



Student MacBook and Acceptable Use Agreement

2023



Contents

- 1. Introduction2
- 2. Student Responsibility3
- 3. MacBook5
- 4. Repairs and servicing6
- 5. Data Security and Backups6
- 6. Home Use6
- 7. Fault and Damage7
- 8. Liability8
- 9. Agreement9





1. Introduction

The College's MacBook program provides all students a 1:1 opportunity of technology in the classroom, allowing for better educational engagement and skills in preparing them for further education and career pathways.

Catholic Regional College Caroline Springs (the College) recognises it has a responsibility to all members of the College community to provide and maintain an effective and efficient contemporary learning environment.

This responsibility extends to all staff, students and parents/carers accessing College Information and Communication Technology (ICT) resources and systems.

The College endeavours to provide ICT which:

- personalises and extends student learning
- improves teacher capability through targeted professional learning
- supports connected learning beyond the College
- supports the management of systems, in partnership with Melbourne Archdiocese Catholic Schools Ltd, for the **safe and reliable** access of digital learning and teaching resources.

This Agreement describes the conditions for acceptable use of ICT at the College for all students.

Both students and parents/carers are to read this Agreement. Parents need to acknowledge their understanding and acceptance of the terms by which this technology is to be used.



2. Student Responsibility

Students should:

2.1 Use MacBooks respectfully

When using MacBooks and online services, students are expected to behave respectfully towards others, and to respect the privacy and intellectual property of others.

To ensure that students behave respectfully, students agree to adhere to the following behaviours:

- I use respectful language when communicating online.
- I observe copyright rules by acknowledging sources when using information from the internet.
- I do not repost messages, videos, sound or images without the permission of the person who sent them to me.
- I do not take photos, videos, or sound recordings of people without their permission.
- I do not attempt to gain access to the MacBooks of other students or staff.
- I do not engage in any illegal acts, such as threatening the safety of others.

2.2 Use MacBooks safely

When using MacBooks and online services, students need to maintain their safety by not providing details to people in person or online that would enable someone to access their accounts or use their personal information.

To ensure that students maintain personal safety, students agree to adhere to the following behaviours:

- I keep my passwords secure and do not share them with others.
- I lock my computer screen if I walk away from my computer.
- I report any inappropriate activities directed at me to a staff member.
- I notify ICT if any security problems have been identified.
- I do not download programs onto my MacBook without being asked to by teachers or ICT.
- I do not share information and images online that identifies myself, my school or my home.



2.3 Use MacBooks responsibly

The MacBooks, installed software, and ICT infrastructure at the College ensure that students can take part in all ICT supported, planned educational activities. Students are expected to take care of and secure the MacBook and accessories.

To ensure that students are able to take part in all digital learning supported activities in each class, students agree to adhere to the following behaviours:

- I use my MacBook for educational purposes and organisation while in class.
- I put my MacBook into my MacBook bag when moving around or outside of the College.
- I store my MacBook in a locked locker and take it home each night.
- I protect my MacBook screen by keeping the case on my MacBook, not stacking belongings on top of the MacBook, and not cramming belongings into my MacBook bag. I don't carry my MacBook by the screen. I close my MacBook before picking it up and moving it.
- I protect my MacBook from spills by not eating or drinking near the MacBook or having food and drink near the MacBook. I also keep my locker organised so food or drink cannot spill onto the MacBook.
- I charge my MacBook before bringing it to school each day. When I charge my MacBook at home or, if I need to, at school, I move the MacBook to where I am charging so that others will not trip over cables.
- I notify ICT if my MacBook is damaged, not working properly, lost, or stolen.
- I do not use my MacBook outside unless directed to as a class activity.
- I do not download programs onto my MacBook without being asked to by teachers or ICT.

Students who do not follow the guidelines for respectful, safe and responsible use of their MacBook may be subject to the following:

- a warning
- a recall
- informing parents/carers
- a reimage of the MacBook, returning the MacBook to factory settings
- legal action



3. MacBook

The equipment referred to in this Agreement is the College managed MacBook, charger, protective case, protective bag; and the College's standard suite of software, including Microsoft Office and Adobe Creative Cloud.

Each MacBook will be:

- covered by the manufacturer's or equivalent warranty;
- covered by accidental damage protection (if selected at purchase);
- able to be connected to the school network and have filtered internet and email;
- able to be used at home and at school for student learning.

