



Student Device and Internet Resource Conditions of Use

Computer and Internet resources have become critical to schools in facilitating and supporting learning and teaching. Technology resources are provided to students for educational purposes only. A breach of this statement will be managed under the School Behaviour Support Plan.

Clairvaux MacKillop College has established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school-owned IT devices. The school has specific requirements relating to the use of IT devices.

This document informs students and their legal guardians of their responsibilities when using student devices, Internet and other information and technology resources, consistent with Brisbane Catholic Education (BCE)'s requirements, that all such resources are used in an ethical, legal, and responsible manner.

These Conditions of Use are a concise summary of the more extensive terms contained within the Acceptable Use statement. By agreeing to abide by this Conditions of Use, you are also agreeing to abide by the Acceptable Use statement. This statement can be read in the BCE public website: <https://www.bne.catholic.edu.au>

The requirements set out below apply to all school technology resources whether they are accessed through school or privately owned devices e.g. accessing school Internet services through a personal computer or mobile device.

Responsibilities of users

Permitted use of technology resources

1. Students must not:

- buy or sell items or services over the Internet
- access or enter chat rooms
- access, post or send inappropriate Internet or email content, especially content that is illegal, dangerous, obscene, or offensive
- amend documents created by another student without that student's consent
- download, install or use unauthorised computer programs
- deliberately install computer viruses or other malicious programs
- gain unauthorised access to any system by any means
- use technology resources to attack or compromise another system or network
- access or intercept emails sent to other persons.



Confidentiality and cybersafety

2. Students should be aware that material they post on Internet sites (including social media sites) is public. The content of public posts may have personal implications for students. The content of posts also reflects on our school and school community. Once information is on the Internet it may not be possible to remove it.
3. Students must not display personal information about themselves or others in a way which is public. For example, students must not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students must not distribute someone else's personal information without their permission.
4. Students should be aware that persons on the Internet might not be who they say they are and must not arrange to meet persons who they have met on the Internet.
5. Students should be aware that BCEO monitors use of devices.
6. Students should be aware that cloud-based tools and services may be used for data storage and learning opportunities.

Cyberbullying and defamation

7. Students must not use email or the Internet to bully and/or harass others.

Security

8. Students must select a secure password and keep their username and password information private. The password must be changed regularly and should be difficult for other people to guess. Students must lock their device when not in use and log off at the end of sessions.
9. Students must not use another person's name and password to access resources.
10. Students must report a suspected breach of security to a teacher or CMC connect immediately.
11. Student devices are not internet filtered when off a BCE site eg at home. It is the responsibility of the parent to monitor or use their ISP (internet service provider) to provide internet filters whilst the device is at home.

Copyright

12. Students must note that material on the Internet is protected by copyright and must check the terms and conditions on websites before copying and/or downloading material.
13. Students must not use the school technology resources to copy, download, store or transmit any such material that may include music files, movies, videos, or any other form of media.

Consequences following a breach of this statement

1. Loss or restriction of access to technology resources and/or formal disciplinary action for breach of school requirements.
2. Students and parents/legal guardians may be financially liable for damage caused to resources.
3. Cases of serious, deliberate, and/or criminal breach will be referred to the police and may result in civil or criminal proceedings.



Devices

1. The laptop device remains the property of Clairvaux MacKillop College and is allocated to the student for learning use. Opportunities exist to purchase the device at the end of its 3 year program, see cost section.
2. The device can be taken home and used by the student, including during school holidays. However, it is not to be used for any purposes that would breach the Student Device and Internet Resource Consent.
3. To use the computer in a lawful manner in accordance with the College's *Student Device and Internet Resource Consent*. In particular, regarding ethical use of equipment, technology, use of legal software, use of the internet and the protection of personal data.
4. To accept reasonable responsibility for the security and care of the laptop computer. Where accidental, warranty or non-warranty damage occurs; this must be reported to CMC Connect staff as soon as possible. Any intentional, malicious act or unauthorised use by the student that results in damage to the computer may be the financial responsibility of the student and their family.
5. Not to divulge their account name and password to anyone. No one else is permitted to use the laptop computer, including family and friends.
6. To be conscious of their responsibility to ensure essential files and data are saved and backed-up on one-drive according to the procedures outlined.
7. That upon change in enrolment status or during extended leave periods of one month or more (excluding the Christmas holiday period), to return the laptop to the CMC Connect staff in good working order along with all the equipment supplied.
8. To report faults and problems to the CMC Connect Staff and to report a lost or stolen computer to the Queensland Police and the Network Manager as soon as possible. If the computer is lost or stolen the student also needs to obtain from Queensland Police a Crime Number and the name of the investigating officer.

