



San Clemente High School 1:1 Computer Policy

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1.0: Introduction

At San Clemente, we recognise that access to technology, both at home and at school, is an essential tool for current learning and modern life. We are aware that our students live in a world where information can be accessed and shared quickly over the Internet and other wireless technologies, where they can communicate with peers and create new knowledge. As a school, we are keen to inspire and engage this current generation of learners with today's tools and assist them in reaching their full potential in all curriculum areas. We want our students to strive for excellence through a personalised learning program that integrates the curriculum and fully exploits the use of Information and Communication Technology (ICT).

1.1 Overview

There are many options for school 1:1 programs. These can range from 'Bring Your Own Device' (BYOD) to a completely school managed program. As a community, San Clemente High School has decided that it is a Bring Your Own Device with minimum specifications school.

1.2 Bring Your Own Device (BYOD) with minimum specifications

Parents and carers are to purchase a device that meets the minimum standards set out each year in the **Minimum 1:1 Computing Specifications** document located on the school website and policy section of the school document repository.

2.0 Device Purchase, Ownership, Warranty and Insurance

It is the responsibility of the parent and carer to purchase a device with the minimum specifications before the student begins at San Clemente High School. The device is the property of the Parent/Carer or Student and they are responsible for its upkeep and replacement as needed. In circumstances where there is authentic financial hardship, parents and carers can organise for an interview with the Principal to determine a pathway for the student to have a functioning device whilst at San Clemente.

2.1 Warranty and Insurance

Please note that there is a difference between **Consumer Warranty** and **Insurance for loss, damage and theft**.

2.1.1 Warranty

Under Consumer law, all devices automatically incur a one year consumer warranty in Australia. This protects consumers against faulty components and workmanship that is caused by the manufacturing process. Many manufacturers offer, for an extra cost, extended warranty. This is the choice of the Parent/Carer when they purchase the device. It is expected that a device purchased in Year 7 could possibly last three years and as such the school recommends that additional warranty be purchased.

2.1.2 Insurance for accidental damage, loss and/or theft

Warranty does not cover instances where the device is accidentally or maliciously damaged, lost or stolen. This is covered by insurance. Insurance is the responsibility of the Parent/Carer.

Parents and carers have three options;

1. **Self-Insurance**- Parents and carers take the risk of paying for repairs and/or replacement for loss or theft themselves. Full burden of cost lies with parents and carers for damaged, lost or stolen devices.
2. **Use of third party insurance** - For an additional cost parents and carers can purchase insurance by a third-party company such as iBroker.

3. **Portable Valuables/Portable Contents on existing Home and Contents Insurance-** Parents and carers can have the device covered under their **house and contents insurance**. Parents and carers are to check their insurance certificate, PDS and discuss the process and additional cost this may incur with their insurance company.

3.0 Rights and Responsibilities

Computing devices are an important tool in helping students learn in contemporary schooling. Students, with the cooperation from parents and carers, have a responsibility to ensure that their devices are in good working order. When the device is used at school, it is the responsibility of both students and staff to utilise it for maximum academic effect.

3.1 Student Responsibilities

Whilst all reasonable care and supervision will be exercised by the school and its staff, care for the device is the responsibility of the individual student. Devices should always be with the student whilst at school and when travelling to and from school. It is unacceptable to leave devices in unsupervised or active areas that put the device at risk of damage and/or theft. The school will not accept responsibility for loss, theft or damage arising from student's failure to take adequate care of their device.

Student responsibilities include:

- Bringing the device to school and taking the device home on a daily basis.
- Ensuring that the device's battery is fully charged before each school day.
- Being aware of the location and security of the device at all times. If the device is misplaced the student must notify relevant parties as soon as possible (e.g. notify the bus company if left on bus).
- Ensuring the device is in a good working order at all times.
- Backing up important documents, data and personal information.
- Keeping the device free of virus infections and malware. This includes scanning for viruses and malware regularly.
- Not tampering with their, or anyone else's, device.
- Follow all instructions from a staff member when using the device whilst at school.

