



# STUDENT MACBOOK AGREEMENT

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## 2. Introduction

Catholic Regional College Caroline Springs (the College) recognises it has a responsibility to all members of the College community to provide and maintain an effective and efficient contemporary learning environment.

This responsibility extends to all staff, students and parents/carers accessing College Information and Communication Technology (ICT) resources and systems.

The College endeavours to provide ICT which:

- personalises and extends student learning
- improves teacher capability through targeted professional learning
- supports connected learning beyond the College
- supports the management of systems, in partnership with Catholic Education Melbourne, for the **safe** and **appropriate** access of digital learning and teaching resources

The College is committed to achieving positive change through the introduction and implementation of a MacBook program. The nature of the College's MacBook program will continue to evolve to meet the changing needs of all learners and the increased use of digital technologies in education.

This Agreement describes the conditions for acceptable use of ICT at the College for all students.

Both students and parents/carers are to read and sign this Agreement as acknowledgement of their understanding and acceptance of the terms by which this technology is to be used.

### **3. Acceptable Uses**

Students should:

- 2.1 Respect the aims of the College MacBook program
  - Use ICT equipment and resources for educational purposes only.
- 2.2 Respect others
  - Follow the same standards of behaviour when interacting with others online as you follow in person.
  - Observe copyright rules by respecting the information, ideas and artistic works of others.
  - Acknowledge the author or publisher of information from the internet and do not claim the work as your own.
- 2.3 Keep safe online
  - Keep passwords secure.
  - Use caution when sharing personal details.
  - Always get teacher permission before publishing any information publicly online.

## 4. Unacceptable Uses

The following uses of ICT are considered unacceptable:

### 3.1 Digital Citizens maintain personal safety:

They do **NOT**:

- Send or post online detailed personal information, images or audio about themselves or other people. Personal contact information includes home address, telephone or mobile number, school address, work address, email address, etc.

### 3.2 Digital Citizens engage in legal activity:

They do **NOT**:

- Make deliberate attempts to disrupt other people's use of ICT.
- Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means.
- Engage in any illegal act, such as threatening the personal safety of others.
- Use software which is not approved or licensed by the school.

### 3.3 Digital Citizens support network security:

They do **NOT**:

- Attempt to gain access to any computer system or service, to which they do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails.
- Provide your password to another person.
- Post information online that, if acted upon, could cause damage to or disrupt the network.

### 3.4 Digital Citizens respect privacy:

They do **NOT**:

- Re-post a message that was sent to them privately without the permission of the person who sent the message.
- Take or distribute photos, sound or video recordings of people without their permission, including affiliation with the College, the College logo and the College uniform.

### 3.5 Digital Citizens respect others:

They do **NOT**:

- Use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language.
- Make personal attacks on another person, including cyberbullying.

### 3.6 Digital Citizens are lawful:

They do **NOT**:

- Plagiarise works found on the internet.
- Use material from the internet in a manner which is a breach of copyright law.
- Access or use material from the internet which relates to exam or assignment cheating.

### 3.7 Digital Citizens access appropriate material:

They do **NOT** use ICT to access material that:

- is profane or obscene (pornography; sexting);
- advocates illegal acts; or
- advocates violence or discrimination towards other people.

## **5. MacBook ownership**

The equipment referred to in this Agreement is the College supplied MacBook, charger, protective case, protective bag; and the College's standard suite of software, including Microsoft Office and Adobe Creative Cloud.

Each MacBook will be:

- covered by the manufacturer's or equivalent warranty;
- covered by accidental damage protection;
- able to be connected to the school network and have filtered internet and email;
- able to be used at home and at school for student learning;

The MacBook remains the property of the College at all times. You must not install any other software on the MacBook including device drivers.

At the end of the student's enrolment the MacBook will undergo a decommissioning process as outlined in Section 12 of this document.

It is also a requirement of using the MacBook that students provide authorised school staff access to the MacBook when requested; this also includes any associated equipment. Students are not permitted to loan, borrow or use another student's MacBook.

## 6. MacBook care and responsibilities

To support the College in ensuring a successful program, parent/carers, students and the College have a shared responsibility.

