



POLICY

Purpose

Good Samaritan Catholic College operates a Managed Device Program to ensure that all students have equitable access to secure, reliable, and educationally appropriate digital devices that support and enhance learning.

This policy establishes the expectations, responsibilities, and conditions for the ethical, legal, and responsible use of College-owned and issued devices. It outlines the standards for acceptable use, security, maintenance, and care of devices, ensuring that technology is used safely, effectively, and in alignment with College policies, legal obligations, and the broader wellbeing of the College community.

Acceptable Use

General Conditions of Use of College Resources

1. By accessing and using ICT resources provided by Good Samaritan Catholic College, students and parent(s) / guardian(s) / carer(s) are agreeing to abide by the below terms and conditions.
2. Devices provided to students must be used in accordance with the warranty conditions so as not to negate the vendor's warranty.

Ethical, Legal, and Responsible Use of Devices

1. Good Samaritan Catholic College requires all users of its devices to do so in an ethical, legal, and responsible manner.
2. Users of devices provided by Good Samaritan Catholic College must be aware that they are subject to the full range of laws that apply to communications, workplace health and safety requirements, and Good Samaritan Catholic College policies and procedures. Such laws and principles include users' 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 / or other civil and criminal laws.
3. Devices provided by Good Samaritan Catholic College must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using devices provided by Good Samaritan Catholic College must comply with the terms of any license and contract agreements associated with the hardware and all software provided with the device.

Copyright and Intellectual Property Rights

1. While using a device provided by Good Samaritan Catholic College, users must not copy, download, store, or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material may include, but is not limited to music, movies, videos, and / or any other form of digital file.

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

Security and Privacy

1. Users have a role to play in ensuring the security and privacy of information while using their device. All students are issued with a unique username and password, which should always be kept confidential.
2. Students must protect systems, information, and accounts by:
 - a. Using a secure password which is changed regularly (a secure password is one that complies with the BCE password standards and / or is difficult to guess – ie. containing a combination of letters, numbers, and symbols – not simply a name or date of birth).
 - b. Using a device only as authorised.
 - c. Respecting the privacy and confidentiality of information that they may come across while using technology devices and the College network.
 - d. Using software only as authorised / approved by the College.
 - e. Reporting any breach or prospective breach of network security to the College IT Services team.
3. Unacceptable conduct by students which could result in a breach of security or privacy includes (but is not limited to):
 - a. Disclosing username and / or password details to another individual.
 - b. Disclosing private and / or confidential information to an unauthorised party.
 - c. Gaining unauthorised access to any system, by any means.
 - d. Using College ICT resources to attack or compromise another system or network.
 - e. Using unauthorised / unapproved software.
 - f. Accessing or intercepting others' electronic communications without permission.
4. Students should not, as a rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues (ie. using email and / or an official website), students should be aware that invasions of privacy may sometimes occur, and it is outside the control of Good Samaritan Catholic College to prevent such instances from occurring.
5. Students are reminded that email should not be used to send sensitive information and / or confidential information.
6. Students must be aware that the operation and maintenance of devices provided by Good Samaritan Catholic College may require the logging of activity and the monitoring of general usage patterns. Good Samaritan Catholic College may be required to inspect or provide copies of communications, where required to by law, and / or where the investigation of possible misuse of resources is required.

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Breaches of Acceptable Use

1. The breach of Acceptable Use will be taken seriously and may result in disciplinary action being taken in line with Good Samaritan Catholic College and / or Brisbane Catholic Education policies and procedures.
2. Cases of serious, deliberate, and / or criminal breach may be referred to external authorities and could result in civil and / or criminal proceedings.

Guidelines

Educational Purposes

1. The use of devices provided by Good Samaritan Catholic College is for educational purposes only.
2. All devices come pre-installed with the necessary software required for student use. Any additional software required for subject-specific or extra-curricular use cases will be made available by the IT Services team through a Self-Service application on devices following the completion of a Due Diligence Review of Third-Party Digital Systems and Services process.
3. The College accepts no responsibility for any loss of unauthorised software installed on the device during any maintenance and / or software updates and upgrades.
4. Unauthorised software that has been installed on the device and subsequently prevents authorised / approved software and / or legitimate electronic files from being stored / saved will be removed by the College.
5. The College reserves the right to carry out software, hardware, data, and communication inspections at any time.

Student Responsibilities

1. Take reasonable care of the device to protect it from accidental damage and secure it from loss and theft.
2. Not remove any identification labels or protective materials from the device. Devices must be kept clean and free from graffiti and stickers. Replacement costs may be incurred for damaged or vandalised labels and / or protective materials issued with the device.
3. Fully charge the device at home each evening.
4. Not bring the device charger to school. These must remain at home for charging the device each evening.

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5. Carry the device in the provided protective case / cover that was issued with the device.
6. Always use the device in a safe working environment.
7. Not copy, transfer, or delete software that was pre-installed on the device by the College.
8. Store and backup all electronic files using Microsoft OneDrive.
9. Report any fault with the device to the Good Samaritan Catholic College IT Services Team. Technicians and / or third parties not employed or engaged directly by Good Samaritan Catholic College are not authorised to service the device.

