



GENAZZANO  
FCJ COLLEGE

# College Owned & Bring Your Own Device (BYOD) Program Guidelines and Conditions 2016

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## Table of Contents

Introduction .....	3
College Supplied Devices .....	3
College supplied devices (Early Years Prep to Year 4) .....	3
College supplied devices (Lower Middle Years 5 to 6).....	3
Ownership.....	4
Role of students .....	4
Acceptable use.....	5
Maintenance .....	5
Back-ups.....	6
Bring Your Own Device (BYOD).....	7
BYOD (Years 7 to 12).....	7
Help Desk service .....	7
Software installed onto BYOD devices.....	7
Student and Parent Responsibilities .....	7
Looking after your device .....	8
Use of remotely controlled and semi-autonomous College devices.....	12
Accessing and booking mobile telepresence.....	12
Piloting and use of UAVs.....	12
COLLEGE DEVICE SPECIFICATIONS .....	14
GENAZZANO FCJ COLLEGE LIMITED STUDENT DEVICE PROGRAM DEED OF AGREEMENT .....	15
GENAZZANO FCJ COLLEGE STUDENT DEVICE PROGRAM Annexure A CONDITIONS OF ISSUE.....	17
GENAZZANO FCJ COLLEGE STUDENT DEVICE PROGRAM Annexure B: DEVICE CONDITION REPORT .....	21
STUDENT DIGITAL TECHNOLOGY RESOURCES POLICY.....	22

## **Introduction**

Through its collective endeavors, the College aims to nurture the growth of girls into young women who can think critically and who are equipped with the knowledge, skills and confidence to play a constructive and creative role in society. Throughout the curriculum these networked services and interconnected digital devices are used to foster deep levels of understanding, creativity and problem-solving. Genazzano is committed to the safe and responsible use of online technology and is guided by the eSmart™ framework.

In addition Genazzano recognises that literacy is no longer restricted to traditional forms of reading and writing. Our approach to literacy and numeracy is now multi-faceted to incorporate the multiple digital environments in which we live. Online delivery of the curriculum improves access for students and parents, access that supports student, teacher and parent learning partnerships. We encourage participation by girls in the IT industry in an effort to redress under representation of women in the IT work force.

The College also provides professional development in the area of ICT pedagogy to ensure that learning and teaching programs across the College integrate ICT as a tool to reflect all aspects of student learning, ie, thinking, creative problem-solving, planning and communication.

## **College Supplied Devices**

### **College supplied devices (Early Years Prep to Year 4)**

All Prep to Year 6 students will be supplied with a College device. For 2016 all Prep to Year 4 students will be allocated an iPad which will be stored in their classroom. This ensures that their device is fully charged and up to date and is loaded with educationally appropriate applications.

### **College supplied devices (Lower Middle Years 5 to 6)**

During the first week of Term 1 Year 5 and 6 students will be issued with an 11" MacBook Air which they will be able to take home. These devices will be loaded with Office for Mac and other applications native to the Mac platform which will provide the girls with an excellent set of tools to engage with our online curriculum. All College devices for years 5 to 6 are required to be taken home on a daily basis as no provision has been made for overnight storage at the College. Year 6 students who already have been issued with a device will continue to use this device for the remainder of the year. These devices will be available for families to purchase when their daughter transitions to the BYOD program which commences at Year 7.

Parents and students are required to sign contractual agreements set out in this document (see Deed of Agreement, pg. 15-16) and to read the Student Digital Technology Resources use Policy (pg. 22-27) and return them to the College prior to the receipt of a device.

Prep to Year 6 students are not permitted to use privately owned devices as provisions have not been made to manage them on the Network. All College owned devices will be serviced and maintained by the College. Should a College device require repairs a loan device will be issued to the student if available.

## **Ownership**

A College supplied device is the property of Genazzano FCJ College and is loaned to the student for a period of two school years or until the student leaves the school or transitions to the BYOD program in Year 7. The loan entitles the student to exclusive access to, and use of, the device, both at school and at home, throughout the length of the program. School holiday times are included (N.B: At various times during the year students may be required to return their College device during a holiday period for software maintenance and upgrades).