3.2 Parents and Carers Responsibilities

Parents and Carers responsibilities include:

- Ensuring their child fulfils the responsibilities as outlined in 3.1.
- Ensuring that the device is repaired or replaced in a reasonable time frame in cases of loss, theft and/or damage.
- Supervising their child's care of their device outside of the school environment.
- Monitoring their child's recreational use of the device and taking reasonable steps against inappropriate use.

3.3 School Responsibilities

School responsibilities include:

- Providing information about device care and maintenance.
- Providing basic technical assistance to students during normal school hours.

- If available, provide a short term (maximum of two weeks) loan device whilst repairs are being undertaken.
- Responding to enquiries from parents/guardians and students with regard to the school's 1:1 device program.
- Responding to any breaches of this policy and Student Cyber Safety Agreement in an appropriate manner.

3.4 Malicious or Accidental Damage by another student.

The school is not responsible for the cost or replacement of a device whereby a student accidentally or maliciously damages another student's device at school, or on school activities, or when travelling to and from school. The school will address the behavioural element of the incident and follow welfare policy and procedures.

3.5 Software and Copyright

- Applications which support illegal/inappropriate activities such as file sharing or hacking tools must not be installed on the device.
- All licensed/freeware software installed on the device by the student must be suitable for a school environment.
- Please refer to the *Cybersafety User Agreement for Secondary Students* for further information.

3.6 Virus Protection

Viruses have the potential to severely damage and disrupt operations within the school's computer network. Students have the right to use their device for personal use and can install personal software and connect to the internet from home or other public areas. Students should therefore take appropriate steps to protect their device from virus infection. Windows Defender is the preferred option on Windows Operating Systems and students are required to run frequent scans of their device.

3.7 Backup and Data Storage

Students are responsible for the data on their device and making regular backups. The school is not responsible for any data loss arising from device malfunction or factory reset during fault diagnosis. Students are encouraged to utilise Cloud based storage such as OneDrive for Business for their storage and backup of data.

3.8 Repairs and maintenance

- It is the responsibility of the Parent/ Carer/ Guardian to organise for hardware repairs of their child's device. This is usually conducted at the point of purchase or their preferred computer repair service.
- San Clemente High School will provide a repair drop off and pick up for the Leader Tab Computers that were purchased in the 2015 and 2016 calendar years.
- The school IT support team can offer some first level software repairs. This might result in the resetting of the device to its factory settings. The School and its repair team are not liable for any loss of data that was not backed up (see 3.7 above)
- The school IT helpdesk will provide basic software support during normal school hours. After hours and holiday support is not available through the school, but may be available directly with the retailer the device was purchased through.

3.9 Power and Charging

Students must ensure that their device is fully charged and ready for use each day.

3.10 Internet Use

Students will be provided with internet and school network access wirelessly whilst at school. Access to the internet is filtered and monitored.

Students may also utilise their home network and/or public wireless networks for internet access. Provision, troubleshooting and support of these networks are not a school responsibility. Students are reminded that random audits will take place and any inappropriate downloads or site access will be detected.

3.11 Inappropriate Use

All students enrolled in Diocese of Maitland-Newcastle Catholic secondary schools are bound by the '*Cybersafety User Agreement for Secondary Students*'. This agreement outlines cybersafety rules that students must comply with and a signed consent form must be returned to the school. Students will not be provided with access to school IT equipment until this agreement is in place. Cybersafety user agreements are generally completed at enrolment.

3.12 Consequences

Adherence to the guidelines will help ensure a positive, supportive and productive learning environment for all students. Audits may be undertaken by the school to determine or validate a breach of this policy. Depending on the seriousness of a particular breach of the agreement or policies, an appropriate response will be made by the school and may include:

- Discussion of the breach with the student
- Discussion of the breach with Parent/Carer
- Detentions
- Internal or external suspensions
- Withdrawal of enrolment (if deemed necessary for serious offences)
- Legal action (if deemed necessary for serious offences).

