



Lumen Christi College

Student Device Agreement and Code of Conduct

Terms and Conditions defined within this document are subject to review and change.

The following is an agreement that relates specifically to College owned electronic devices. This agreement complements the *Lumen Christi College ICT Acceptable Use Agreement* and must be fully completed before students can be issued with a College owned electronic device

The purpose of this document is to ensure that students are aware of their responsibilities when using electronic devices in the College. Upon the issue of such devices, the student must agree to the following statements and expectations.

Digital Etiquette

Listed below are the expectations students are required to understand and accept when using the College provided devices. Students are expected to:

1. Follow all teacher directions, including those relating to the use of the device. This also includes teacher directions about when to use devices and what applications to use.
2. Have the volume of the device muted at the beginning of each lesson.
3. Use appropriate manners and respect when communicating electronically.
4. Ensure the device is fully charged.

Access and Use

Students are expected to utilise devices offered by the College in an appropriate and safe manner to support their College Learning Program. Specifically, this includes:

1. All Students will bring the device to the College every day, unless instructed otherwise by the College.
2. Students are required to have their device fully charged when arriving at the College at the start of each day.
3. Power chargers are not permitted to be brought into the College unless directed so by College staff.
4. Students understand that the device is owned by the College, and may, on occasion, be requested to be returned to the College. This must be done immediately.
5. Whilst in the College, students may only access their device
 - a. Before Homeroom and after the last period of the day, or
 - b. During class time, and only when instructed by their Teacher, or
 - c. During Break 1 or 2 in the Library, or
 - d. During Break 1 or 2 when under direct supervision of a staff member, or
 - e. In designated areas as specifically announced by the College and only during specified times.
6. The Supplied device is to be carried to and from school in the provided toughened bag for protection.
7. Students are not permitted to place any stickers on their device (other than the College supplied ones). Students must not remove, cover or damage the College supplied labels.
8. Students are required to keep their device in top condition and maintain and clean the device regularly.
9. Students must keep all food or liquids away from the device at all times.

10. Students will not loan their device to another person or leave it in such a place that it is likely to be damaged, misplaced, or stolen.
11. Whilst at the College, students must be connected to the College wireless network only, and must not disable their wireless connection. They are not permitted to connect to any network other than the one provided by the College. This includes, but is not limited to, wired, wireless, Bluetooth, 4G/5G networks, hot spots, etc.
12. Students are required to actively check their College email and Learning Management System for communications from the College.

Content

1. The College will make available software pertaining to student needs through a College application portal, with exception to the Microsoft store whereby students are permitted to install applications from the store ONLY under the guidance of their teachers. Students are not permitted to install any unapproved software inclusive, but not limited to, Games, Applications, Music, Videos.
2. Students are responsible for ensuring that backups are regularly made of all files on the device to College supplied cloud services or an external hard drive.
3. The College will make available cloud based data stores for the purpose of storing and saving work, Students are required to save all school work on these services.
4. Students are not permitted to manually install operating systems or application updates/patches. Updates approved by ICT staff will be automatically applied to students' devices.
5. 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.
6. Students are not permitted to install another operating system other than the College Standard Operating Environment (SOE).
7. Students are not permitted to create any additional login accounts without ICT staff approval.
8. If the device is not functioning correctly, students may bring the device to the ICT helpdesk to be reimaged to a known working state. Students are responsible for the backup and restoration of all their own data on the device.

Safety and Security

1. Students are to be cybersafe and cybersmart when using the internet (regular information sessions will be provided to students).
2. 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, which must be locked at all times.
3. The device is not to be left overnight at the College. Rather, it must be taken home every day. The College takes no responsibility for the device being damaged, misplaced or stolen if it is left at the College overnight.
4. The device must not be used on public transport to or in public areas to and from the College.
5. The College supplied bag is to be used to transport student devices to and from the College. Whilst in school, students are permitted to carry their device to and from the College in the supplied bag only. No other bags are permitted unless prior arrangements have been made with the College.
6. Students are required to provide their parent with their password and access to their device upon request.
7. Students are required to provide teachers with their password and access to their device upon request.

Loss or Damage

In the event of loss or accidental damage, students are required to report the incident to their teacher and the ICT Helpdesk at the College as soon as reasonably possible.

In the event of theft or deliberate damage while at school, the student must report the incident to their teacher and the ICT Helpdesk immediately. Where this occurs while not at school, the student must report the incident to the Police and then to the ICT Helpdesk at the College as soon as reasonably possible.

Damage to the device

Damage occurring to the device considered non-warranty is to be repaired by College staff only. An excess of \$60 will apply and charged to parents.

Malicious Damage

Should the device be damaged as a result of a malicious or deliberate act by students or whilst in the student's control, parents may be liable for a charge of \$500 for each and every event, as the insurance does not cover deliberate and malicious damage.

Loss of the Device

Loss of the device occurring during normal school hours will be covered by the College insurance. An excess of \$60 will apply and will be charged to parents. Loss of the device occurring offsite will not be covered by the College insurance and it is expected Parents utilise their home and contents insurance for cover whilst offsite.

College supplied Chargers/removable keyboards/pens may not be covered under warranty where physical damage has occurred. ICT Staff will assess the context of each case. In the event damage is not covered under warranty, parents will be required to purchase a replacement through the College at the current replacement value.

Where device bags are supplied, they are to be kept in good condition. Damage to device bags from normal wear and tear will be replaced free of charge. Device bags that have been intentionally damaged, or have been marked with graffiti, will incur a replacement cost at the current replacement value.



Student Device Agreement and Code of Conduct

Student Undertaking

I understand by signing this Agreement that I agree to abide by and work within the Terms and Conditions of the Lumen Christi College Student Device Agreement and Code of Conduct.

Student's Name: _____
(please print full name)

Academic Year: _____ Homeroom: _____

Student's Signature: _____ Date: _____

Parent Undertaking

As the parent of the above student, I have read and understand the terms of the Lumen Christi College Student Device Agreement and Code of Conduct.

I will support the College in the implementation of the Lumen Christi College Student Device Agreement and Code of Conduct.

I understand that I will be responsible for the \$60 excess on any insurance claim associated with the College device issued to my child.

I understand that should the device be damaged as a result of a malicious or deliberate act by students or whilst in the student's control, I may be liable for a charge of \$500 for each and every event, as the insurance does not cover deliberate and malicious damage.

I understand that damage and/or loss of the device charger or other peripherals may incur a replacement fee.

Parent's Name: _____
(please print)

Parent's Signature: _____ Date: _____