



The following guidelines should be read in conjunction with the **Conditions of Use of Computer and Internet Resources Policy**.

GENERAL GUIDELINES – ALL DEVICES

1. Education Purposes

- a. Student devices are provided for educational purposes and must be maintained in a condition that makes them a usable learning tool at all times.
- b. A device comes pre-installed with the necessary software for student use. Additional software or apps may be deployed to student devices as required.
- c. If given the ability to do so, students may install appropriately licensed software and apps, however this must not interfere with the normal function of the device and its use as a learning tool.
- d. Students are responsible for ensuring that sufficient space is available on their device at all times to enable its use as a learning tool.
- e. The College reserves the right to carry out software, hardware and data inspections of devices at any time.

2. Student Responsibilities

- a. Provide a secure lock for your locker and **store your device in this locked locker** when the laptop is not in use. Where lockers are not provided, devices are to be kept in the student's desk inside their locked classroom.
- b. Take reasonable care of the equipment to protect it from accidental damage and secure it from theft.
- c. Devices are covered by Accidental Damage Protection insurance. Even though this is the case, each student is responsible for keeping his or her device secure at all times as this policy **does not cover loss or theft**. See section 7 for further details.
- d. Students are **not** to remove any identification labels from their device. When a student leaves the College, any other identifying marks or stickers must be removed prior to the return of the device.
- e. It is the student's responsibility to charge their device at home each evening. A limited number of charging facilities will be available on the College's campus.
- f. If transporting devices to and from school, devices must be carried in the protective case supplied and placed in school bags that remain with the student at all times.
- g. Devices should be operated in a **safe working environment** at all times.

3. Parent Responsibilities

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Ensure the student has a lock for their locker.
- c. Monitor student use of the computer when at home including their Internet use.
- d. Ensure the student has their device at school each day in a condition that will enable it to be usable for any educational purpose.
- e. Comply with the policy of the school in relation to the return of the device in the event of the student leaving the College.
- f. Take reasonable care of the device to protect it from damage and secure it from theft.

4. Data Backup and Software Upgrading

- a. Students are responsible for the backup of all data as recommended by the College.
- b. Students are responsible to ensure that all software is kept up to date. (eg. operating system).
- c. On occasions, this may be forced on student devices that are significantly out of date.

5. Technical Support

- a. Students will be assisted in maintaining their device.
- b. In the event of a software or hardware malfunction, students may contact **ICLT Services (located in the College Library)** for assistance. Students can access this service before and after school and during both lunch breaks.
- c. Primary students will be directed by their class teacher as to how and when they can access the ICLT Services support team.

6. Use of the College Wireless Network and Internet Access

- a. The use of the College Wireless Network and all associated infrastructure are available for educational use with student devices.
- b. The internet is only to be accessed through the College Wireless Network.
- c. Specific network settings are **not** to be removed or altered as this could affect the device's ability to connect to the College Wireless Network.

7. Loss, Theft and Repairs

- a. Student devices are covered by manufacturer's warranty. In the event of hardware malfunction, students should report to the ICLT Services office located in the College Library as soon as possible for warranty repair to be organised.
- b. Student devices are also covered by Accidental Damage Protection (ADP) insurance. All instances of loss, damage or theft to the laptop or any supplied accessories must be reported to ICLT Services in the College Library (or to the class teacher in the case of Primary students) **within 24hrs or the next school day.**
- c. All accidental damage incidents will require the student to complete an 'Accidental Damage Form' to capture the details necessary to lodge a claim against the ADP policy. The form for submission can be located on the College's website or collected from the College library.
- d. **All ADP claims incur an excess that will be charged to the student's fee account. This does not cover malicious damage, loss or theft.**
- e. All issues in relation to loss, theft and repairs are managed in accordance with the College's Behaviour Management Policy - Care for College Resources and Property. *This states that in the event of any College resource/property being lost or damaged the parent/legal guardian/carer will be responsible for the replacement of the said property or resource.*
- f. In the event of non-accidental damage, the College will determine the contribution cost required to replace the item that has been damaged; this could include any administration or other charges incurred by the College. All costs will be charged to the student's fee account. **A replacement device will not be issued until the student and parent have completed and submitted the required paperwork.** It may be determined that a replacement device is not issued as part of any behaviour management consequences imposed.
- g. All instances where damage is determined to be intentional, deliberate negligence, carelessness, inattention or apparent disregard for the device or accessories are **not covered by insurance.** If after the investigation by the College it has been deemed that the device or accessories has been intentionally damaged or that the student/parent/legal guardian/carer has been negligent in caring for the device, the parent/legal guardian/carer will need to cover any costs incurred by the college for repair or replacement of the device. Cost of replacement will be on a pro rata value determined by the College.

- h. In the event of theft, a **detailed report**, accompanied by a **Queensland Police Reference Number** must be provided to the College by the parent(s)/legal guardian/carer of the student. (Refer to College Website). *Theft is defined as the stealing through forceful entry of a locked vehicle where equipment is out of site, or through the forceful entry of premises reasonably secured from being accessible by the intruder or the public.* A replacement laptop will not be issued until the student and parent have completed and submitted the required paperwork.
- i. Loss or theft of a device will incur a charge of **50% of the original cost** (including case and charger if required) as a contribution to the replacement of the device for the **first incident**. **Any subsequent loss or theft incident** will incur a charge of **100% of the replacement cost** of the equipment.

8. Assessment and Homework

- a. Students are encouraged to use their device for homework and assessment tasks where appropriate. **The loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.**

9. Classroom Usage

- a. Student devices are to be **brought to school each day**. The classroom teacher will manage the use of the device in the classroom and instruct students when their use is required.
- b. ***When in use, the devices should be placed on a table or desk, not on laps. The device should not be carried around whilst the screen and/or case is open.***

10. Device Usage in the College Grounds

- a. Any use of devices in the College grounds during class time will be at the direction of the classroom teacher.
- b. When used in the grounds, devices should be transported in the protective case provided.
- c. Use of devices at break times for secondary students is restricted to the College library.
- d. Devices of primary students are to be locked in their classroom/locker during breaks.

11. Ownership

- a. Students have use of the device whilst they are enrolled at Xavier Catholic College. When leaving the College, students are to return the device and accessories in good order. If this is not done, the matter will be dealt with under the Behaviour Support Policy – College Resources and Property. The parent(s) or carer(s) may be financially responsible for the replacement of the device.
- b. ***At the end of each phase of the 1 to 1 Device Program, all software and data will be removed from devices. It is the student's responsibility to ensure that any data they want to keep is backed up.***

SPECIFIC GUIDELINES – LAPTOPS

- a. Students will be given full local administrator rights of their laptop computer.
- b. Students are **not** to remove the antivirus software provided and replace it with another type of virus software.
- c. The excess for ADP claims on laptops is \$50.

SPECIFIC GUIDELINES – iPADS

- a. Initially, students will not have access to the Apple AppStore on their iPad. It will be determined by the College Leadership Team if/when this access is provided.
- b. The excess for ADP claims on iPads is \$65.
- c. Primary students should report any issue with their iPad to their class teacher first. The class teacher will determine how and when students will access the ICLT Services team in the library.