4.0 DEVICE RULES FOR STUDENTS

1. You can use the device for your own educational purposes, both at home and at school. The device may be used for all personal legal use.
2. You accept responsibility for the security and care of the device.
3. The device must not be left at school overnight. It should be kept with the student and stored safely whilst being transported.
4. Always follow the directions of teachers when you have the device in the classroom.
5. Ensure the device is brought fully charged to school each day.
6. The 1:1 program is implemented for the purpose of your education. You are wholly responsible for any communications made from the device and the storage of files, images, software etc. on the device. You must not tell anyone else your password.
7. You must not intentionally use the device or internet services to which it may be connected:
 - a) for any illegal, pornographic, fraudulent or defamatory purposes,
 - b) for bulk transmission of unsolicited email,
 - c) to send or cause to be sent any computer worms, viruses or similar programs,
 - d) to menace or harass another person, to transmit any harassing, obscene, indecent, offensive or threatening material or emails,
 - e) to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights of a third party.
8. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the device, for the purpose of causing embarrassment to individuals or the school or the purpose of bullying or harassment. The school has the right to invoke appropriate disciplinary processes to deal with such behaviour.
9. You are responsible for backing up all necessary data. The school is not responsible for any data loss. Please ensure all your school work and important documents are backed up onto the cloud such as OneDrive for Business or other devices such as a portable hard drive.
10. Only licensed software suitable to a school environment can be stored or otherwise loaded on to the device. It is essential that applications installed on the device adhere to national copyright guidelines and you must not store inappropriate material on the hard drive or peripheral devices.
11. Failure to comply with these rules may result in consequences as outlined in the item 3.12 of the *1:1 Laptop Policy*.

I/We agree to the above rules.

5.0 DEVICE USE AND CARE

5.1 Usage:

- Avoid using the device on soft surfaces (e.g.: lounge, bed, carpet) as it can restrict airflow and cause overheating.
- Avoid dropping or bumping the device.
- Do not leave the device in an area that may get very hot, or in direct sunlight (e.g. inside a car).
- Do not get the device wet as this can be a safety hazard.
- Follow all instructions given by staff.

5.2 Handling your Device:

- Always carry and store the device in a protective carry bag for transporting.
- Care should be taken at all times – even when in protective carry bag.
- Take note of the hinge mechanism of your device. Do not push the screen beyond the hinge's limit.

5.3 Device LCD Screen:

- LCD screens are fragile – do not poke, prod, push or slam it down. Never pick up the device by its screen.
- When closing the screen, ensure keyboard area is clear of obstructions (e.g. pens/pencils).
- To clean your device LCD screen:
 - Switch off the device,
 - Lightly dampen a non-abrasive cloth with water and wipe the screen in a circular motion,
 - Do not directly apply water or cleaner to the screen,
 - Avoid too much pressure to the screen.

5.4 AC Adaptor:

- Do not wrap the power cord too tightly around the adaptor.
- Only use the supplied adaptor with your device.

5.5 Keyboard:

- Gently brush your keyboard with a soft brush to remove dirt.

5.6 Security:

- Keep your login and password confidential.
- Do not tamper either physically or electronically with hardware or software settings.
- Make regular backups of your saved work.
- Run regular virus and malware checks.

I/We agree to the above rules.

6.0 Device Program Participation Agreement - Acknowledgement and Acceptance

6.1 Parent and Carer

I have read and accept all sections of this document: '*San Clemente High School 1:1 Computer Policy*', '*Device Rules for Students*' (Part 4.0) and '*Device Use and Care* (Part 5.0). I am aware of the responsibility that my child has in relation to this participation agreement and I believe that he/she understands the conditions and consequences contained within.

I am aware that consequences may apply should I or my child breach this agreement.

Parent and carer name(s): _____

(please print)

Signature(s): _____

Date: _____

6.2 Student

I have read and accept all sections of this document: '*San Clemente High School 1:1 Computer Policy*', '*Device Rules for Students*' (Part 4.0) and '*Device Use and Care* (Part 5.0). I accept that:

- I am responsible for the safety and security of the device at all times.
- I will take appropriate care of the device and carry it in a protective case.
- I will bring the device to school fully charged each day and take the device home each day.
- I am aware that consequences may apply should I breach this agreement.

Student Name: _____

(please print)

Signature: _____

Date: _____

Current School Year: _____