Students have the use of the equipment whilst they are enrolled at the College and parents will have the option to purchase the equipment for a small fee at the end of Year 9 or 12. Refer to *Completion of the Program* below.
- b. Students leaving the College will be expected to return the equipment (that is; device and accessories) in good order to the IT Department prior to ceasing enrolment at the College. If these items are returned in a condition less than acceptable, charges may be applied to cover the cost of repairs or replacement.

8. Financial Matters

- a The yearly contribution towards the cost of the equipment is included in the student levies each year and is collected by Office Maxon the College’s behalf.
- b The College also contributes the remaining costs including leasing, support, maintenance, insurance and installed software.

9. Financial Assistance

- a As with all College fees and charges, if financial hardship exists, you are encouraged to contact the College Business Manager on 6432 7600, to arrange a confidential appointment to discuss your circumstances. The College is committed to ensuring no student is denied access to our quality curriculum programs as a result of financial hardship.
- b Parents should also check their eligibility for government funded assistance, such as the Federal Government’s Schoolkids Bonus (<http://goo.gl/5IEbD1>)

10. Leaving the College before the end of Year 12

Should a student leave the College before the end of Year 12, then parents or guardians must ensure that the equipment is returned to the College in good order and repair as soon as practical and before the student’s last day of classes.

Alternatively, there may be the option to purchase the equipment if it is surplus to the College’s needs.

11. Completion of the program

- a Parents or guardians may purchase the equipment upon their student completing Year 12. Prior to delivery and ownership of the equipment passing to the parents or guardians, the equipment must be returned to the College IT Department for removal of College owned software.
- b On the completion of Year 12 by the student, the parents or guardians are required to return the equipment to the College in good order and condition.

12. Equipment recalls

The College reserves the right to recall the device for maintenance or upgrades upon reasonable notice. Every effort will be made to ensure that maintenance recalls do not interfere with studies and work to be completed by the student for timetabled College classes.

Responsibilities and Guidelines

1. Student Responsibilities - General

- a. Each student is responsible for keeping their equipment secure.
- b. Students must not leave their devices logged-on when not under their direct supervision.
- c. Devices are to be kept clean and free from graffiti and stickers. A small sticker/label with the student's name is however acceptable.
- d. Students are not to remove any identification labels from their equipment.
- e. Whilst travelling to and from school, devices are to be zipped into the carry bag, which is then placed into the student's school bag and the school bag should be kept secure and not placed where it may be trodden on or kicked.
- f. Where applicable the device must be assembled prior to placing it in the bag. It is not acceptable to pack the separated keyboard and screen into the bag – when assembled, the screen and the keyboard components protect each other
- g. When not in use the device must be stored in the bag inside the student's locker which must be secured with a lock.
- h. When moving the device from class to class the device must be carried in the bag.
- i. Students are required to fully recharge the device battery each night prior to a school day. Power adaptors are not to be brought to the College and must not be carried in the carry bag as they may cause damage to the device. Such damage is not covered under warranty.
- j. Students will be able to install additional printers, scanners and other peripheral devices required for use at home.
- k. Students are responsible for the backing up their data.
- l. Students are responsible to ensure that the device is returned when requested for upgrades and reimaging as required by the College.
- m. The device is not to be used by any student other than the student it is provided to.

- n. If a student is found to have breached the conditions or broken the rules of this policy or a related policy, a teacher or the I.T. Manager may remove that student's device or their access to the network. The teacher may choose to impose other consequences if needed.

2. Student Responsibilities – Software

- a. Students are to use their device primarily but not exclusively for educational purposes.
- b. The software loaded on the devices is licensed to the College. Students are not permitted to copy, transfer, tamper with, or delete College owned software.
- c. Students must not delete any software supplied by the College; however, they are permitted to add additional folders and appropriate, legally sourced software to assist with organising their work and enhancing their learning.
- d. Students must not remove or disable the antivirus software provided, nor replace it with another type of antivirus software.

3. Parent/Guardian Responsibilities

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Connect to the student's home internet at the parent's discretion
- c. Parents are strongly encouraged to be vigilant in supervision of proper usage of the device at home, especially whilst students are using the internet.
- d. Ensure that their student(s) has the device at school each day fully charged and in a condition that will enable it to be usable for educational purposes.
- e. Comply with the requirements of the school in relation to the return/transfer of the Equipment as required.
- f. In addition, all responsibilities referred to under *1:1 Computer Program, Section 4 (Risk)*.

