



## ST AUGUSTINE'S COLLEGE ELECTRONIC DEVICE AGREEMENT

This Student Computer and iPad Use Agreement ("Agreement") is made between St. Augustine's College, Kyabram ("School") and its student, and states the agreement of the parties as follows.

### Laptop;

Equipment Subject to Agreement: The Equipment subject to this Agreement ("Equipment") includes the laptop computer, computer accessories, and related software in the following list:

- \* One (1) MacBook Air 11"
- \* One (1) AC Adapter (with power cord)
- \* Educational software

### iPad;

Equipment Subject to Agreement: The Equipment subject to this Agreement ("Equipment") includes

- \* One (1) iPad
- \* One (1) iPad charger
- \* Educational apps

**Ownership:** The School shall be deemed to have retained title to the Equipment at all times, unless the School transfers the title. The Student shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the School may from time to time install on the notebook computer used by the Student.

**Term Equipment Use:** The Student shall return all Equipment itemised above in good operating condition to the Technology Department of the School if the Student is not enrolled in the current school year (unless the School transfers the title). The School may require the Student to return the Equipment at any time and for any reason.

**Equipment Storage and Use at School:** The Equipment must be on the School's premises during each of the Student's normal school days. During the School's normal business hours, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in a locked locker or other secure location. Unsecured equipment could invalidate warranty cover.

**Use of Equipment:** The primary use of the Equipment by the Student is for the Student's educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School's Acceptable Use Policies.

**Compliance with Software Licenses:** The Student shall not make copies of software licensed to the school. The Student is responsible for compliance with the license terms of any licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.

**Backup Requirements:** The Student may store documents or other files on the Equipment, and the Student is responsible for making backup copies of such documents or other files. In the event of loss of such documents or other files, the School's responsibility is limited to reloading the School's standard software suite on the Equipment. It is strongly encouraged that laptops are backed up to an external hard drive at least on a fortnightly basis.

**Care of Equipment:** The Equipment may only be used in a careful and proper manner. The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall immediately notify the eLearning Leader if the equipment is not in good operating condition or is in need of repair. Students need to exercise care when using their device near liquid.

**Printing:** A printing allowance is allocated for each student per term. Additional printing is available at a cost.

**Right of Inspection:** The Student shall make the Equipment available to the IT Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours.

**Loss:** The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear.

**Warranty:** St. Augustine's College honors Apple's warranty on all laptops. The School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The Student assumes responsibility for the condition of the Equipment.

**Indemnity of School for Loss or Damage:** If the Equipment is damaged or lost due to negligence, the School shall have the option of requiring the Student to repair the Equipment to a state of good working order or to reimburse the School for the replacement cost of such Equipment.

**Insurance:** Parents and students need to have a firm understanding of their liabilities in regards to the insurance of their Laptop and iPad. An excess of \$150 per claim for laptops and \$100 for iPads will be payable by the family concerned. Further details are attached and need to be read in full and clearly understood.

## **STUDENT / PARENT IT ACCEPTABLE USE AGREEMENT**

### **Passwords**

- You have been given a password and it is your responsibility to keep it secret. If anyone finds out your password, it is your responsibility to change this immediately.
- At no stage whatsoever are you to use another individual's login and password.

### **E-Mail**

- The use of e-mail during class is prohibited unless authorised by your class teacher.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for educational purposes unless the class teacher gives permission.
- No inappropriate e-mail is allowed including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved mail programs may be used for student mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of the eLearning Coordinator.
- Only school-related attachments may be sent on the school e-mail system.

### **Chatting and Blogging**

- Instant messaging is prohibited at school except as part of an assigned, in-class activity that is supervised by your class teacher.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

### **Audio and Video**

- Audio on computers and iPads should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted in class unless required for the activity being conducted or class teacher gives permission.
- When sound is needed, headphones provided by the student must be used.

- The use of laptops and iPads to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

### **Games**

- The view and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school computer or iPad that is considered inappropriate or impedes the educational purpose of the laptop and iPad program.
- No games that are "played" over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or "played" on school computers including the laptops and iPads.
- Screensavers that include gaming components are not allowed.

