St Michael's College
Student 1:1 Laptop Program

1. Student Responsibilities – Guidelines for Use

As the student participating in the St Michael's College 1:1 Laptop Program in 2023, you will be responsible to the College as follows:

Care and Maintenance

- Students are to ensure the overall care of the laptop. This will include keeping the laptop clean and free from graffiti including stickers. Laptop identification labels (if applicable) must not be removed or damaged.
- Students will have full administrator rights and will be responsible for the ongoing maintenance of the laptop including all software updates.
- Students will be trained to be competent users and maintainers of their assigned laptop.
- The laptop must be stored in the soft case provided when not is use.
- The laptop is not to be stored in bags with drink bottles due to the high possibility of leaks.

Theft and Repairs

Laptops are covered by a 3 year manufacturer's warranty. This warranty covers defects, it does not however, cover negligence, abuse, malicious damage or any other damage including accidental damage.
Laptops are covered by a 3 year Accidental Damage Protection (ADP) policy. Each laptop may have a maximum of 3 claims over the life of the policy.

In the event of a claim the following will be payable:
- First Claim - $50
- Additional Claims – full repair cost (may be full replacement cost of the laptop)

- Any repairs required to a laptop are only to be carried out by an authorised repair agent. The College will be responsible for arranging any warranty and insurance repairs deemed necessary.
- Any instances of loss, damage or theft must be reported to the IT Helpdesk or Financial Services Department as soon as possible.
- In case of suspected theft, the family must make a police report and the case number must be provided to the College along with a signed incident report.
- All hardware and software malfunctions must be reported to the IT Helpdesk as soon as possible for repairs to be organised. This includes broken screens.
- Students will be responsible for replacing lost or damaged USB cables\power chargers and stylus.
- If the laptop is lost or damaged by neglect, abuse or a malicious act, the Principal will determine whether replacement is appropriate and/or whether the student retains access to the laptop for home use.
- All instances of loss, damage or theft are the responsibility of the student. The cost of repairs or replacement could exceed $1000.00.
- Laptops are to remain in the students' possession at all times, they are not to be left in lockers overnight or over the weekend. Any laptop stolen from lockers outside of school hours, regardless of whether the locker is locked, will be the responsibility of the student.

Educational Purposes

- The laptop is provided as a tool to assist student learning both at the College and at home and should be used predominately for educational purposes.
- The laptop comes pre-installed with all the necessary software for student use. Only College approved and legally obtained software is to be stored on the laptop. Laptops found to contain unapproved content or software will be referred to the Head of Year Level or College Leadership Team. The IT Helpdesk will not be responsible for the loss of any data. Non-educational software and data should be stored on the students' private home computer.
- Students are encouraged to use their laptop for homework and assessment tasks. However, the loss of data or hardware malfunctions cannot be grounds for the appeal of any assessment task or homework.
- For incidents of misuse or inappropriate use, students will be subject to the Terms and Conditions as specified in this document.
- The College will implement regular hardware, software and data inspections to ensure all installed software/applications and saved data are appropriate. The College reserves the right to carry out software, hardware and data inspections of any laptop at any time.

Data Backup

- The College is not responsible for the loss of any student's data on the assigned laptop.
- Students are required to use Microsoft OneDrive for all file storage. Students will be instructed on how to use this resource effectively. The IT Helpdesk will be available to support students to ensure their data is backed up correctly.
- All students will be responsible for the regular backup of their data via the methods recommended by the College.
- Data must be backed up in case of hardware or software malfunctions.

General Usage Requirements

- Student laptops are to be brought to school fully charged each day. Provisions can be made in the College Library for uncharged devices if required.
- The classroom teacher will manage the use of the laptop in the classroom. The laptop may not be used in all classroom situations. No student is to take out a laptop without the permission of the teacher.
- When in use, the laptop should be placed flat on a table or desk in laptop or tablet mode, not on laps.
- The student will be able to connect the laptop to their home Internet as well as install additional home-based printers and scanners.
- Students must protect access to their laptop by assigning a pin and/or password. Students must also set the laptop to lock automatically after an appropriate time, i.e. 1 minute.

Accessing College Wireless Network and Internet Services

- The use of the College Wireless Network and all associated infrastructure is available for educational use only.
- Whilst onsite, the Internet is only to be accessed through the College Wireless Network. Bypassing the College network by any means including 3G/4G or tethering is prohibited.
- The downloading of large files is not permitted due to bandwidth restrictions.
- Specific network settings are not to be removed or altered as this could affect the connection to Internet Services.

