



**THOMAS CARR**  
**COLLEGE**  
TARNEIT EST.1997

# DIGITAL DEVICE PROGRAM AGREEMENT

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**This is the College copy of the Agreement**

**Please sign the last 2 pages of this copy and return it to the College on the day of collection**

**To collect the laptop you will need:  
The last two pages of this agreement (signed)  
A copy of your receipt as proof of payment of the resource charge  
Photo Identification**

## 1. Introduction

### *Digital Device*

Thomas Carr College recognises it has a responsibility through all members of the College community to provide and maintain an effective and efficient contemporary learning environment. This shared responsibility extends to all staff, students and parents accessing the College Information and Communication Technology (ICT) resources and systems.

The College endeavours to continue to provide ICT which:

- personalises and extends student learning
- enhances planning for professional learning to improve teacher quality
- supports connected learning beyond the school
- supports systems for the *safe* and *appropriate* access and management of digital learning and teaching resources

The College is committed to achieving positive change through the implementation of the Digital Device Program.

The “Thomas Carr College Digital Device Program Agreement” describes the conditions for acceptable use of ICT at the College. Students and parents/guardians are to read and sign this Agreement as acknowledgement of an understanding and the acceptance of the terms by which this technology is to be used. Enrolment is conditional upon accepting that the Digital Device is used as part of the delivery of learning and teaching at the College.

### 1.1 *Ownership*

The digital device remains the property of Thomas Carr College, Tarneit and is loaned to the student. The device shall only be used by the student in support of his/her schoolwork. The student shall not lend their device to any other person, nor will they allow any other person to use their device.

## 2. Acceptable Uses

Digital citizenship refers to appropriate behaviour and conduct within an online community. Students will be expected to demonstrate appropriate digital citizenship by adhering to the acceptable uses outlined below.

Students should:

### 2.1 *Respect the aims of the College’s Digital Device program*

- bring a charged device to school every day
- use ICT equipment and resources for educational purposes only, under supervision
- leave the charger at home in a safe place
- Ensure that the device is kept in the school approved bag when moving between classes and to and from school

### 2.2 *Respect others*

- follow the same standards of behaviour online as you are expected to follow in real life
- 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
- use the device in a responsible manner and comply with the “lids closed” requests from teachers

### 2.3 *Keep safe online*

- keep passwords, personal details and work secure
- always get teacher permission before publishing any personal information, photos or video online

### 2.4 *When using devices in the Information Centre*

- follow the “acceptable use procedures” as outlined in sections 2.1 to 2.3
- follow instructions from staff when asked to close or remove applications
- follow instructions from staff as to appropriate use and care of the device
- show respect for others using the Information Centre by working quietly, using headphones or with the sound turned off.

### 3. Unacceptable Uses

The following uses of ICT are considered unacceptable:

#### 3.1 *Personal safety* Do

not:

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

#### 3.2 *Illegal activities*

Do not:

- 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
- install or use software which is not licensed or approved by the College

#### 3.3 *Network security*

Do not:

- attempt to gain access to any computer system or service to which you 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 that, if acted upon, could cause damage to or disrupt the network

#### 3.4 *Respect for privacy*

Do not:

- re-post a message that was sent to you privately, without the permission of the person who sent the message
- take or distribute photos, sound or video recordings of people, including background figures and voices, without their permission

#### 3.5 *Respect for others*

Do not:

- make deliberate attempts to disrupt other people's use of ICT
- use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language
- make personal attacks on another person
- harass another person. If someone tells you to stop sending them messages, you must comply with their request.

#### 3.6 *Plagiarism and copyright* Do

not:

- plagiarise works found on the Internet. Plagiarism is taking the work of others and presenting it as if it was your original work.
- use material from the Internet in a manner which is a breach of copyright laws
- access or use material from the Internet which relates to Examination or assignment cheating

#### 3.7 *Access to inappropriate material* Do

not:

- use ICT to access material that:
  - is profane or obscene (pornography)
  - advocates illegal acts
  - advocates violence or discrimination towards other people

#### 3.8 *Games*

Students are not permitted to install or play games on their device.