4. Student and Parent/Guardian Responsibilities

- a. Students and parents are responsible for the overall care of the equipment.

- b. Failure to abide by any relevant College policy could result in disciplinary action for the student, or in the event of damage, a financial penalty to the parent.

5. Parent/Guardian and Student Access to College Systems

Marist Regional College provides access to online systems and networks to support learning and teaching, and for communication with the community. Use of all College systems including the College LMS (MEL), Community Portal (Synergetic) and any other website, web application, computing device, server, networks and associated infrastructure or software system provided by the College is governed by this policy.

- a. User credentials (such as usernames and passwords) provided by the College are provided to the individual and should never be disclosed to others.
- b. Marist Regional College will deem any actions taken using your credentials to have been carried out by you as the party responsible for said credentials.
- c. You must notify MRC I.T. Services immediately should you become aware of any unauthorised use of your credentials.
- d. You must not use another person's credentials to access any College systems unless authorised to do so by College leadership or the I.T. Manager.
- e. Your use of College systems and devices should at all times be in-keeping with the College values and the Catholic ethos. Your conduct should always be courteous and respectful of others. In addition to this, while using any College systems or devices you must not:
 - i. Impersonate another person or entity for the purposes of misleading others.
 - ii. Attempt to gain unauthorised access to any College systems, accounts, data or communications.
 - iii. Make available files that contain a virus, Trojan, worm or other data that may damage computer systems.
 - iv. Threaten, abuse, disrupt, harass, stalk or otherwise violate the legal rights of others (including rights of privacy and publicity).
 - v. Use College systems to search for, access, send or store any material which is pornographic, racist, violent, abusive, obscene, offensive, threatening or harassing.
 - vi. Use College systems or devices in such a way that breaks any laws including copyright, piracy, security laws or terms of service.
- f. Parents are responsible for providing and maintaining hardware and software facilities necessary to access and use authorised College systems from home.
- g. Marist Regional College is not responsible for any deficiencies in facilities provided by you to access authorised College systems.
- h. Marist Regional College provides I.T. Support for College owned devices and facilities and will not provide support for other systems, such as those provided by you to access College systems.
- i. Access to College systems may be suspended if we believe you have breached any of the terms and conditions in this document.

6. Technical Support

- a. If the device or installed software malfunctions, students should contact the College IT Department for assistance.
- b. If the operation of a device is compromised as a result of the student not following guidelines or contravening policy, the student will be subject to appropriate disciplinary measures.

7. Use of the College Wireless Network and Internet Access

- a. While at the College, using a network or internet connection other than the College network is not allowed (for example, using the internet through a mobile phone).
- b. Many people may be using the College network at any one time. Use of a device should at no time disrupt those other students or staff using the network.
- c. Multi-player gaming on the College network is not allowed.
- d. When at school, internet access is filtered for student safety. When the student is not at school, online safety is the responsibility of the student and parent or guardian.
- e. Access to certain sites and the downloading of large files may not be permitted due to bandwidth restrictions.

8. Loss, Theft, Repairs and Accidental Damage

- a. All instances of loss, damage or theft must be reported to the College IT Department as soon as possible.
- b. Student devices are covered by warranty. If hardware malfunctions, a report must be made to the College IT Department as soon as possible for warranty repair to be organised.
- c. Accidental damage, loss due to theft and malicious damage must also be reported to the College IT Department as soon as possible. Appropriate reports and paperwork will need to be completed at this time. A pro-forma for this purpose, the *Equipment Incident Report Form*, is included in this guide.

9. Assessment and Homework

- a. Students are expected to use their device for homework and assessment tasks.

- b. Students are expected to backup their data to mitigate loss of files through accidental deletion or hardware malfunction.

10. Home and Classroom Usage

- a. The Students must bring the device with them to school each school day. However, the classroom teacher will determine the use of the devices within or without the classroom.
- b. When in use, the device should be placed on a table or desk, not on the student's lap or any uneven surface.
- c. Do not leave the device turned on and placed on a soft surface, such as a bean bag or thick carpet. There is a risk that the device may be damaged or malfunction due to overheating.
- d. Where applicable, the device must be assembled for transport, including movement between classes – the screen must be docked to the keyboard and the screen must be closed. The device must then be placed into the protective bag for transport.
- e. The device must not be used in dusty, damp conditions or placed in situations where it can be damaged by heat e.g.in front of heaters, in direct sunlight during the warmer months.

