

User Agreement for the provision of a BYOD @ SCSC

General Information

This Agreement shall be referred to as the *Student BYOD User Agreement* or *User Agreement for the provision of a BYOD @ SCSC*

BYOD (Bring Your Own Devices) are a tool to assist student learning both at school and at home. Whether the device is purchased by the family or is the property of the school, it is done so in partnership with the College and it is thus expected that the device will be maintained in accordance with College ICT Policies so that the learning of the student is not interrupted or impeded in any way.

Students and parents/guardians must carefully read this Agreement prior to signing. Any questions should be addressed to the Business Manager or Assistant Principal (Digital Learning).

Equipment

1. Ownership

1.1 The device is solely the property of the student/family.

1.2 The device is expected to be brought to school on a daily basis by the student for use at school, and taken home each night. It is expected that the student will use an iPad in Years 7 to 9 at a minimum, then may choose to enter into a new agreement to use an alternative Apple device from Year 10 onwards.

1.3 The College reserves the right to check all materials, whether accessed via the College network or at home, that are housed on the device for the purposes of ensuring that there is no inappropriate material for the age of the student, or for use in an educational setting, or that may prove a safety concern.

2. Damage or Loss of Equipment

2.1. Any warranty and insurance for the device is the responsibility of the student/parent/guardian. The device will not be repaired by the College, nor is it covered by any insurance at school.

2.2. Loss, accidental damage or theft of the device during school hours must immediately be reported to the Year Level's Learning Community Leader. The Learning Community Leader, or delegate, will issue the student with a **Digital Device Incident Form**. This form must be completed and returned to the Administration Office before the incident can be investigated.

2.3. In the case of suspected theft or malicious damage caused by another person off-site from the College, a police report must be made by the family. This issue is a private one, and the College will not be involved in cases where a BYOD device has gone missing outside of school hours.

2.4. Students will be required to replace a lost or damaged device, or other peripherals if supplied, within a maximum of ONE MONTH time frame to ensure that the learning is not impacted on negatively for the student.

2.5. Students are advised to have an appropriate protective case or carry bag for their BYOD device.

3. Faulty Equipment

3.1 Students who experience problems with either hardware or applications must notify the ICT Manager immediately. If this issue is deemed to be one that is related to the College network and infrastructure, assistance will be provided. A \$50 Administration fee for all BYOD's will assist us to provide this service to you. Devices will be repaired as quickly as possible and returned to the student. The student may be provided with a replacement device. They are also able to access iMacs in the support of their learning.

3.2 Students who experience problems with either hardware or applications must notify the ICT Manager immediately. If this issue is deemed to be one that is related to a warranty issue or repair that is not related to the College's infrastructure, the student/parent/guardian will be informed of the need for them to arrange for the device to be repaired. The student may be provided with a replacement device. They are also able to access iMacs in the support of their learning.

4. Student Responsibilities

The student is responsible for:

- 4.1. Bringing the device fully charged to school every day.
- 4.2. Taking the device to every class unless instructed otherwise by a teacher.
- 4.3. Adhering to the Surf Coast Secondary College Digital Learning Community Agreement which is available on the College website or from the school Administration Office.
- 4.4. Backing up data securely on cloud based applications and at home on computers. The manner in which backup is performed is up to the student/family.
- 4.5. Ensuring that their device is clearly labelled so that it can be identified from other devices.
- 4.6. Keeping the device secure when not in use at school by placing it in a locker that has a school issued 'Master Lock' combination lock.
- 4.7. Ensuring that settings for virus protection or spam filtering that has been installed are not disabled.
- 4.8. Ensuring that no file sharing or copyright infringement software or material is installed on the device.
- 4.9. Making sure the name of the device is not changed so that the ICT Manager and technicians can identify the machine.
- 4.10. Students will not 'jailbreak' their device (iPads only). This is prohibited at the College as it allows students to bypass the proxy and other settings of the school network which are in place to protect the security of the students and staff.
- 4.11. Following appropriate safety and care procedures, such as:
 - Not packing the device at the bottom of a bag under heavy objects that could cause the screen to crack.
 - Handling the device carefully and taking care not to drop it.
 - Ensuring that food and drinks are kept well away from the device.
 - Making sure that nothing is put on the device that is offensive, e.g. stickers etc.
 - Ensure your device is in an appropriate case/carry bag.

