



**GOOD SAMARITAN
CATHOLIC COLLEGE**
JOURNEY WITH COMPASSION

MANAGED DEVICE AGREEMENT

MIDDLE YEARS (4 - 6 | 7 - 9)



Acceptable Use & Guidelines Agreement

The following document represents a formal agreement between Good Samaritan Catholic College, the student, and parent(s) / guardian(s) / carer(s). This agreement is in relation to the provision of, access to, and maintenance of the Good Samaritan Catholic College 1:1 Managed Device Program.

Section A) Acceptable Use Agreement

General Conditions of Use of College Resources

1. By accessing and using the ICT learning resources provided by Good Samaritan Catholic College, you are agreeing to abide by these Terms and Conditions of the Acceptable Use Agreement.
2. Technology 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 Technology Devices

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

Copyright and Intellectual Property Rights

6. While using a Good Samaritan Catholic College technology device, 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 files.



7. Users should be aware that actions performed using technology 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 over the internet.

Security and Privacy

8. Users have a role to play in ensuring the security and privacy of information transmitted using their device. All students are issued with a unique username and password, which should always be kept confidential.
9. Students must protect systems, information and accounts by:
 - a. Choosing 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 technology 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 by the College.
 - e. Reporting any breach or prospective breach of network security to the College IT Services Team.
10. Unacceptable conduct by students which could result in a breach of security or privacy includes:
 - a. Disclosing your username and password details to another person.
 - b. Disclosing other private or confidential information to unauthorised persons.
 - 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 software.
 - f. Deliberately installing computer viruses or other malicious programs.
 - g. Accessing or intercepting others' electronic communications without permission.
11. 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 or an official website), students should be aware that invasions of privacy may sometimes occur, and it is outside Good Samaritan Catholic College's control to prevent such instances from occurring.
12. Students are reminded that email should not be used to send sensitive information and / or confidential information.



13. Parents and students must be aware that the operation and maintenance of technology devices provided by the 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, or where the investigation of possible misuse of resources is required.

Breaches of these Terms and Conditions of the Acceptable Use Agreement

14. The breach of these Acceptable Use and Guidelines Agreement will be taken seriously and may result in disciplinary action being taken in line with the Good Samaritan Catholic College Behaviour Management Policy.
15. Examples of possible consequences range from loss or restriction of access to technology devices, to formal disciplinary action for breach of the Good Samaritan Catholic College Behaviour Management Policy. Cases of serious, deliberate, and / or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.



Section B) Student & Parent Technology Device Guidelines

1. Education Purposes

- a. The use of a College Managed Technology Device is for educational purposes only.
- b. College Managed Technology Devices come pre-installed with all the necessary software required for student use. Any additional software required for subject-specific cases will be made available by the College through the “App Catalog” on the technology device.
- c. The College accepts no responsibility for any loss of unauthorised software installed by the technology device user during any maintenance and / or software upgrades.
- d. Unauthorised software that has been installed by the technology device user and subsequently prevents authorised software and / or legitimate electronic files from being stored / saved to the device will be removed by the College.
- e. The College reserves the right to carry out software, hardware, data, and communication inspections of technology devices at any time.

2. Student Responsibilities

- a. Take reasonable care of the technology device to protect it from accidental damage and secure it from theft.
- b. Not remove any identification labels or protective materials from the technology device. Devices must be kept clean and free from graffiti and stickers. Replacement costs will be incurred by students for damaged or vandalised labels and / or protective cases issued with the technology device.
- c. Fully charge the technology device at home each evening.
- d. Carry the technology device in the protective case that is issued with the device.
- e. Always use the technology device in a safe working environment.
- f. Not copy, transfer or delete software installed onto the technology device by the College.
- g. Store and backup all electronic files using the Microsoft OneDrive file storage system provided by the College.
- h. Report any fault with the technology device to the Good Samaritan Catholic College IT Services Team. Technicians and / or third-party companies not employed by Good Samaritan Catholic College are prohibited from servicing the device.
- i. Not bring the technology device charger to school. These must remain at home for charging the device every evening.



3. Parent Responsibilities

- a. Support students to fulfil their responsibilities, as outlined in this agreement.
- b. Monitor the use of the technology device when at home, including Internet use.
- c. Ensure the student has their device at school each day, like any other resource, in a condition that will enable it to be usable for educational purposes.
- d. Comply with the policy of the College in relation to the return of the technology device in the event the student leaves the College prior to the end of the 1:1 Managed Device Program.
- e. Take reasonable care of the technology device to protect it from accidental damage and secure it from theft.

4. Data Backup and Software Upgrades

- a. Students are responsible for the backup of all electronic data and files to their Microsoft OneDrive file storage account.
- b. The College cannot and will not accept any responsibility for loss of data stored on the technology device during any service, maintenance or upgrade procedures required during the life of the device.

5. Technical Support

- a. In the event of a software and / or hardware malfunction, students must immediately contact the IT Services Team at Good Samaritan Catholic College, located in K-Block (Ground Floor).

