



St Michael's College

Student 1:1 Laptop Program

Student and Parent Responsibilities – Terms and Conditions

As the student participating in the St Michael's College 1:1 Laptop Program in 2026, 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 in use.
- The laptop is not to be stored in bags with drink bottles due to the high possibility of leaks.
- Laptops are not to be left in lockers overnight/weekends/holidays.

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, \$100 will be payable to the College. Subsequent claims will incur further charges. The current Laptop Parts Price List is available on the Parent Portal and is subject to change.

- The College will be responsible for arranging warranty and insurance repairs deemed necessary.
- Any instances of loss, damage or theft must be reported to the IT Helpdesk 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 instances of loss, damage or theft are the responsibility of the student.
- Carrying a laptop without the College-issued protective case will void all insurance and any damage sustained will incur charges. This could amount to the replacement cost of the laptop if substantial damage has occurred.

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.
- Students will be provided with a Laptop, Charger, Charger cable, Stylus and Protective Case.
- 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. The software loaded on the laptop is licensed to the College and students are not permitted to copy, transfer or delete software.
- The College will implement regular hardware, software and data inspections to ensure all installed software/applications and saved data are appropriate.

Data Backup

- The IT Helpdesk will be available to support students to ensure their data is backed up correctly.
- Students are responsible for data backup. Data should be backed up on the Student's OneDrive provided by the College.

General Usage Requirements

- Laptops are to be brought to school fully charged each day.
- 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. The laptop should not be carried around whilst the screen is open.
- 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.
- When not in use, laptops should be stored in the College issued protective case.

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 on the last day of their enrolment.
- At the end of the life of the laptop it may become available for students to purchase, however, this can only occur if all College resources 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.

This document should be read and agreed to in conjunction with

- Brisbane Catholic Education Student Device and Internet Resource Conditions of Use Statement
- Brisbane Catholic Education Student Device and Internet Resource Consent Form

I have read and understand the Terms and Conditions of the St Michael's College 1:1 Laptop Program and agree to abide by them and pay the associated levies and any costs as outlined in this agreement should the Laptop or accessories be lost, stolen or damaged. By signing this form, you acknowledge receipt of a Laptop, Charger & Cable, Stylus pen and carry case issued by the College on ___ January 2026.

Student Signature: _____

Parent Signature: _____

Date: _____

Date: _____



Student Device and Internet Resource Conditions of Use Statement

Computer and Internet resources have become critical to schools in facilitating and supporting learning and teaching. Technology resources are provided to students for educational purposes only. A breach of this statement will be managed under the School Behaviour Support Plan.

St Michael's College has established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school-owned IT devices. The school has specific requirements relating to the use of IT devices.

This document informs students of their responsibilities when using student devices, Internet and other information and technology resources, consistent with Brisbane Catholic Education (BCE)'s requirements, that all such resources are used in an ethical, legal and responsible manner.

These Conditions of Use are a concise summary of the more extensive terms contained within the Acceptable Use statement. By agreeing to abide by this Conditions of Use, you are also agreeing to abide by the Acceptable Use statement. It can be read in the BCE public website:
<https://www.bne.catholic.edu.au>

The requirements set out below apply to all school technology resources whether they are accessed through school or privately owned devices e.g. accessing school Internet services through a personal computer or mobile device.

Responsibilities of users

Permitted use of technology resources

1. Students must not:
 - buy or sell items or services over the Internet
 - access or enter chat rooms
 - access, post or send inappropriate Internet or email content, especially content that is illegal, dangerous, obscene or offensive
 - amend documents created by another student without that student's consent
 - download, install or use unauthorised computer programs
 - deliberately install computer viruses or other malicious programs
 - gain unauthorised access to any system by any means
 - use technology resources to attack or compromise another system or network
 - access or intercept emails sent to other persons.

Confidentiality and cybersafety

2. Students should be aware that material they post on Internet sites (including social media sites) is public. The content of public posts may have personal implications for students. The

content of posts also reflects on our school and school community. Once information is on the Internet it may not be possible to remove it.

3. Students must not display personal information about themselves or others in a way which is public. For example, students must not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students must not distribute someone else's personal information without their permission.
4. Students should be aware that persons on the Internet might not be who they say they are and must not arrange to meet persons who they have met on the Internet.
5. Students should be aware that BCEO monitors use of devices.
6. Students should be aware that cloud-based tools and services may be used for data storage and learning opportunities. These services may store data on servers located outside Australia.

Cyberbullying and defamation

7. Students must not use email or the Internet to bully and/or harass others.

Security

8. Students must select a secure password and keep their username and password information private. The password must be changed regularly and should be difficult for other people to guess. Students must lock their device when not in use and log off at the end of sessions.
9. Students must not use another person's name and password to access resources.
10. Students must report a suspected breach of security to a teacher immediately.

Copyright

11. Students must note that material on the Internet is protected by copyright and must check the terms and conditions on websites before copying and/or downloading material.
12. Students must not use the school technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

Consequences following a breach of this statement

1. Loss or restriction of access to technology resources or formal disciplinary action for breach of school requirements.
2. Students and parents/legal guardians may be financially liable for damage caused to resources.
3. Cases of serious, deliberate, and/or criminal breach will be referred to the police and may result in civil or criminal proceedings.

Student Device and Internet Resource Consent Form

This consent form must be signed and returned prior to a student being granted access to a student device, the Internet and other information and communication technology resources.

Parents/legal guardians are encouraged to review and discuss the contents of the attached Student Device and Internet Resource Conditions of Use Statement with the student and answer any questions they may have. Any queries in relation to this material should be directed to **Veronica Wasiak, Principal, St Michael's College.**

Parent/legal guardian consent

As the parent/legal guardian of the student named below, I grant permission for the student to access a student device, the Internet and other information and communication technology resources provided by the school.

I acknowledge that:

1. Access is granted to the student subject to the Student Device and Internet Resource Conditions of Use Statement.
2. The student does not require Internet access at home to participate in school learning activities.
3. It is my responsibility to supervise any Internet access other than at the school.
4. Some material available on the Internet may be objectionable and I have discussed appropriate restrictions with the student when accessing or sharing information or material over the Internet.

Parent Signature: _____ Date: _____

Student acceptance

I agree to comply with the Student Device and Internet Resource Conditions of Use Statement.

Student Signature: _____ Date: _____

Further information is outlined in Brisbane Catholic Education's (BCE) Privacy policy, which sets out how each school and the BCE Office manages personal information provided to or collected by it <https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>