College devices allocated to individual students will have their serial numbers recorded. Students are responsible for the care of College devices. They may be required to submit Devices/Notebooks for maintenance at the end of each academic school year and will be re-issued with the same Device/Notebook at the start of the following academic school year. The following conditions must be understood and agreed to before a Device/Notebook can be issued to a student:

- the Device/Notebook (the Equipment) is issued on a loan basis and remains the property of Genazzano FCJ College Limited
- the Equipment must be returned to the College:
  - within 24 hours of an official request in writing by the College, or
  - not less than 24 hours prior to ceasing enrolment, or
  - In some circumstances, if the Student takes leave for the purpose of long-term holidays, extended sickness or in similar situations
- the student agrees to only use the equipment for school purposes
- the Equipment must not be loaned to any other person
- the student must report all damage and faults to the relevant authority based at the College
- students must store their Device/Notebook in their school bag on the way to and from school

## **Role of students**

Students are expected to be primarily responsible for the care of their Device/Notebook. Appropriate instruction will be given to the students as part of our induction program at the commencement of the year. Students are to bring their Device/Notebook to school every day.

Devices/Notebooks are to be charged at home each evening with the AC adapter provided and brought to school with the battery in a fully charged state. Students can work to lengthen battery availability by shutting the lid on the Notebook to place it in sleep mode whenever not in use during the day. Students must report any problem with the Device/Notebook to the IT Helpdesk as soon as possible once a problem becomes apparent.

Students are reminded that all information that is placed on their Device/Notebook is deemed to be their work. Students will therefore assume responsibility for any data and information that appears or is installed on their Device/Notebook. As such, students are reminded that under no circumstances are they to lend their Device/Notebook to any other person. Devices/Notebooks will be audited on a regular basis by the College.

### **Acceptable use**

Genazzano FCJ College has a number of ICT policies including a Student Digital Technology Policy. This policy has been provided at the end of this document and is also available online at <http://www.genazzano.vic.edu.au/learning--teaching/ict-at-genazzano> . All students (Years 5-12) are expected to comply with this policy, read it and sign and return the agreement to the IT Help Desk.

### **Maintenance**

As the Device/Notebook will be operated by the student for the majority of the time, it is important that a number of guidelines are established to ensure that basic maintenance and backups are performed. The Device/Notebook will be configured for use at school with all major settings and the configuration completed and tested for hardware faults before handover. The expectations of the program for families are as follows:

- A basic physical check can be performed by the student – this should be completed at least once a term
- Students will have rights to install applications and connect external devices on the Device/Notebook (eg: home printer, iTunes Music Library, external storage devices, wireless internet,). If additional software is required, the Genazzano IT Helpdesk will assist at their discretion.
- Students are expected to keep their Device/Notebook clean and in good working order
- Devices/Notebooks should always be switched off before being placed into the bag
- Students are not permitted to place any unauthorised paraphernalia on their Device/Notebook, eg, stickers
- Students are to report any technical problems with their Device/Notebook to the IT Helpdesk immediately upon discovery

- Parents and guardians are expected to monitor student use of their Device/Notebook at home

## **Back-ups**

All documents and work must be saved on either a USB flash storage, an external hard drive or internet-based cloud storage services. If a student's Device/Notebook has a hardware or software fault, they may borrow another computer from the College's set of loan machines, depending on the circumstances and nature of the fault. If a back-up of the student's documents has been performed, their work can still be accessed. It is important to complete this task regularly.

Please note:

- USB 'thumb' drives can be used as a convenient and portable backup media for important files
- students should ensure that this process is completed daily with a second back up completed on a weekly basis

Back-up of all work and important files on the Device/Notebook is the **responsibility of the student**. All school-related files must be backed up (saved) onto the student's personal area on the College network (whilst at the College) and a copy kept on USB or external drive or other storage medium.

Inability to submit work on time due to failure to save and back-up work does not automatically guarantee the granting of an extension for assessment tasks.

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## **Bring Your Own Device (BYOD)**

### **BYOD (Years 7 to 12)**

All Year 7 students and above are required to bring their own device subject to College Device Specifications (see pg. 15).

**All servicing and software maintenance of BYO devices are the responsibility of their owner.**

### **Help Desk service**

IT help desk will assist all students with connecting to the College network, internet, learning management system and network printers. General assistance which **does not entail hardware repair or software modification, installation and upgrading** will be available for students with BYO devices. If a student's BYO device is not available due to repairs they will be able to borrow (subject to availability) a College owned device for a period of two weeks. After the two week loan period expires the College device is to be returned to help desk and students are then expected to recommence using their own device.

Access to the College BYOD network by a student owned device will be granted if the device meets College Specifications (see pg. 15) and both parents and students have read the Student Digital Technology Resources use Policy (see pg. 22-27). Access will be granted to student owned devices with the understanding that this policy has been read and during the connection process the student has accepted the digital certificate during the on-boarding process<sup>1</sup>.

### **Software installed onto BYOD devices**

IT help desk may at times need to install software onto a non-College device<sup>2</sup>. Due to software licencing and software restrictions (beyond the control of the College and specified by software companies) IT help desk may need to install software individually and not over the network; however, if possible students will be given instructions on how to down load and install College Licensed software themselves. During the installation process the College takes no responsibility for any loss or modification of data on non-College device.