Parent / Guardian / Carer Responsibilities

1. Support students to fulfil their responsibilities, as outlined within this policy.
2. Monitor the safe use of the device while outside of the College (ie. at home), including Internet use.
3. Ensure students have their device at school each day, in a condition / state that will enable it to be usable for educational purposes.
4. Comply with the responsibilities and conditions as outlined in this document.
5. Ensure reasonable care of the device to protect it from accidental damage and secure it from loss and theft.

Data Backup and Software Updates / Upgrades

1. Students are responsible for the backup of all electronic data and files to their Microsoft OneDrive account.
2. The College cannot and will not accept any responsibility for loss of data stored on the device during any servicing, maintenance, and / or updates and upgrades required on the device.

Technical Support

1. In the event of a software and / or hardware issue, students can visit the IT Services office either before / after school, or during lunch breaks. Where an issue may directly impact their learning during class, students are permitted to visit the IT Services office at the discretion and direction of their classroom teacher.

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Location: K Block (Ground Floor)

Hours: Monday – Friday (7:30AM – 3:30PM)

College Network and Internet Access

1. The use of the College network and its associated infrastructure is available for educational use by all students.
2. Students are not permitted to access the Internet on a device via mobile hotspots or alternative devices not directly provided by the College.
3. Network settings on devices are not to be removed and / or altered as this may affect the ability of devices to connect to the College wireless network.

Damage, Loss, Theft

1. In the event of a hardware and / or software issue, a report must be made to the IT Services team as soon as possible for servicing and / or repair to be organised.
2. All instances of damage, loss, and / or theft must be reported to the IT Services team within 24-hours or the next school day. All issues in relation to damage, loss, and / or theft are handled in accordance with Good Samaritan Catholic College policies and procedures. Where loss or theft occurs, families will be liable for the full replacement cost of the device and any associated accessories.
3. All instances where damage, loss, and / or theft is the result of negligence, carelessness, inattention, or apparent disregard for the device (inc. accessories) that are not covered by warranty or accidental damage insurance will incur the full replacement cost. A replacement device of a similar make and model will be provided as a replacement.
4. Any form of accidental damage will incur the following charges:

Apple iPad (Year 4)

\$45.00 – Damaged screens

\$149.00 – Other accidental damage (ie. liquid damage)

Apple iPad (Years 5, 6, 8, 9)

\$180.00 – Damaged screens or external enclosures

\$TBC – All other forms of accidental damage may be billed based on what the nominated repair agent deems appropriate

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Apple MacBook (AppleCare+)

\$149.00 – Damaged screens or external enclosures

\$429.00 – Other accidental damage (ie. liquid damage)

** AppleCare+ insurance is only applicable to accidental damage and does not cover loss or theft.*

5. Any form of accidental damage or loss to device accessories will incur the following charges:

Apple iPad

\$29.00 – Apple 20W USB-C Power Adapter

\$29.00 – Apple USB-C Woven Charge Cable (1m)

\$150.00 – Protective Keyboard Case

Apple MacBook

\$59.00 – Apple 30W USB-C Power Adapter

\$75.00 – Apple USB-C to MagSafe 3 Cable (2m)

\$30.00 – Protective Plastic Cover

\$20.00 – Protective Carry Case

** Prices are subject to review and change at any point in time.*

6. Any student who is found to have caused damage to another student's device may be held responsible for any repair / replacement costs.
7. In the event of theft, a detailed report, accompanied by a Queensland Police Reference Number must be provided to the College. Theft is defined as *“the stealing through forceful entry of a locked vehicle where equipment is out of sight, or through the forceful entry of premises reasonably secured from being accessible by the intruder or the public”*. In the event of theft, a replacement cost may be charged for devices and / or accessories.
8. Devices are not permitted to be taken outside of Australia (ie. overseas).

Classroom / General Use at School

1. Devices are to be brought to school each day, fully charged.
2. The use of devices during a lesson is at the discretion and direction of the classroom teacher.

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3. While devices are in use, they must be placed on a table or desk (flat surface). Devices should not be carried around the classroom or College grounds whilst the screen is open.
4. Students should always carry their device in the provided protective case and bag.
5. All staff members at Good Samaritan Catholic College reserve the right to confiscate devices from students where it is deemed as being misused, used without permission, or any other reasonable cause.

Ownership

1. Ownership of devices (inc. accessories) is always retained by Good Samaritan Catholic College.
2. The device and its associated accessories must be returned to Good Samaritan Catholic College in reasonable condition where the following occurs:

Completion of Year 6

Completion of Year 9

Completion of Year 12

Withdrawing from the College at any point in time

3. Devices and accessories not returned to Good Samaritan Catholic College in reasonable condition (ie. with damage not deemed acceptable as general wear and tear, missing, or not returned at all) will be subject to the full repair and / or replacement costs.
4. Good Samaritan Catholic College does not operate or offer a buy-back program for devices (inc. accessories).

Document Control

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Policy Owner	Manager Information & Technology
Policy Approver	Principal
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