Ownership

- Laptops remain the property of St Michael's College at all times. Students have use of the laptop whilst they are enrolled at the College. When leaving the College students are to return the laptop and accessories in good working order.
- At the end of the life of the laptop it may become available for students to purchase, however, this can only occur if all Library books have been returned, College fees are up to date and once a clean image has been installed on the laptop. This option is at the Principal's discretion.
- Students are to use all ICT resources including the assigned laptop as well as Internet and email services for positive purposes only. Students are not to engage in any behaviour that may harm anyone else, this includes bullying, harassment and being rude or offensive. The College has the right to search student laptops at any time if it suspects students of engaging in inappropriate behaviour. Instances of inappropriate behaviour will be referred to the Head of Year or College Leadership Team.

2. Information Technology Acceptable Use Policy

	Examples	Steps of Action
Being off task in class or being unable to work	- Accessing any site other than those approved by the teacher, including any social media and YouTube - Watching TV shows or movies - Playing games including apps - Listening to music (except where permission has been granted by the teacher for academic purposes) - Not having the laptop in a state ready for learning (i.e. not charged)	**1st warning – RTC Questions** **2nd warning in that lesson – RTC Referral** Subsequent warning and ongoing behaviour issue, referral to Head of Year or College Leadership Team. Interview to be conducted and letter sent home to parents.
Accessing or downloading inappropriate content, changing laptop settings or bypassing College filtering systems	- Inappropriate desktop image or screensaver - Having torrent software installed - Downloading apps or software not approved by the College - Changing laptop name without permission - Using 3G/4G to connect to internet which bypasses College filtering	Phones handed to student reception as per mobile phone policy. Laptops handed to IT Helpdesk.

| Not looking after the laptop | ▪ Carrying the laptop without the protective case
▪ Having graffiti or stickers on the laptop
▪ Removing or damaging identification labels | **1st warning – RTC**

2nd warning – Referral to Head of Year or College Leadership Team, letter sent home to parents

Subsequent warning – student will only have access to laptop during school hours. To be picked up from IT Helpdesk before 8:30am and returned at 3:00pm. |

	Examples	Steps of Action
Damage to the laptop	▪ Cracked case or screen ▪ Missing keys ▪ Screen hinges not working properly	Email IT Helpdesk bjerome@stmichaels.qld.edu.au Report name of student and description of damage. Cost of repairs payable by student. Cost to be determined by Admin and Finance Officer.
Serious misuse of IT which impacts on other students or others well-being	▪ Misuse of social media (i.e. cyberbullying) ▪ Taking photos of teachers or other students without their permission ▪ Accessing or possessing any inappropriate content	Subject to Mobile Device Policy, Social Media Policy, Student Behaviour Policy and Bullying Policy. Referred to Head of Year or College Leadership Team.

3. Conditions of use of ICT Resources – Policy and Procedures

Policy Update

This policy document will be updated as necessary. All attempts will be made to adhere to the Terms and Conditions within this document. However, particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

St Michael's College is bound by legislation and good stewardship of resources to ensure the appropriate use of its ICT resources. Increased legislation relating to ICT is requiring organisations to review their internal policies and procedures to ensure compliance.

ICT resources are supplied in line with the following principles:
- Access to ICT is provided subject to need and availability of resources
- Privacy, confidentiality and respect of the personal rights of others is maintained
- The importance of the cost effective use of ICT is recognised
- Users engage in ethical, legal and responsible use of ICT

By accessing and using ICT resources provided by St Michael's College, you are agreeing to abide by the Terms and Conditions within the document.

These conditions apply to all ICT resources used at the College regardless of how they are accessed. This includes access at all installed computers, user's own hardware (for example personal laptops, mobile phones or any other similar technology), whether wired or wireless, or over the Internet through user's own

resources.

While staff and students (in particular ICT staff) may be called upon in the course of their duties to undertake activities beyond those permitted by the terms of this agreement, it is expected that any such activities undertaken must be done in accordance with the spirit of this Policy and Procedures document.

Ethical, Legal and Responsible Use of ICT Resources

St Michael's College requires all users of its ICT resources to do so in an ethical, legal and responsible manner.

Users of St Michael's College ICT resources must be aware that use of these resources are subject to the full range of laws that apply to the internet, communication and to the use of computers, and St Michael's College policies and procedures. Such laws and principles include user obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation, the creation of contractual obligations and other civil and criminal laws.

Users will ensure that all communication through the Internet and other online services is appropriate and ethical at all times. Users are held responsible for their actions while using the Internet and online communication services.

Users will never send or publish:
- Threating, bullying or harassing information about another person or make excessive or unreasonable demands upon another person.
- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments about another person.
- Sexually explicit or sexually suggestive material or correspondence.
- False or defamatory information about another person or organisation.
- Information that claims to be from another user.

St Michael's College ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using St Michael's College ICT resources must comply with the terms of any licence agreed to for the use of software programs and other online resources.