### **Student and Parent Responsibilities**

All servicing and software maintenance of BYO devices is the responsibility of the owners of the device not the College.

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<sup>1</sup> Instructions on how to connect to the College BYOD network will be supplied during the first week of the academic year

<sup>2</sup> As of 2014 the College has an agreement with Adobe to install a limited number of copies of Adobe Creative Suite Software onto student BYOD devices

## Looking after your device

### Operating conditions

Students should note the following guidelines:

- do not place objects on top of your device and do not carry it around with the lid open while it is turned on.
- always carry your device in its protective sleeve between classes.
- avoid exposing your device to extreme environmental conditions such as:
  - a) direct sunlight or sources of heat such as desk lamps
  - b) dust, dirt, rain, liquids or moisture
  - c) heavy shock or vibration.

### LCD screens

Students should note that LCD screens are delicate<sup>3</sup> – they don't like being poked, prodded, pushed or slammed. Students should never pick up their Notebook by its screen. They should not slam the screen closed and should always be gentle when putting their device down. When closing the screen ensure no pens or writing implements are left on the keyboard as this will crack the screen. Students should not attempt to clean their LCD screens but should bring their device to the IT Helpdesk for cleaning in the morning before they go into Homeroom if needed.

### AC adapters

- students should only connect their device to the AC adapter provided
- students should not step on the power cord or place heavy objects on top of it
- power cords should be kept away from heavy traffic areas
- when unplugging the power cord, the plug itself should be removed – students should not attempt to pull the plug out of the socket by the cord
- students should never wrap the power cord tightly around the adapter box

### Keyboard

- to clean the keyboard, students should gently brush their keyboards with a clean soft bristled paint brush or similar to remove dirt

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<sup>3</sup> Tablet computers with touch screens are more robust but not indestructible



- if any key tops are missing or keys are in a damaged state, students should take their device to the IT Helpdesk to be repaired immediately – a single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard

### **Cleaning of casing**

To clean the casing, students should take a non-abrasive cloth, dampen it slightly with a spray of mild, soapy water and wipe the casing to remove any dirty marks – they should not wet the cloth or spray the casing directly.

### **Battery use/Charging**

To ensure the device and battery are well maintained, the following guidelines should be followed:

- students should bring their device to school fully charged
- batteries should not be allowed to completely drain, as this can lead to lost work and damaged files
- a warning will appear to inform the student when the battery is very low and to shut down as soon as possible
- classrooms are equipped with a limited number of power outlets – the devices chosen have several hours of battery life and if cared for properly, overnight charging should be all that is required

### **Passwords**

Students are not permitted to disclose or share their password with anyone. Students must log on to the device for the first time whilst on the College property prior to being able to access the device at home.

If a student suspects that another has gained access to their account, they should reset their password as soon as possible.

Please note the following:

- the school supplied device is a durable machine designed for the education market; however it still needs to be treated with care
- students must not 'decorate' the external cover in any way
- the identification tags / barcode of the Device/Notebook must never be removed
- Devices/Notebooks must never be left in an unsecured school locker or left unattended
- cleaning chemicals must never be used to clean any surface of the Notebook – a soft, slightly damp cloth must be the only cleaning material used

- when moving between classes, the Device/Notebook must be housed in the protective cover

### **Packing the Device/Notebook away**

Students should note the following:

- always store your Device/Notebook in the protective case
- never wrap the cord too tightly around the power adapter or the cord will become damaged
- before switching on, gently place your Device/Notebook on a stable surface and then switch it on – do not move your Notebook around when it is on and or leave the lid open
- considerable care is required with the Device/Notebook while it is in your backpack – backpacks should always be placed gently down and should not be dropped from shoulders
- take care when putting your Device/Notebook in a car to ensure that no heavy items are placed on top of it or can roll onto it

### **Security/Storage**

During the school day when Device/Notebooks are not being used, the student remains responsible for the security and safety of the device. Devices/Notebooks must not be left in classrooms during breaks. They should be placed securely inside the protective slip-cover and in the student's locker when not in use. The Student Digital Technology Resources use Policy (see pg. 22-27) indicates specific disciplinary actions that can be taken for student contravention of these and other policies. These measures are in addition to other recourse detailed in this document and are intended as a guide for students and teachers. It is critical that the Device/Notebook is secure when being transported. If left in an unattended vehicle, it is recommended that it be stowed in the boot. It is not advisable to leave the device in a hot vehicle for an extended of time.