Monday to Friday (8:00am – 3:30pm)

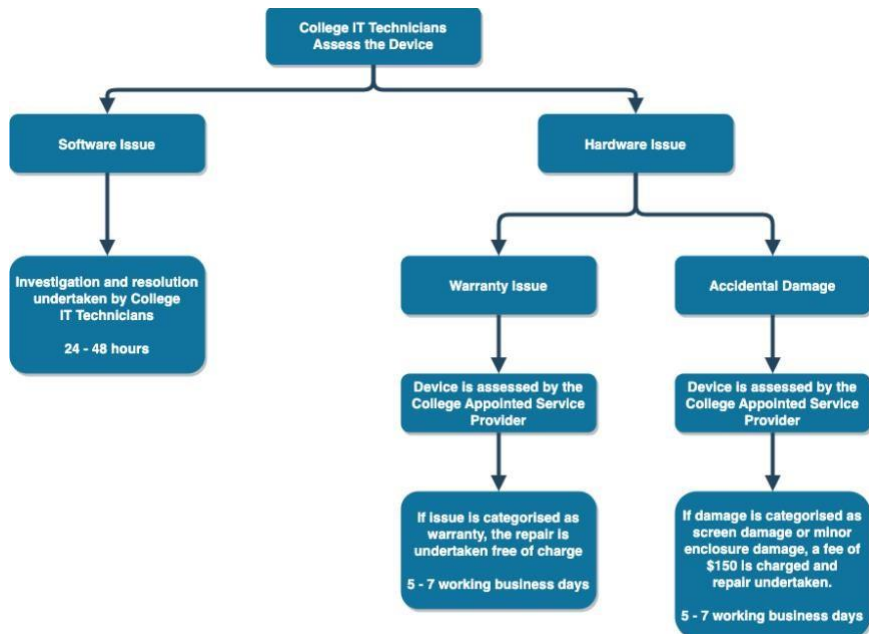
6. Use of the College Wireless Network and Internet Access

- a. The use of the College Wireless Network and all associated infrastructure are available for education use with student technology devices.
- b. Internet connection on-campus is only to be accessed through the College Wireless Network and students are not permitted to access the Internet via mobile hotspots or alternative technology devices not provided by the College.
- c. Specific network settings are not to be removed or altered as this may affect the ability of the technology device to connect to the College Wireless Network.



7. Damage, Loss, Theft

- a. In the event of a hardware or software malfunction, a report must be made to the IT Services Team as soon as possible for servicing and / or warranty repairs to be organised.



- b. All instances of damage, loss or theft must be reported to the College IT Services Team within 24-hours or the next school day. All issues in relation to damage, loss or theft are handled in accordance with the Good Samaritan Catholic College's Behaviour Management Policy.
- c. All instances where damage, loss or theft is the result of negligence, carelessness, inattention or apparent disregard for the technology device or accessories that are not covered by warranty and the device is written off, the parent(s) / guardian(s) / carer(s) will be required to pay a replacement cost of the full device and any associated accessories. A technology device of similar make and year model will be provided to the student. Parents are encouraged to investigate adding the device to their personal Contents Insurance.
- d. Within the 3-year 1:1 Managed Device Program, any form of non-intentional damage will incur the following charges:

\$180.00 – Screen damage or minor enclosure damage

\$TBA – All other forms of accidental damage will be on-charged based on what the repair agent deems appropriate

Incurred damage fees will automatically be added to College fees.



- e. If a technology device's charger is damaged or lost, a genuine charger will be provided by the College at cost price. The replacement cost will be added to College fees. Power adapters are not to be brought to the College. A device charging station is located in the Library to allow students to charge devices before school and during break times.

\$58.00 – Genuine Apple Charger Combo

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

\$29.00 – Apple USB-C to Lightning Cable (1m)

\$150.00 – Protective Keyboard Case

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

- f. A student who is found to have caused damage to another student's device may be responsible for the repair costs as outlined in sections 7c, 7d, and 7e.
- g. 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) / guardian(s) / carer(s) of the student. 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, the parent(s) / guardian(s) / carer(s) will be required to pay a replacement cost of the technology device and / or accessories supplied with the device. Parents are encouraged to investigate adding the device to their personal Content's Insurance.

8. Assessment and Homework

- a. Students will be required to use their technology device for homework and assessment tasks. The loss of data or hardware malfunction cannot be grounds for appeal of any assessment task or homework. The Good Samaritan Catholic College Assessment Policy provides additional guidelines and expectations relating to assessment responses and due dates.

9. Classroom / General Usage at School

- a. Student technology devices are to be brought to school each day, fully charged. The classroom teacher will facilitate the use of technology devices in the classroom.
- b. Students are not permitted to use a technology device during a lesson without the permission of the classroom teacher.



- c. When in use, the technology device must be placed on a table or desk (flat surface), not on a lap. Devices must never be carried around whilst the screen is open.
- d. Students are required to carry the technology device in the provided protective case at all times.

10. Software Requests

- a. There may be circumstances where additional software that is not provided by the College benefits a student's learning. In this case, a parent(s) / guardian(s) / carer(s) or third party can request specific software by:
 - i. Emailing software requests to the Leader of Student Support and Wellbeing with the name of the application, relevance to learning or curriculum, and costs.
 - ii. All costs associated with the purchase of additional software will be incurred by the student, parent(s) / guardian(s) / carer(s), or third party.
 - iii. Each software request will undergo a process of "Due Diligence" to determine its relevance to learning and to ensure that it fulfills the Information Security and Safety Requirements of Brisbane Catholic Education (BCE), in addition to complying with the Privacy Act 1988.

11. Ownership

- a. Ownership of the College Managed Technology Device is retained by Good Samaritan Catholic College at all times during the life cycle of the device.
- b. At the end of the 1:1 Managed Device Program, when a student completes either Year 6 or Year 9, the device and its associated accessories (ie. charger, protective case, etc) are to be returned to the College in good condition. Devices that are not returned to the College in good condition (ie. with damage not deemed acceptable as general wear and tear) will be subject to the full repair / replacement costs.