Copyright and Intellectual Property Rights

Users must not, through the use of St Michael's College ICT resources, copy, download, store or transmit material that infringes copyright or the intellectual property rights of others. Such material includes music, television shows, movies, games and any other form of media.

Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on our education institution and community as a whole. This is particularly relevant where users post or submit material in a way that makes it publicly available over the Internet.

Access, Security and Privacy

Users must acknowledge that the laptop is provided as a tool to assist learning and teaching within the classroom and at home. Users need to ensure that any personal use is appropriate and in line with the terms and conditions of this document.

Users have a role to play in ensuring the security and privacy of information transmitted by use of the ICT resources. Users need to ensure their laptop is kept secure at all times.

Users must protect systems, information and accounts by:
- Choosing secure passwords and pin codes that are changed regularly. A secure password is one that is difficult to guess, for example, containing a combination of letters and numbers and not simply a name or date of birth.
- Using access to ICT resources only as authorised.
- Respecting the privacy and confidentiality of information that they may come across through access to resources.
- Only downloading, installing or using authorised software.
- Reporting any breach or prospective breach of network security to the ICT Services Help Desk.

Users will be held responsible for any breach cause by them allowing another person to access the Internet or online communication services using their assigned laptop.

Unacceptable conduct by users which could result in a breach of security or privacy includes:
- Disclosing your username and password details to another person.
- Disclosing other private or confidential information to unauthorised persons.
- Gaining unauthorised access to any system by any means.
- Using St Michael's College ICT resources to attack or compromise another system or network.
- Downloading, installing or using unauthorised software programs.
- Deliberately installing computer viruses or other malicious programs.
- Accessing or intercepting others electronic communications without permission.

Users should not, as a general rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues (for example, by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside St Michael's College control to prevent such instances from occurring.

Users are reminded that email should be used to send sensitive and confidential information. Users should never knowingly initiate or forward emails or other messages containing:
- A message that was sent to them in confidence.
- A computer virus or attachment that is capable of damaging a recipients' computer.
- Chain letters or hoax emails.
- Spam including unsolicited advertising material.

Users must be aware that the operation and maintenance of ICT systems often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. St Michael's College may also be required to inspect or provide copies of electronic communications where required by law, or where the investigation of possible misuse of ICT resources is required.

Access to the network and Internet is only available through the College Wireless. Bypassing the College Wireless network in any way including 3G/4G or tethering is prohibited.

Additional Conditions Relating to Specific Resources

The use of email, Internet and Web Publishing tools are subject to additional conditions of use that must be read in conjunction with this document. These are available on the Brisbane Catholic Education website - (https://www.bne.catholic.edu.au/aboutus/legals/Pages/Acceptable-Use-Policy.aspx)

Breaches of Conditions of Use

Any breach of these Terms and Conditions will be taken seriously and will result in disciplinary action being taken.

Examples of possible consequences range from loss or restriction of access to ICT resources to formal disciplinary action for breach of the College Behaviour policy for students. Cases of serious, deliberate and/or criminal breaches will be referred to external authorities and may result in civil or criminal proceedings.

4. Cyber Safety Agreement

All members of the St Michael's College community have a zero tolerance for any type of Cyber crime. This includes both the perpetrator and any witnesses who choose not to take action or report the incident. Being cyber-safe and responsible users of communication services is an expectation of all members of St Michael's College.

As a student I agree to the Terms and Conditions of this document in relation to appropriate use of ICT resources and appropriate behaviour online. This includes:

- Using the laptop predominately for educational purposes and ensuring all use is ethical, legal and responsible.
- Ensuring all communication is appropriate at all times. I understand that I am responsible for my behaviour and actions while using the Internet and online communications services.
- Understanding that as a user of ICT resources I am subject to the laws and user obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation.

As a parent/guardian I will:

- Read this Policy and Procedures document carefully and discuss it with my child so we both have a clear understanding of our roles within the College to maintain a cyber-safe environment.
- Encourage my child to follow cyber-safety strategies and as suggested by the College.

St Michael's College will endeavour to:

- Enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet.
- Enforce Cyber safety requirements detailed in the Terms and Conditions within this document.
- Respond to any breach of the Terms and Conditions in an appropriate manner.
- Provide members of the College community with cyber-safety education.
- Welcome enquiries at any time from parents/guardians or students about cyber-safety issues.

5. Strategies to help keep students cyber-safe

Parents/guardians play a critical role in developing knowledge, understanding and ethics around their child's safety. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help stay safe when using ICT at the College and at home.