### **Role of parents**

Parents are asked to:

- supervise the use and security of the Device/Notebook while at home or in the car
- assist students with making sure that Device/Notebooks are stowed securely in the slip cover within the student's school backpack while in transit to and from school.
- take particular care over the supervision of the access of other members of the family to the Device/Notebook.
- assist in making sure that the Device/Notebook is fully charged and is brought to school with the student every day.
- Monitor the internet usage regularly

## **Insurance**

The College is providing insurance for the period of the program to guard against accidental damage.

Conditions of the policy are as follows:

- every insurance claim through accidental damage will incur an insurance excess of \$100 payable by the family
- every insurance claim through accidental loss will incur an insurance excess of \$500 payable by the family
- the College must be notified immediately if a school-owned Device is lost, damaged or has been misplaced
- this insurance policy does not cover the loss of an unattended Device from an unsecured location, and the family may be liable to pay the full replacement costs in such instances (for example, loss from an unlocked motor vehicle parked on the street)
- this insurance policy does not cover vandalism of or wilful damage to the Device/Notebook
- it is the family's responsibility to report any lost or stolen Device/Notebook to the nearest police station and provide the school with a crime report number – the insurance claim cannot be forwarded to the insurance company for processing until this information has been provided
- in the event that the Device/Notebook has been damaged as a result of negligence, the family will be responsible for the full replacement cost

## **Repair Guidelines**

Where damage to a College owned device/laptop has occurred several factors are taken into account before repairs are completed. If the device/laptop has been physically damaged by accident, the duration for repair will depend on parts and services availability. The College will endeavour to furnish the student with a loan device while repairs take place<sup>4</sup>. An insurance excess will likely apply to parents in this case.

Where wilful damage or negligence has occurred or if loss of the device/laptop is experienced from an unsecure location, parents may need to pay the full replacement cost of the device. Additional action may be taken at the discretion of the school as per the Student Digital Technology Resources use Policy (see pg. 22-27) and Student Device Program Deed of Agreement. The student will be subject to disciplinary action in accordance with the Student Digital Technology Resources use Policy.

In the case where a manufacturing defect or fault has occurred independent of any environmental influences the device/laptop<sup>5</sup> is repaired as soon as possible. The College will provide a suitable device

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<sup>4</sup> For BYOD devices this is limited to two weeks and subject to availability

<sup>5</sup> This does not apply to BYOD devices

for loan for the duration of the repair work depending on the specific circumstances. There is not likely to be an insurance excess charge to parents in this case.

## **Use of remotely controlled and semi-autonomous College devices**

The College has a number of remotely controlled and semi-autonomous devices which when used responsibly greatly enhance a student's ability to engage with their learning. Currently the College's mobile telepresence solution is available for limited use by students who are unable to attend the College due to illness or events beyond their control. Mobile telepresence enables students to remotely control via a Windows or Mac laptop, iPad or iPhone a device which can see and hear what is going on in a room and the student can also drive the device remotely as well, for further information refer to <http://stories.doublrobotics.com/?story=true&id=52>



### **Accessing and booking mobile telepresence**

Parents who wish to utilise this solution need to contact the IT help desk at the Kew Campus to book a time to gain remote access to the device. It is advisable that parents contact help desk a few days prior to the intended use date so we can assist with connecting to the device. It is also advisable to liaise with your daughter's teachers to ensure any necessary modifications to the learning environment and lesson delivery are considered.

### **Piloting and use of UAVs**

As part of the College curriculum students may have the opportunity to pilot and program UAVs commonly known as Drones. These devices have limited semi-autonomous functionality and video streaming. At all times these devices will be used in accordance to CASA regulations<sup>6</sup> and will be under the direct supervision of a teacher and a member of the IT Help desk.



<sup>6</sup> <https://www.casa.gov.au/operations/standard-page/model-aircraft-and-rpa>

**Contact details for enquiries (2016 School Year)**

IT Helpdesk Tel: 8862 1225 <a href="mailto:its@genazzano.vic.edu.au">its@genazzano.vic.edu.au</a>	Director of Information & eLearning Technologies Mr. Nathan Hutchings Tel: 8862 1261 <a href="mailto:nathan.hutchings@genazzano.vic.edu.au">nathan.hutchings@genazzano.vic.edu.au</a>
Deputy Principal: Curriculum, Standards & Innovation Mr. Robert Tassoni Tel: 8862 1170 <a href="mailto:robert.tassoni@genazzano.vic.edu.au">robert.tassoni@genazzano.vic.edu.au</a>	Business Manager Mr. Mark Glover Tel: 8862 1005 <a href="mailto:busmgr@genazzano.vic.edu.au">busmgr@genazzano.vic.edu.au</a>



