



Digital Device Program - Information for Parents

Each student is provided with a laptop to support their learning at school and home. The College operates a three-year lease program and the cost is included in the annual fee statement. Students receive new devices at the beginning of Year 7 and the beginning of Year 10. At the end of Year 12, students keep their laptops. Please note students that do not continue through to Year 12 will be required to return their device to the College.

Device Management

Devices are an essential learning tool. Students must bring their device to school each day, fully charged. The device must be used in a responsible manner, reflecting the Student Code of Conduct.

Student Passwords: The College sets student passwords which are provided to parents. Parents are encouraged to use their child's device and engage with their child's learning programs. Students will be issued with their own logons to the learning management system, SEQTA where they have access to an overview of lesson content, assessment outlines, assessment marks and their timetable.

Parent Portal: Parents will be issued with their own logons to the learning management system, SEQTA, where they can access an overview of lesson content, assessment outlines, assessment marks and timetables.

Password Changes: If students or parents need to request a change of password, they can do so by contacting the ICT department by email at ICT@lumen.wa.edu.au.

Software and Resources

While at the College, students will have access to the full suite of Office 365 and Adobe products as well as a suite of online learning portals and resources.

Students are not permitted to modify any system settings that will interfere with the operation of the device, or the ability of the College to communicate with the device for the purposes of updates, monitoring or other.

Repairs and Accidental Damage

Support for, and service of, devices is carried out by the College ICT team. If the team is unable to resolve the issue, or the device requires repairs, a loan device will be provided to ensure learning continues uninterrupted.

Should a device be accidentally damaged, a loan device will be provided while the damage is being repaired. An excess of \$100 will be charged per claim. Should a device be intentionally damaged, or there are several incidents of accidental damage to their device by an individual student, a larger excess may be charged.

Loss of a Device

If a student loses their device while at school, they must report this to the ICT Helpdesk immediately. If they lose their device while not at school, the student/parent must report this to the Police and to the ICT Helpdesk at the College as soon as possible.

Loss of a device during normal school hours will be covered by the College insurance. An excess of \$100 will be charged to parents. Loss of the device offsite will not be covered by the College insurance. Parents are advised to include the device on their home and contents insurance.

Students are responsible for the security and use of the device. When not in use during the school day, the device must be secured in the student's locker. Students must take their laptop home each day. The College takes no responsibility for the device being damaged or stolen if it is left at the College overnight. College supplied chargers and styluses may not be covered under warranty where physical damage has occurred. In the event the damage is not covered under warranty, parents will be required to purchase a replacement through the College and the cost will be charged to them.

Device bags are to be kept in good condition. Bags damaged from normal wear and tear will be replaced free of charge. Bags that have been intentionally damaged, or have been marked with graffiti, must be replaced and the cost of this will be charged to parents.

Further Information and where to get help

Parents and students requiring further information about our device program are encouraged to contact the College ICT department:

Via email: ICT@lumen.wa.edu.au
In Person: College Discovery Centre (Library)
Via Reception: Telephone +61 08 9394 9300

Yours sincerely

Scott Barron
ICT Manager