### **Laptops**

- Laptops must be in a student's possession or secured in a locked classroom or locker at all times.
- Do not lend your laptop to other students.
- Do not borrow a laptop from another student.
- Laptops must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to close the lid of a laptop before transporting it could damage the hard drive and result in permanent loss of data.
- No food or beverages should be in the vicinity of the laptops.
- Laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable.
- Laptop and laptop cases are not to be written on, to have stickers applied to them, or to be defaced in any way.

### **iPads**

- iPads must be in a student's possession or secured in a locked classroom or locker at all times.
- Do not lend your iPad to other students.
- Do not borrow a iPad from another student.
- iPads must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to close the lid of an iPad before transporting it could damage the hard drive and result in permanent loss of data.
- No food or beverages should be in the vicinity of the iPads.
- iPads should be handled with respect and care. Inappropriate treatment of school iPads is not acceptable.
- iPad and iPad cases are not to be written on, to have stickers applied to them, or to be defaced in any way.

### **Network Access**

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilisation of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons.
- Students are not to knowingly degrade or disrupt online services. This includes tampering with computer hardware or software, vandalising data, invoking computer viruses, attempting to gain access to restricted or unauthorised network services, or violating copyright laws.
- St. Augustine's College is not responsible for damaged or lost data transferred through our network or stored on laptops, iPads, computers, or our file servers.

### **File Sharing**

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both at school and at home. The only exception to this is when it is a specific assignment given by the eLearning Coordinator.

- No file sharing software of any kind is to be installed on school computers including laptops and iPads. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.
- There will be a \$25 re-imaging charge to get rid of any unapproved software or files.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades

### **Downloading and Loading of Software**

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in- class activity.
- The school reserves the right to remove any software that has been loaded onto the computer or iPad that impedes the educational purpose of the laptop and iPad programs.
- Copyrighted movies may not be "ripped" from DVDs and placed on the laptops nor may copyrighted movies be downloaded to the laptops or iPads from the Internet.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the laptops or iPads.

### **Screensavers**

- Inappropriate or copyrighted media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher or eLearning Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **Privacy, Use, and Safety**

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and laptop and iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- St. Augustine's College respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including honour code violations or harassment, are suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behaviour.
- The school will monitor activities that take place on school-owned computers and iPads including logging website access, newsgroup access, bandwidth, and network use.

- Students are prohibited from accessing administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilising the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are prohibited from utilising peer-to-peer networking or any method of file sharing between computers unless authorised by the technology staff.
- Students are prohibited from using laptops or any computer for acts of cruelty (including mean-spirited e-mails, offensive blogging, etc.).
- Laptops and iPads that are provided by the school continue to be the property of the school. Therefore the school has the right to view all content at any time.
- Any electronic device used on the school network, is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove content from the device.

**Copyright**

- Unauthorised duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

**Consequences**

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on a laptop or iPad, the loss of the use of the device for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.
- These consequences apply to students participating in the laptop or iPad program at St. Augustine's College as well as to students who are using the school's laptops, iPads and computers at school.
- Computers or iPads with illegal or inappropriate software or materials on them will be reformatted or "re-imaged," and the student will be charged \$25. This amount may be increased for repeat violations.
- In the case of repeated laptop or iPad abuse and/or damages, the school has the right to revoke the use of the school's device.
- Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student laptops and iPads will be conducted throughout the year to ensure that these policies are being followed.
- St. Augustine's College takes no responsibility for activities conducted on school computers and devices or materials stored on computers, laptops, iPads or the school's network.

If you are unsure about the application of any of the above rules, check with your teacher, Unit Leader or the eLearning Leader first.

I \_\_\_\_\_ agree to the above information and will follow these guidelines. If for some reason I choose to break one of these rules, I understand that there will be consequences to follow.

Student  
Signature: \_\_\_\_\_

Parent  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of the insurance policy can be obtained from the office upon request.