## COLLEGE DEVICE SPECIFICATIONS

- Windows 8 and above or Mac OS10.8 onward
- Local Admin access to the device required
- Office 2010 or later for either Mac or Windows
- Current Anti-Virus
- Google Chrome Web browser
- CPU - 64 Bit processor (Multicore Processor), atom processors are not recommended
- 4 Gig RAM
- 200 Gig Hard Drive
- 802.11ac Wireless
- Physical Keyboard (no iPads)

It is recommended that a student device needs to have adequate battery life for all day use. In addition anti-virus protection is required to be installed on both Mac and Windows devices. Please note that devices are required to have the capacity to run Microsoft Office. Students who wish to pursue studies in visual arts and media may need additional hard drive space and faster CPUs to run digital imaging and 3D rendering programs. A carry case or protective sleeve is also recommended.



## **GENAZZANO FCJ COLLEGE LIMITED STUDENT DEVICE PROGRAM DEED OF AGREEMENT**

This Deed of Agreement is made between Genazzano FCJ College Limited (the College),

AND ..... (Student)

AND ..... (Parent/Guardian)

together referred hereinafter as *the family*.

Dated this .....day of ..... 2016

This Agreement relates to the issue of a device by the College to the above named family, and includes Annexure A 'Conditions of Issue' and Annexure B 'Equipment Condition Report'.

### **THE FAMILY AGREES:**

1. The Device/Notebook at all times remains the property of the College.
2. The Conditions of Issue (attached as Annexure A) have been clearly set out and provided to the family prior to the issue of the Device/Notebook , and these Conditions are acknowledged as being part of this Agreement governing the use of the Device/Notebook by the student.
3. The family will take care of the Device/Notebook at all times.
4. The College agrees to maintain the Device/Notebook against normal wear and tear without cost to the family.
5. For Years 5 and 6 families, a Device Levy exists and the Parent/Guardian will make this payment by the due dates.
6. The family must return the Device/Notebook to the Principal of the College or her nominee according to the Conditions of Issue, including, but not limited to, within 24 hours of a written request to do so by the College or its authorised nominee; or not less than 24 hours before ceasing enrolment.
7. In the case of damage to the Device/Notebook the College will require the Parent/Guardian to reimburse the College for its liability for the excess that results under the College's insurance policy. In 2016, the excess is \$100.00.

8. In the case of accidental loss of the Device/Notebook, the College will require the Parent/Guardian to reimburse the College for its liability for the excess that exists under the College's insurance policy. In 2016, the excess is \$500.
9. In the case of damage of the Device/Notebook or loss of any kind caused by the negligence of the family, the College will require the Parent/Guardian to reimburse the College for the full replacement cost of the Device/Notebook.
10. Any damage, or faults to the Device/Notebook are to be reported immediately to the IT Help desk. All maintenance and repairs of the Device/Notebook are to be managed by the IT Help desk.
11. If requested by the Principal of the College, the Parent/Guardian agrees to sign a Statutory Declaration stating the circumstances surrounding any loss of or damage to the Device/Notebook. Any decision concerning an obligation to reimburse the College for the insurance excess will be made by the Principal and will be based upon this Declaration.
12. Any breach of this Agreement may result in the College taking action in accordance with College policies.

**Executed as a Deed:**

I agree that I have read and understood the Conditions of Issue attached, and will comply with this Agreement.

*(to be completed by Parent/Guardian)*

**Student name:** \_\_\_\_\_ **Equipment:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_ (Parent/Guardian) **Dated:** \_\_\_\_\_

**Name of Parent/Guardian** \_\_\_\_\_

**In the presence of:** \_\_\_\_\_ (Witness)

*(to be completed by the College)*

**Signed by:** \_\_\_\_\_ (Nominee of Principal) **Dated:** \_\_\_\_\_

**In the presence of:** \_\_\_\_\_





## **GENAZZANO FCJ COLLEGE STUDENT DEVICE PROGRAM**

### **Annexure A**

### **CONDITIONS OF ISSUE**

The Genazzano FCJ College Student Device Program enables students to be provided with a device on a permanent loan during the course of the program.

These Conditions of Issue form part of, and must be read with, the Deed of Agreement between the College, the Student and her Parent/Guardian. The Parent/Guardian guarantees the performance of the Student's obligations.