The parents/carers must:

- A. accept responsibility for any charges associated with the Program, and being aware of and familiar with the provisions of the College's MacBook policy documents
- B. support the College's MacBook Program by ensuring that your child always takes proper care of the MacBook and abides by all conditions and responsibilities
- C. comply with the College's ICT Policies and procedures

The students must:

- A. be responsible for taking care of and securing the MacBook and accessories in accordance with the Student Code of Conduct
- B. be aware of and familiar with the provisions of the College's policy documents
- C. support the College's MacBook Program by abiding by all conditions, responsibilities and compliance with ICT policies and procedures
- D. not place stickers, graffiti or markings on the MacBook, the case, bag or any of the accessories

## 7. Servicing

All servicing is to be carried out by the College's ICT staff or its agents. If a repair is expected to exceed 48 hours, a loan MacBook may be provided to the student while their MacBook is being serviced. The student is responsible for backing up their data prior to handing their MacBook over for repair.

## 8. Data Security and Backups

Students must understand the importance of backing up data regularly and securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.

Each student is responsible for the backup of data stored directly on the MacBook. It is recommended to make regular backups of data externally, such as Google Drive, an external hard drive or USB stick.

**Students should be aware that information stored directly on the MacBook may be lost if repairs or maintenance are required.**

## 9. Movement and Storage

### **Movement within the College**

A protective case and bag are provided with each MacBook computer and is to be used for any movement of the MacBook within the College. MacBook's and any other accessories such as the charger are to be placed within the protective bag when moving to and from lockers, from class to class and any other occasion requiring the transport of the MacBook.

At all other times the MacBook should be in its protective bag and secured in a locked locker.

### **Lockers**

Locker organisation is each student's responsibility. A tidy and well organised locker will allow for the MacBook computer, school bag, and books etc. to be safely and comfortably stored. Food and drink should only be stored in lockers in sealed containers. The MacBook should only be stored in the locker whilst in the provided protective bag.

It is a requirement that students secure their lockers with school issued locks at all times.

### **Movement to and from the College**

For students' personal safety, and protection of the MacBook, extreme care must be taken when travelling to and from the College. The MacBook's protective bag has been designed to be placed within the school bag. MacBook's are only to be transported to and from the College inside the protective bag, placed within the school bag.

Students need to be in direct possession of their school bag if it contains their MacBook, particularly when in a public place such as a bus stop or train station.

## **10. Power Management**

Managing the power settings of the MacBook is a student's responsibility. Students need to ensure that the MacBook is charged overnight and brought to the College each day with a fully charged battery. Some provision for charging may be available throughout the day, however, this will be limited. Advice will be given to students about power management through the MacBook Orientation Program.

## **11. Home Use**

The MacBook has been selected and configured to be used for educational purposes only. Any home use which results in malfunction or damage may result in disciplinary consequences and possible financial costs.

### **Secure storage**

Families are to ensure that the MacBook is kept in a safe, secure place when it is brought home. It is only to be used by the student it has been issued to. It is strongly recommended that parents/carers and other family members read and understand the 'Online Safety Guide' Commonwealth Government publication. This can be viewed at: <https://esafety.gov.au/parents/>

### **Internet**

The College does not provide internet access at home. It is possible for families to organise their own internet connection for use with the MacBook, or to access an existing connection.

The MacBook comes with a comprehensive suite of software and under no circumstances should students attempt to install additional software or drivers for printers, scanners or other personal devices.

## **12. Lifespan**

The MacBook's have been selected to withstand the demands of normal use for a four-year period.

### **Condition**

The MacBook is expected to be in excellent condition throughout the duration of its use at the College. Any faults or damage that affect the normal operation of the device ie; cracked screens, loose or broken hinges, cracked cases etc; need to be reported to the ICT Helpdesk and repaired immediately to ensure the longevity and reliability of the device.

Families will be liable for any repairs required to restore the device to full working order excluding those covered by the manufacturer's warranty.

### **Buy-out and decommissioning process**

Upon leaving the College, the MacBook needs to be decommissioned to complete the transfer of ownership to the family. The device must be returned to the College when advised to enable the decommissioning process to occur.

Until College fees have been paid in full, the MacBook remains the property of the College and is subject to the terms and conditions outlined in this Agreement.

### **13. Notification**

Students, should:

- Disclose to a teacher, Homeroom teacher or Year Level Leader any messages received that are inappropriate or disturbing
- Notify the Homeroom teacher or Year Level Leader if a possible security problem has been identified
- Notify the Homeroom teacher or Year Level Leader immediately if they have accidentally accessed inappropriate material. This will protect the student against an allegation that they have intentionally violated College policy.