Cost

The cost of the Student Laptop Program, the device and maintenance of these, is built into the college fees within the school levy. Each student will receive a new device when they start in year 7 and year 10 or when they join the college as a new student in a different year level. The device comes with a carry case, power charger that must remain at home, and an active pen (for year 7,8 and 10, 11 2024 devices only at this stage)

Assistance is provided by CMC Connect but additional costs will be incurred in the following instances:

- A \$30 administration fee will be charged any time the devices is damaged and bought to CMC Connect for repair
- A \$600 charge should the device be lost or stolen
- If the device is maliciously or purposely damaged – the **FULL** cost of any repair or the cost of a new device will be charged. Malicious damage is not covered by Dell's accidental damage protection cover



(ADP). This charge can only be overridden at the discretion of the Principal.

- If the device has been damaged more than once in any 12 month period the cost of the repairs for the second incident will be charged as ADP will not apply.
- If the power supply (\$35) or case (\$45) or Active pen (\$55) are lost or damaged - these items are not covered by accidental damage protection and new accessories must be purchased through the Uniform Shop.
- At the end of each 3 year laptop program, your students device will be able to be purchased for a nominal fee, to be determined in the year of sale.

Software has been provided and installed by the College and will be updated as required.

Carry Cases / School bags

All students will be provided with an approved protective case for their device.

Features include:

- suitable padding for the device to save it from bumps and scratches.
- sufficient space for the device to be held securely inside the case.

The students will be required to always carry their device in the protective case.

When not needed during the school day, their device inside its carry case should always be secured in the student's locker. If the student loses their device during the school day, it must be reported immediately to CMC Connect.

Insurance and Warranty

Clairvaux MacKillop College provides insurance for the devices while they are in the school grounds. Once the device leaves the school grounds, it is **NOT COVERED** under this insurance and is the responsibility of the student and parents.

Conditions of this cover include:

- The College must be notified immediately if the device is lost, missing or damaged.
- Insurance does not cover lost devices.
- Insurance and accidental damage cover do not apply to the software or data stored on the device, and damage to the operating system or other software caused by negligent use or the installation of non-approved software.
- Dell accidental damage protection is only available for one accidental damage per calendar year.
- Dell accidental damage protection does not cover certain circumstances, including:
 - Negligence, vandalism or willful damage by the user, or anyone associated with them, to the laptops.
 - Fraud, or unexplained, mysterious disappearance and loose of the laptop or it's accessories
 - Damage caused by not following the manufacturer's recommended maintenance or operating specifications
 - Damage caused by unauthorised attempts to repair the laptop, use of damaged or defective media in drives.



Accidental Device Protection Process

When any damage has occurred to a device, the student must report it to CMC Connect immediately for processing.

This process, which is done electronically, requires the following information:

- Student to provide information regarding how the damage occurred including time, location and any other pertinent details
- Student to take photographs of the damage
- An estimation of the cost to repair will be produced. If the damage adheres to ADP policy, as outlined above, only the administration charge will occur, otherwise the full cost will be incurred, in which case a formal quote will be forwarded to the parents once Dell has assessed the device.

Paperwork will be given to the student to bring home for signing. Once the form has been signed and returned to CMC connect and the administration fee paid, a loan device will be given and the repair process commenced. If the damage is not covered by ADP and CMC connect quote process will commence.



Student Device Consent Form

This consent form must be signed and returned prior to a student being granted access to a student device, the Internet and other information and communication technology resources.

Parents/legal guardians are encouraged to review and discuss the contents of the attached Student Device and Internet Resource Conditions of Use Statement with the student and answer any questions they may have.

Parent/legal guardian consent

As the parent/legal guardian of the student named below, I grant permission for the student to access a student device, the Internet and other information and communication technology resources provided by the school.

I acknowledge that:

1. Access is granted to the student subject to the Student Device and Internet Resource Conditions of Use Statement.
2. It is my responsibility to supervise any Internet access other than at the school.
3. Some material available on the Internet may be objectionable and I have discussed appropriate restrictions with the student when accessing or sharing information or material over the Internet.

Further information is outlined in Brisbane Catholic Education's (BCE) Privacy policy, which sets out how each school and the BCE Office manages personal information provided to or collected by it <https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>

Parent/legal guardian name: _____

Signature: _____ **Date:** _____

Student acceptance

I agree to comply with the Student Device and Internet Resource Conditions of Use Statement.

Student name: _____

Signature: _____ **Date:** _____