#### *Applications:*

Adobe Creative Suite 6 Master collection (*for certain subject areas only*)  
Audacity + LAME Plugin  
Clickview Player  
SketchUp Make  
Inkscape  
Gimp  
iTunes  
Java  
Microsoft Office 2010 Professional  
Skype  
Antivirus Solution  
VLC Media Player

By signing the Deed of Agreement and taking possession of the Device from the College, the Student is subject to the following conditions:

1. The Device and software are issued on a loan basis and remains the property of the Genazzano FCJ College Limited.
2. The family acknowledges that upon taking possession of the Device package, all software, hardware and accessories are in good condition and in full operational order.
3. The family acknowledges that the College email accounts, blogs, personal and Intranet web pages, or any other computer-based material are not private and may be viewed by College staff and parents at any time.

4. The issue of the Device is conditional on the Student's enrolment status. The Device must be returned to the College:
  - a) within 24 hours of an official request in writing by the College, or
  - b) not less than 24 hours prior to ceasing enrolment, or
  - c) if the Student takes leave for the purpose of long term holidays, extended sickness or in similar situations
5. The Student agrees to only use the Device for school purposes.
6. The Student agrees to adhere to these conditions and the Student Digital Technology Resources Policy and, in particular:
  - a) The Student will charge her Device each evening in preparation for the next school day
  - b) The Student will log onto the Genazzano network, or any other digital device using only her own username and password
  - c) The Student will only use learning technologies at Genazzano in accordance with teachers' direction
  - d) The Student will check the credentials and reliability of any information obtained from the Internet
  - e) The Student will abide by copyright law by not copying and redistributing another's work and will acknowledge the rights of copyright owners
  - f) The Student will not use digital technologies to harass or bully another student
  - g) The Student will abide by conventions of etiquette and be respectful of others
  - h) The Student will only reveal personal information on the Internet in consultation with teachers or her parents/guardians
  - i) The Student will treat all learning technologies with respect and due care
  - j) The Student will maintain the provided operating system and only install legally licensed software
  - k) The Student will only store, play, share or view content that is appropriate and legal on the Internet, external backup HDD, USB drives, Pods, MP3 players, CD-ROMS, DVDs or any other media
  - l) The Student will take care to avoid introducing a virus to either her Device or the College network

- m) The Student will abide by the requirements of both the manufacturers' and Genazzano College's user manuals
  - n) The Student will back up data on her Device using her preferred backup method, such as USB, external Hard Disk Drive or cloud storage.
7. The Parent acknowledges and agrees that the College holds the licenses for all Software installed on the Device for educational use purposes. Possession and use of the Installed Software is subject to the separate licensing terms imposed by the College's respective software licensors. The Parent must not, and must ensure that their daughter and other person accessing or using the Device do not, do anything that would breach those licence terms. This includes copying or reproducing the Installed Software, or installing the Installed Software on any other computer. The Parent must also ensure that the Installed Software is only used in accordance with its normal operating procedures.
  8. The Parent acknowledges that the College may not have authority to sell or transfer the licenses for the Installed Software. If the College consents to the Parent retaining the Device after the Student ceases to be enrolled or in attendance at the College, the Parent maybe required to remove the installed Software in accordance to terms and conditions specified in the software licence prior to the parent privately acquiring the device.
  9. The Parent may, at his/her own expense, install validly licensed software (in addition to the Installed Software) on the Device hard disk drive. The College does not permit the installation of unlicensed software, or any software or other thing in breach of any party's rights (including the rights of any software licensor) on the Device.
  10. Where the Parent/Student installs additional software it is the Parent's responsibility to ensure that the additional software is compatible with the Device and the Installed Software, is free from viruses, is correctly installed, properly configured, and does not interfere with, corrupt, the operation of the Device or the Installed Software, or the College's network or infrastructure.
  11. Without limiting the previous paragraphs, software that is used to download large volumes of third party materials (such as file sharing applications), and "streaming" applications, may not be installed on the Device/Notebook, and must not be used when the Device/Notebook is connected to the College's network.
  12. Any optional accessory that is installed on the Device/Notebook by the Parent, or at the Parent's request, must remain installed on the Device/Notebook upon the return of the Notebook to the College for any reason. Title in that accessory passes to the College on its delivery to the College, without the need for any payment by the College.
  13. The Equipment must not be loaned to any other person.
  14. The Student must report all damage and faults to the IT Helpdesk within a reasonable time to permit repair under warranty conditions. Students are not to visit external vendors for repair or warranty matters.