#### 3.9 *Programs/Websites*

Do not

- access programs/websites that would be deemed inappropriate or offensive • access programs/websites that have a rating unsuitable for your age group
- this includes, but is not limited to, applications that contain:
- cartoon/fantasy violence

- realistic violence
- mature/suggestive themes
- horror/fear themes
- profanity
- access programs/websites that are in breach of any other College policy

### 3.10 Modifications

Do not:

- Modify or add to the hardware, software or configuration of the device. Home networking for printer or wi-fi access is acceptable.

## 4. Notification

You should:

- disclose to your Homeroom teacher or Year Level Co-ordinator any messages you receive that are inappropriate or disturb you
- notify your Year Level Co-ordinator if you identify a possible security problem
- immediately disclose accidental access to inappropriate material to your Year Level Co-ordinator. This will protect you against an allegation that you have intentionally violated the College's ICT policy.

## 5. Consequences of Improper Use

Whilst attached to the network, the College will filter and monitor email, web traffic and content accessed by students to ensure appropriate usage. Any breach will be recorded and the student may be subject to the following consequences:

- warning
- detention or suspension
- informing parents/guardians
- incurring the cost of replacement of equipment
- legal action

## 6. Care of Device

- Students must always carry their device in the bag supplied when moving between the classes or to and from school
- Devices should not be used on the floor and the lid must be closed when moving around in the classroom
- The device should never be lifted by its screen
- Devices must be locked in lockers at recess, lunchtime or when not required for class
- Students are not permitted to use their device at recess or lunchtime, except in the Information Centre

### 6.1 Charging

Students should bring their device to school fully charged each day. They should not bring their charger and cables from home to charge their device. A charging station will be available in the Information Centre.

## 7. Fault, Damage or Loss

Any fault, damage or loss of a device is to be reported immediately to the IT Department. The IT Department will organise for the device to be repaired on the College's behalf. *Warranty/Insurance does not cover deliberate damage to the device.* The student will be required to complete an insurance claim detailing the circumstances around any damage or loss of the device. Note: Having the device repaired elsewhere will void both the Warranty and Insurance, and will lead to families being required to pay the full replacement cost of \$1500.

Unless covered under Warranty (fault not damage), parents will be asked to pay the repair levy of \$150. The repairs will not be carried out until the payment has been made. There will not be any exceptions to this.

In the event that the device is stolen, a police report must be handed to the IT department. Payments for repairs or replacement cost must be made at the Business Office before the device will be repaired or replaced. Therefore, failure or delays in payment will compromise the students' ability to actively participate in their day to day lessons which is not acceptable under the College's curriculum.

## Liability

The College will not be liable for any loss or damage as a result of use of the device. The content of this Agreement can be changed at the College's discretion at any time without notification, as experience of the Digital Device program unfolds.

## 8. Insurance

Comprehensive Insurance has been included as part of the ICT Resource Charge. A standard charge of \$150 applies to all repairs.

### *Insurance Coverage*

The insurance policy includes the following:

- Repair or replacement of damaged equipment if damage is deemed accidental  Theft of the device
- A maximum of three replacements within the three year period
- Each insurance claim attracts a charge of \$150 regardless of the damage

The insurance policy does not cover the following:

- Damage to the device that is deemed deliberate;
- Damage to device, where the device has been used by a person other than the student to which the device has been issued;
- Theft of the device;
- Loss of, or damage to the device resulting from a failure to adhere to clause 10 of the Agreement

## 9. Repairs

All repairs must be carried out by the College's approved repairer.

The damaged device must be taken to the IT Department with the completed insurance claim form.

Parents/Guardians will be notified by SMS when the repair has been logged and will be supplied with details regarding the payment of the \$150 charge or additional repair costs if deemed not covered by insurance.

## 10. Security (to be read in conjunction with clauses 6 to 9)

Students must ensure the safety of their device at all times. They must:

- leave their assigned device secured in their lockers, secured by a College lock, when not using it in class
- not leave their school bags unattended when they are transporting the device to and from the College
- leave their device secured in their locker whilst off campus (school excursions, sports activities, ACS, etc.)
- not swap their device with another student or any other person. Parents will be responsible for the full replacement cost should a student not be able to return the device that was initially booked out to them
- not give their device to any other person to use
- not leave their device unattended
- not leave their device in a motor vehicle
- not use their device in an unsafe or dangerous manner.