11. Student Portable Listening Device Policy

- a. Be sure to read the *Student Portable Listening Device Policy* contained in this booklet, as when you agree to this policy, you also agree to that policy and its conditions.

12. Changes to this policy

- a. At times we may need to make changes this policy. Students will be told of these changes by email to their College email account, and parents by the College newsletter.
- b. You may be asked to agree to this policy at the start of each school year, including any changes.

STUDENT PORTABLE LISTENING DEVICE POLICY

Rationale

The mp3 player and other portable listening devices have been the subject of much discussion in education. There are a number of references to audio devices in the new Tasmanian Curriculum. They can be harnessed as another way for students to explore subject content, by listening to audio recordings known as podcasts. There is a need, however, to set clear guidelines and limit their use during the school day, in particular, to avoid unnecessary interference with teaching and learning.

Due to the ever changing technology these devices are now being used in some subject areas in various ways. Like many innovations they can also have a negative effect. Used inappropriately, these devices can lead to permanent hearing loss, an inability to hear instructions and further enhance "isolationism" in some students.

Guidelines

It is therefore very important that students only use their listening devices in classes where prior permission has been received. Students must not seek permission in situations where it is inappropriate, such as in a class or group discussion, tests, performances or film viewing.

Each teacher reserves the right to disallow these devices completely.

Due to the College occupational health and safety regulations, these devices are banned from the MDT, Science labs and kitchen facilities.

If the device is to be used for recording purposes then permission needs to be granted by the teacher.

Procedures

1. Permission must be given for use in class, with teachers reserving the right to disallow them completely.
2. The volume must be at a level that cannot be heard by others.
3. Recording may only occur with the explicit permission of the teacher.
4. Where permission is granted, playlists must have been pre-arranged. No class time will be lost in selecting songs.
5. The teacher reserves the right to check the device.
6. Where there is a breach of procedure or the device is used in a banned area the teacher will take the device and give it to the appropriate Year Level Coordinator.
7. A parent or guardian will be asked to collect the device.

Marist Regional College
Student and Parent Equipment Registration Form
Sample Version of Form. Original will be provided at Induction

Student Name: _____ **Year Group (year 7, 8, 9 etc):** _____

Section 1: Parents

I acknowledge that I have received a copy of the *Student Computer Equipment Program Policies and Guidelines Booklet*. I understand and accept the guidelines, policies, and responsibilities set out for parents and students.

Parent name

Parent signature

Date

Section 2: Students:

1. I confirm that I have read, understood and agree to abide by the ***Student Equipment Program Policies and Guidelines Booklet***.
2. I will not leave my device logged-on when it is not under my direct supervision.
3. I will not share my password.
4. I will bring my device to school every day, working and fully charged.
5. When carrying the device, I will ensure that it is always in the protective bag provided.
6. I realise that it is my responsibility to keep the equipment secure from theft or damage.
7. I understand that I am responsible for backing up my files.
8. I will return the device in good order to IT Services if my enrolment at the College ceases.

Student signature

Date

Marist Regional College Equipment Incident Report Form

This form will be available online and must be completed by the student and their parent or guardian when making incident reports (not warranty claims).

In the case of theft, a copy of the Police report must also be attached.

Please provide the device to the College IT Department. Once the form is completed please return it to the College Business Manager or Accountant with the payment of the excess (\$150). The payment can be made by cheque (made payable to Marist Regional College), EFTPOS, or in person at the College. Repairs will be commenced when the excess has been paid and the form returned.

SECTION 1 – STUDENT DETAILS					
Name:		Class Teacher		Group	
Home Address:					
Home Phone Number:					
Parental Email Address:					
SECTION 2 - INCIDENT DETAILS					
Date of Incident	/ /	Time:		Location:	
Account of events surrounding the theft or damage. Please include all relevant details. Append additional information if necessary.					
SECTION 3 – SIGNATURE OF STUDENT AND PARENT/GUARDIAN					
Student Signature				Date Signed:	/ /
Parent/Guardian Signature				Date Signed:	/ /
Please return it to the College Business Manager or Accountant with the payment of the excess (\$150)					