15. Security of the Equipment is at all times the responsibility of the Student (and Parent/Guardian). In particular, the Equipment should:
- not be left in unattended areas of the College,
  - be stored in a secure, safe location when used inside and outside school or during transportation. During break times, Devices/Notebooks must be secured in their own secured locker, when not being used by students.
16. The Student agrees that she will manage the physical safety and care of the Device/Notebook appropriately according to the following guidelines:
- the Equipment must always be transported in the purpose-built case/carry bag (if appropriate)
  - temperatures should be monitored as the Equipment can be heat sensitive
  - the Equipment is not to be used in the vicinity of food, drinks or chemicals
  - the Equipment should not be cleaned with any products other than those recommended
17. The Student acknowledges and will abide by the above responsibility and rules for use of learning technologies resources.
18. The Student understands that any violation of the above responsibilities and agreement is inappropriate and may in some instances constitute a criminal offence. Should a violation be committed, access privileges may be revoked and disciplinary and/or legal action may be taken.
19. The Student understands that revocation of access privileges may place a student at a disadvantage and additional work may be required without the use of digital technology resources at the College.
20. The Parent/Student acknowledges that they have read, understood and accepted the terms of this agreement by signing the Deed of Agreement.

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**GENAZZANO FCJ COLLEGE STUDENT DEVICE PROGRAM**  
**Annexure B: DEVICE CONDITION REPORT**

(To be completed at time of a device being allocated to Student)

Name of student: \_\_\_\_\_

Year level: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Item(s) of equipment: \_\_\_\_\_

\_\_\_\_\_

Make: \_\_\_\_\_

Serial number (if any): \_\_\_\_\_

Date of issue: \_\_\_\_\_ / \_\_\_\_\_ /2016

**Condition report:** Listed are prior defects, cracks, discoloration etc. Please check and add any other additional faults or damages that you feel appropriate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comment on any other relevant matters relating to the condition of the equipment on issue.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the Student whose signature appears below, accept that the Condition Report is true and correct. I accept responsibility for the Equipment and agree to financially reimburse the College for any loss or damage.

Signed by: \_\_\_\_\_ (IT Helpdesk)

Signed by: \_\_\_\_\_ (Student)



## STUDENT DIGITAL TECHNOLOGY RESOURCES POLICY

### Introduction

The role of technology in education is well recognised. It is acknowledged that in order to be informed and active participants in our changing society, learners, now and into the future, will need to be able to effectively use a wide range of digital technologies. It is undeniable that students live in:

*...an environment where the Internet and its associated services are accessible and immediate, where people and businesses can communicate with each other instantly, and where machines are equally interconnected with each other. This hyper connectivity is deeply redefining relationships between individuals, consumers and enterprises, and citizens and governments...*

The Global Information Technology Report 2012, World Economic Forum, Geneva

Use of Information and Communications Technology (ICT) at Genazzano FCJ College is identified as:

- a tool for use in all study/work areas, this includes laptops, mobile phones and tablets
- a communications tool within the College community
- an essential element in the efficient and effective administration of the College.

Information and Communications Technology will be supportive of the College climate where all are valued for their unique gifts and served according to their individual needs. It will enhance the opportunities for all members of the College community to achieve their full potential within a caring, responsible community. This requires careful planning, allocation and management of resources, including the security of data and observance of software copyright provisions.

### Aims

- To enable students to become competent, confident users of digital technology, appropriate to their needs
- To provide opportunities for students to pursue the formal study of Information Technology
- To provide students with ongoing education in the area of cyber-safety and digital citizenship to support students develop appropriate online behaviours
- To provide access to online learning resources
- To ensure that Genazzano FCJ College fulfills the requirements of an eSmart community.

## **Use and access to Digital Technology**

Students from Year 7 to 12 are required to bring their own devices subject to College Technical Specifications. Students from Prep to Year 6 are issued with College devices. All students have access to online learning resources within the College. Access to the College's digital resources are provided on the basis that all students use the system for educational purposes. Occasional personal use of the College email and Internet system are acceptable as long as it does not contravene College behavioral expectations. At any time the Principal or her representative may view material sent to and from the College network or sent to and from in a private manner via use of College digital resources.

The College recognises that computer software constitutes intellectual property and that there is not only a legal but also a moral right to compensate the owners of this property for its use. The copying of software or use of copied software should be avoided. No student should expect anyone to copy software for them.

The efficient and effective operation of the College network relies upon students, teachers and staff using the resources appropriately. Age and stage appropriate guidelines are provided to ensure that students are aware of their responsibilities (Student Guidelines for Using Digital Technology Resources Appendix 1).

Parents and student are required to read guidelines and then together sign the Student User Agreement for use of information and communication equipment and services (Appendix 2).

## **Reporting and Review**

The College Executive will review this policy on an annual basis in collaboration with the Curriculum and Learning and Wellbeing Teams and eSmart committee members. These groups will make recommendations to the Principal.

## **Appendix 1. Student Digital Technology Resources Policy**

### **Student Guidelines for Using Digital Technology Resources (Later Years) Years 9 - 12**

**Approved devices** include mobile phones, laptops/notebooks (subject to College Technical Specifications) and tablets.

**Use in a classroom** of an approved device is at the discretion of the classroom teacher. If requested to switch off a device or place it out of reach students will respond accordingly.