### **14. Consequences of Improper Use**

A breach of this Agreement will follow consequences as outlined in the Student Code of Conduct and may be subject to the following:

- warning
- recall or suspension
- informing parents/carers
- a reimage of the MacBook, returning the MacBook to factory settings
- legal action

### **15. Digital Citizenship**

Digital Citizenship refers to appropriate behaviour and conduct within an online community. Students will be supported in their understanding of digital citizenship through education programs facilitated during the MacBook Orientation Program and are expected to demonstrate an understanding of this thereafter.

## **16. Fault and Damage**

Any software or hardware issues, vandalism, damage, loss or theft of the MacBook must be reported immediately to the ICT Helpdesk.

The MacBook is covered by a manufacturer's or equivalent's warranty which covers manufacturing defects through normal usage. In addition, the MacBook is covered against accidental damage, which is determined by the insurance provider. Please be aware that there is an excess charge to repair damaged equipment which is outlined below in the Accidental Damage section.

**There is no cover for negligence, abuse or malicious damage. Students will be required to replace a lost or damaged charger, bag or case at their own cost.**

### **Accidental damage**

In the case of accidental damage, a claim will be made by the College. An excess applies to accidental damage claims and at the time of publication, the excess charge is \$200.

These costs are determined by the claims handling company and may be adjusted from year to year. The cost of repairs, for an amount up to the cost of the excess will be charged to the student account.

Year Level Leaders will be informed of these incidents and parents/carers will be sent a letter as soon as possible informing them of the damage including the amount to be invoiced to families for the repairs.

Where the damage was clearly caused by the actions of another student, the Year Level Leaders will provide advice about charging the costs to the student responsible. Where it is not clear who caused the damage, it may be that the costs are shared between the students identified as being involved.

Where the College and MacBook vendor determine that damage has been intentionally caused to a MacBook, the full repair or replacement cost may be charged. In addition to repair costs, appropriate consequences as described in Section 14 will be applied.

The accidental damage protection does not cover the MacBook for any wilful damage, careless damage, theft or negligence.

### **Warranty**

In the case of a hardware fault, a warranty claim will be made and the fault repaired at no cost. Warranty issues other than the replacement of batteries in the 4th year will be covered by MacBook warranty.

### **Theft and loss**

If the MacBook is lost or stolen, the parent/carer will need to report the incident to the Police and ensure they have the following documentation when informing the College:

- Police report number;
- A statutory declaration (usually completed with Police assistance).

On receipt of the required documentation, the College will assess the incident and advise the replacement costs for the device, the minimum cost being the excess cost.

### **Travel**

It is recommended that extreme care be taken in the instance that the MacBook is taken on family travel. Taking the MacBook on an extended trip should be avoided. Please note that the MacBook insurance is limited to coverage in Australia or New Zealand Only. You will need to ensure you have your own personal travel insurance if taking the MacBook overseas specifically itemising the MacBook.

## **17. Liability**

The College will not be liable for any loss or damage as a result of the use of the MacBook. The College reserves the right to add policy as experience with the MacBook Program unfolds.

## 18. Agreement

The College's MacBook program is an integral part of the learning and teaching program of the College and as such there is an expectation that all students are part of the program. Upon enrolling at the College, it is important that both students and parents/carers understand the guidelines outlined in this document.

By signing an Acceptance of Offer form upon commencement at the College, students and their parents/carers agree to abide by the College Rules and all College Policies.

With specific reference to the Student MacBook Agreement, they:

- Understand and will abide by the terms described in this Student MacBook Agreement.
- Understand should they commit any breach of the Agreement; their access privileges may be suspended and disciplinary consequences may be given.
- Understand that the MacBook provided by the College for student use is for educational purposes only.
- Support the College's measures in ensuring the safe and appropriate use of these resources.

**Note:** Any questions related to College policies including the Student MacBook Agreement are to be directed to the relevant Year Level Leader or Learning and Teaching Leader Digital Learning.

This page is to be signed and submitted to your child's Homeroom teacher on Orientation Day. Your child will not have access to a MacBook until this Agreement has been signed and submitted to the College.

### Student

I understand and will abide by the terms described in the Catholic Regional College Caroline Springs' Student MacBook Agreement.

First name:																				
Surname:																				
Homeroom:											Date:		/		/	2	0			
Signature:																				

### Parent or Guardian

I understand and will abide by the terms described in the Catholic Regional College Caroline Springs' Student MacBook Agreement.

First name:																				
Surname:																				
											Date:		/		/	2	0			
Signature:																				