A student who does not fulfill these responsibilities may have his/her rights disabled or altered, and a parent/student/teacher meeting will be scheduled to discuss the infringements and restore the situation.

5. Parent/Guardian Responsibilities

The student's parents/guardians are responsible for:

5.1. Supervising the student's device and Internet use at home to ensure that the student is using the device safely and responsibly and in accordance with the **SCSC Digital Learning Community Agreement**.

5.2 Paying any costs incurred by the College in repairing or replacing any device where the student has been deemed responsible for deliberate damage, abuse or loss by neglect of a device.

5.3 Paying the \$50 BYOD Administration fee as set out in the Senior School Digital Device Program 2017 or the Middle Years Digital Device Order Form 2017.

6. Warranty Claims

6.1. The device will be covered only by warranties and insurance that the parent/guardian provides. Below is a list of the estimated costs incurred by some common faults and problems with devices:

iPad Screen Damage: \$129

iPad Home Button Replacement: \$89

MacBook Pro Retina 13" - Top lid/LCD Replacement: \$550

MacBook Air 13" - Screen Replacement: \$379

MacBook Pro Retina 13" - Keyboard Replacement: \$199

MacBook Air 13" - Keyboard Replacement: \$149

Prices may be subject to change according to suppliers. Other damage will incur a cost depending on the nature and extent of the damage.

Repairs to any Apple device can be quite costly, so we appreciate your support in ensuring that your child looks after their device appropriately and maturely. The College will provide advice on where repairs can be done in a timely and cost effective manner outside of warranty claims.

IMPORTANT: any malicious damage will need to be paid for in full by the student who caused the damage.

In instances whereby there is a dispute over the cause of the damage to a device, a Statutory Declaration stating the circumstances surrounding the loss or damage is required to be completed. Any decision concerning obligations under this Clause will be made by the Principal and will be based upon this Declaration.

7. Re-imaging of the Device and ICT Maintenance

7.1. Students will be required to remove any personal files and ensure they have appropriate backups as the data will be lost when a re-image occurs.

7.2 Students may be required to perform updates to software on their device, such as operating systems and apps, regularly to ensure that their device is up to date and supporting their learning to an optimal level.

7.3. If a device is found to be 'jailbroken', it will need to be restored to factory settings. All data needs to be backed up by the student/family prior.

7.4 All BYOD iPads will be erased and supervised by the College's Mobile Device Management system, this ensures the device has the correct settings and applications. Please ensure iPads are backed up prior to setup on the College network, all data will be **erased** during this process.

Please sign and return this page to the College ICT Office

Student BYOD User Agreement (To be completed by students and parent/guardians)

Purpose:

To inform students and parents/guardians of their responsibilities in relation to the conditions of use of BYOD at Surf Coast Secondary College.

Student BYOD User Agreement

I have read and agree to comply with the Student BYOD User Agreement. I agree to comply with any changes to these policies which will be published on the College's public website.

I accept my responsibilities and the conditions regarding the use and care of the device and use of the Internet as detailed in the SCSC Digital Learning Community Agreement and associated policies.

I accept that failure to comply with the Student BYOD User Agreement and SCSC Digital Learning Community Agreement could result in disciplinary action including, but not limited to, removal of Device from College ICT Network.

Please sign and return this Agreement to the ICT Office

A Student BYOD User Agreement must be signed and returned to the school before the device will be allowed to be used at the College.

Date: _____

Student Name: _____

Student Signature: _____

**Name of Parent/
Guardian:** _____

**Parent/Guardian
Signature:** _____