**Appropriate use** of the College's digital resources includes:

- accessing information from the internet for learning purposes
- contacting teachers and students via email or other College online systems about College matters
- using a personal device (Mobile Phone) to access learning resources
- using a personal or College device to email a teacher about classwork and other educational matters

**Acceptable use** of these devices for non-educational purposes includes:

- use before and after school, during holidays or during recess or lunchtime
- use solely by the owner of the device

**Inappropriate use** of the College's digital resources includes:

- any purpose that is illegal
- any purpose that is contrary to the spirit and mission of the College
- the transmission of any information that may place the College in an embarrassing or compromising position
- accessing other people's email or online accounts
- accessing, viewing, downloading, printing or sending messages or attachments which include:
  - inappropriate language
  - sexually explicit messages, jokes or pictures
  - offensive or inappropriate cartoons or jokes
  - unwelcome messages
  - ethnic or racial slurs
  - any material which contains disrespectful comments about another person
- sending or putting up pictures on the internet that may embarrass your teacher, a student or member of the community
- taking pictures or movies of people without their permission
- sending or putting up pictures on the internet that may embarrass your teacher, a student or member of the community
- accessing social media unless asked to do so as part of a lesson

#### **Consequences**

Inappropriate use may result in:

- Temporary confiscation of a device until the end of a lesson
- Removal of access to the system
- Audit and review of all material viewed on, sent to and from the computer system
- Disciplinary action Legal action (in extreme cases).



## **Appendix 1. Student Digital Technology Resources Policy**

### **Student Guidelines for Using Digital Technology Resources (Middle Years) Years 5 - 8**

**Approved devices:** Genazzano laptops (Years 5 & 6), Mobile Phone, BOYD (Years 7 & 8)

**Use in a classroom,** any of the items listed above but if your teacher asks you to switch it off or hand it over till the end of the lesson you must do so. If your teacher asks you to put your mobile phone on your desk so they can see it you must do so.

**Using technology correctly** includes:

- Looking at information on the internet to help you do your class work
- Sending emails to teachers to ask questions about your learning and other school events
- using a personal device (Mobile Phone) to access learning resources

**Acceptable use** of these devices for non-educational purposes includes:

- Mobile phones may be used by students in the Upper Middle Years (7 & 8) during recess or lunchtime. Students in the Lower Middle Years (5 & 6) may use a Mobile Phone during school hours only under the direct supervision of a teacher.
- Use solely by the owner of the device

**Not using technology correctly** includes:

- engaging in use of technology that is breaking the law. For example copying or giving movies and music that have not have been paid for
- using your mobile phone, laptop or tablet to say untrue or defamatory comments about Genazzano or its teachers, students or parents
- sending or putting up pictures on the internet that may embarrass your teacher, a student or member of the community
- accessing other people's email or using their passwords
- looking at, printing or watching movies that have
  - swearing
  - rude jokes
  - racist messages
  - say things that may hurt other people's feelings
  - nudity
- taking pictures of people or movies without their permission
- accessing social media unless asked to do so as part of a lesson

#### **Consequences**

Inappropriate use may result in:

- You having to hand your device to the teacher until the end of a lesson
- Not being able to access the internet at the College
- The teacher and IT department looking at all of the things on your computer and things you have looked at on the internet
- Disciplinary action
- The School talking to your parents about your inappropriate use of technology.

## **Appendix 1. Student Digital Technology Resources Policy**

### **Student Guidelines for Using Digital Technology Resources (Early Years) Prep – Year 4**

**Technology students in Prep - 4 can use at School and in the Learning spaces:** Genazzano laptops and Genazzano iPads

*Students in the Early Years at Genazzano FCJ College use mobile devices under the supervision of college staff. Staff have the responsibility to maximise the benefits of these technologies, while at the same time educating students to be responsible digital citizens and use technology safely.*



## Appendix 2

## Student Digital Technology Resources Policy

### Student User Agreement for Use of Information and Communication Equipment and Services

Details

Homeroom

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Student Name [insert students name]

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Parent/Guardian Name [insert parent/guardians name]

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Student Signature

Parent/Guardian Signature

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Date [insert date agreement signed by student ]

By signing the above both student and parent agree that they have read the Student Digital Technology Resource Policy and age appropriate guidelines. Signing indicates that the student will follow the guidelines when using digital technology at the College and that they are aware of the consequences should you/ they not do so. (For Years 5-6 Students, this agreement will be signed in conjunction with the Deed of Agreement relating to the use of College owned devices).