Should the device be stolen as a result of or failure of any of the above, it will be the responsibility of the parent/guardian to pay the full replacement cost of \$1500 in accordance with clause 7 of this Agreement.

## 11. Returning the Device

The device remains the property of Thomas Carr College. The family must provide at least one term's notice, in writing, prior to withdrawing a student from the College. On the day of exit, the student together with a parent/guardian will be required to return the device to the Information Centre. The family representative will be required to sign off that the device has been returned. This document is to be countersigned by an Information Centre representative acknowledging receipt of the device. If the device is not returned within 5 working days of the exit date, the College reserves the right to refer the matter to Victoria Police. There will be no exceptions to the period of notice. Those families wishing to purchase the device, will need to contact the Business Office to request a payout figure.

**12. ICT Resource Charge**

An ICT Resource Charge will be payable prior to collection of the device. This charge covers use of the College network, comprehensive insurance, licencing fees, a laptop bag and leasing payments. This is an annually recurring charge for a minimum of 3 years. This charge will be reviewed on a regular basis.

**13. Agreement**

This Agreement is to be signed and then submitted on or before the day that the device is collected from the College. Students will not have access to a device until this Agreement has been signed by all parties and the ICT Resource Charge has been paid. Parents will be advised of collection dates and times. Generally this will be consistent with book collection dates and times. The device must be collected by a parent or guardian.

*Student*

I understand and will abide by the terms and conditions specified in this Agreement. I further understand that any breach of the Agreement may constitute a criminal offence. Should I commit any breach, my access privileges may be suspended and disciplinary and/or legal action may be taken.

Student full name: \_\_\_\_\_

Student ID Number (if known): \_\_\_\_\_

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

*Parent/Guardian*

As the parent or guardian of the student listed above, I have read and understand my/our responsibility in the College granting my child access to a digital device via the College’s Digital Device Program Agreement. I understand that the devices provided by the College for the use of students are for educational purposes. I support the College measures in ensuring the safe and appropriate use of these resources.

Parent/Guardian 1 full name: \_\_\_\_\_

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

Parent/Guardian 2 full name: \_\_\_\_\_

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

*Witness*

I hereby confirm that the above signatures are those of the nominated parties and this Agreement was signed in my presence.

Witness full name: \_\_\_\_\_

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



# Application to Borrow a Digital Device

*This form must be completed and returned with the Device Agreement when collecting the device*

**THOMAS CARR**  
COLLEGE  
TARNEIT EST. 1997

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

1. We hereby apply to borrow a Digital Device from Thomas Carr College for use by our child named above, whilst enrolled at the College.
2. We have read and agree to abide by the terms and conditions set out in the 'Digital Device Agreement'.
3. We understand that the provision of a digital device is conditional upon our agreement to the terms of Enrolment, (including abiding by the School Fee Policy) and that the device remain the property of Thomas Carr College.
4. We understand that we will be held financially responsible if our child is found to be responsible (as determined by Thomas Carr College) for damage to or loss of a loaned device.
5. We understand that while some repairs or replacement may be covered under Warranty as determined by the insurer, costs not covered under Warranty will be subject to the conditions outlined in the 'Digital Device Program Agreement'.
6. We acknowledge that the device will be insured by a school designated insurance company and agree to pay the repair charge amount of \$150 for any accepted insurance claim.
7. We understand that if the insurance claim is not accepted, we agree the cost of repair/replacement is ours and will be paid within the terms of the agreement outlined above.
8. We understand that if our child is found to be responsible (as determined by Thomas Carr College) for damage to or loss of another student's device, we will be held financially responsible for the repair/replacement of that device.

Student full name: \_\_\_\_\_

Student ID Number (if known): \_\_\_\_\_

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

Parent/Guardian 1 full name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Parent/Guardian 2 full name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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