- I will not allow anyone else to access my laptop. I will keep my login details private.
- I will inform a staff member if I feel like I am being bullied or harassed online.
- I will use the Internet, email, mobile phone or other ICT resources only for positive purposes. I will not be mean, rude or offensive. I will not bully, harass, or in any other way harm anyone else or the College even if it is meant as a joke.
- I will use my mobile phone only at the times agreed by the College.
- I will only go online or use the Internet at the College when a teacher gives permission.
- I will only access appropriate material.
- I will not share any material that is deemed inappropriate.
- I will not bypass the College network by any means this includes 3G/4G and tethering.
- If I accidently access inappropriate material I will immediately inform a staff member.
- To ensure compliance with copyright laws, I will not download or copy files such as music, videos, movies, television shows or games. If I infringe the Copyright Act 1968, I may be personally liable under this law.
- I will not use privately owned ICT equipment\laptops, such as laptops, mobile phones while at school. However, any laptop used within the College is required to be used in accordance with the Terms and Conditions of this Policy and Procedures document.
- I will not put any personal information online, this includes:
    - My full name
    - My address
    - My date of birth
    - My phone numbers
    - Photos of me or people close to me
    - The name of the College
- I will not accept friend requests or befriend people I do not know personally.
- I will not share personal images online.
- I will lock down my social media accounts so only close friends and relatives can access personal information and images.

6. ICT Access to Resources Consent – Student

These terms and conditions must be accepted prior to students being granted access to their laptop, the Internet and other ICT resources.

Students are encouraged to review and discuss the Terms and Conditions within this document with their parent/guardian who should be able to answer any questions you may have.

The student is agreeing to the Terms and Conditions within this document. Students acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary action may result.

Student User Acceptance

I confirm that I have read, understood and agree to abide by the terms and conditions within this document. I also agree to the following conditions:

- The College is at all times the legal owner of the laptop.
- All usernames and passwords are confidential and will not be disclosed to others.
- I will secure the laptop by setting up a PIN/Password which will also not be disclosed to others.
- I will set the laptop to lock automatically after an appropriate length of time (i.e. 1 minute).
- I will keep the laptop in the protective case at all times.
- The laptop was tested before I took possession of it and was operating correctly with respect to both hardware and software.
- I will return the laptop and accessories (including USB cable and charger) to the IT Helpdesk one week prior to leaving the College. Failure to return the laptop and accessories may result in financial charges.
- I confirm I have received the laptop in good working order along with all associated accessories.

7 Parent Responsibilities

As the parent/guardian enrolling the student, in consideration of the College accepting the student's enrolment and in consideration of the College offering to lend a laptop to the student, you will be responsible to the College as follows:

- You will pay, as part of the College fees, a Technology Levy that is intended to recoup to the College the cost of maintaining the laptop and associated services including all software, internet access and email. You must indemnify the College against damage to the hardware or associated software on the laptop except for reasonable wear and tear.

- In the event of a non-warranty claim, the following will be payable:
  - First Claim - $50
  - Additional Claims – full repair cost (may be full replacement cost of the laptop)

- You must ensure that the student and any other persons who have possession of the laptop comply with the Terms and Conditions within this document. These include:
  - Ensuring students fulfil their responsibilities as outlined above.
  - Ensure the student has their laptop at school each day in a condition that will enable it to be used for learning, this includes the laptop being fully charged.
  - Comply with the policy of the College in relation to the return/transfer of the laptop in the event of the student leaving the College prior to the end of Year 12.

- In addition to this *Student 1:1 Laptop Program – Policy and Procedures* document, parents and guardians permission is sought to allow the students access to Internet and email services.

- Parents are encouraged to supervise proper usage of the laptop at home, especially whilst students are using the Internet. Issues arising at home using social networking sites such as Facebook, Twitter, Tumblr, Instagram and TikTok etc., whilst under the parents' supervision are, in the first instance, the parents' responsibility.

- To ensure the laptop is used predominately for educational purposes. The laptop is not to be used for any unauthorised commercial activities or personal gain. All actions performed must comply with any software licensing agreements.

8. ICT Resources Access Consent Form – Parents

As the parent or legal guardian of the student named in this document, I grant permission for the student to access the various ICT resources made available by Brisbane Catholic Education and St Michael's College including the assigned laptop, Internet and email services.

I understand that access is granted to students subject to the Terms and Conditions within this document. I also understand that if breached, appropriate consequences will follow which may include a financial cost to the parents.

I acknowledge that some material available on the Internet may be objectionable and that in addition to the Terms and Conditions within this document, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

I understand that the laptop remains the property of the College at all times. I give permission for the College to search laptops at any time if it suspects students of engaging in inappropriate behaviour of any sort.

I agree to supervise proper usage of the laptop at home, especially whilst students are using the Internet. I understand that issues arising at home using social networking sites such as Facebook, Twitter, Tumblr, Instagram and TikTok etc., whilst under the parents' supervision are, in the first instance, the parents' responsibility.