The MacBook will be managed by the College until the end of the student's enrolment. This allows for the College to effectively manage the device and provide access to all College owned software licenses and technical support.

The MacBook comes with a comprehensive suite of software and under no circumstances should students attempt to install additional software or drivers.

The MacBook has been selected to withstand the demands of normal use for a four-year period. The MacBook is expected to be in excellent condition throughout the duration of its use at the College. Any faults or damage that affect the normal operation of the device ie; cracked screens, loose or broken hinges, cracked cases etc; need to be reported to the ICT Helpdesk and repaired immediately to ensure the longevity and reliability of the device. Families will be liable for any repairs required to restore the device to full working order excluding those covered by the manufacturer's warranty.

It is also a requirement of using the MacBook that students provide authorised school staff access to the MacBook when requested; this also includes any associated equipment. Students are not permitted to loan, borrow or use another student's MacBook.

At the end of the student's enrolment the MacBook will undergo a decommissioning process. The decommissioning process restores the device to it's default settings and transfer of management to the family. The device may be required to be returned to the College when advised to enable the decommissioning process to occur.



4. Repairs and servicing

All repairs and servicing is to be carried out by the College's ICT staff or its agents. If a repair is expected to exceed 48 hours, a loan MacBook may be provided to the student while their MacBook is being repaired. The student is responsible for backing up their data prior to handing their MacBook over for repair.

5. Data Security and Backups

All student data should be stored and synchronised in the Microsoft OneDrive folder configured on the College MacBook to ensure your data is protected.

Students should be aware that information not correctly stored in the Microsoft OneDrive folder on the MacBook, may be lost if repairs are required.

6. Home Use

6.1 Storage

Families are to ensure that the MacBook is kept in a safe, secure place when it is brought home. It is only to be used by the student it has been issued to. It is strongly recommended that parents/carers and other family members read and understand the 'Online Safety Guide' Commonwealth Government publication. This can be viewed at: <https://www.esafety.gov.au/parents>

6.2 Internet

The College does not provide internet access at home. It is possible for families to organise their own internet connection for use with the MacBook, or to access an existing connection.



7. Fault and Damage

Any hardware issues, vandalism, damage, loss or theft of the MacBook must be reported immediately to the ICT Helpdesk.

7.1 Warranty

The MacBook is covered by warranty which covers manufacturing defects through normal usage.

This is provided by CompNow labelled: CompNow Care Plan.

A full copy of the Care Plan Terms and Conditions can be found here:

<https://www.compnow.com.au/support/>

Warranty issues will be covered by the CompNow Care Plan as determined by the CompNow Apple Authorised Technician.

7.2 Insurance

Insurance provides coverage against accidental damage, accidental loss of and theft, which is determined by the insurance provider.

Insurance is provided by CompNow labelled: CompNow Protect Laptop & Tablet

A full copy of the Product disclosure statement can be found here:

<https://www.compnow.com.au/support/>

In the case of an insurance claim being made, there is a \$200 excess charge applicable.

There is no insurance cover for negligence, abuse or malicious damage. Students will be required to replace a lost or damaged charger, bag or case at their own cost.

7.3 Theft and loss

If the MacBook is lost or stolen, the parent/carer will need to report the incident to the Police and ensure they have the following documentation when informing the College:

- police report number;
- a statutory declaration (usually completed with Police assistance).

On receipt of the required documentation, the insurer will assess the incident and advise the replacement costs for the device, the minimum cost being the excess cost.



7.4 Travel

It is recommended that care be taken in the instance that the MacBook is taken on family travel. Please note that the MacBook insurance is limited to coverage in Australia and New Zealand.

7.5 Accidental Damage Process

In the case of accidental damage, a \$200 excess applies to the claims.

Year Level Leaders will be informed of these incidents. Parents/carers will be sent a direct message from the college as soon as possible informing them of the damage.

CompNow will issue an invoice directly to the parents/carers. Repairs will only commence upon payment.

Where the damage was caused by the actions of another student, the Year Level Leaders will provide advice about charging the costs to the student/s responsible.

Where the College and MacBook vendor determine that damage has been intentionally caused to a MacBook, the full repair or replacement cost may be charged.

7.6 Uninsured devices

Uninsured devices will be liable for the full cost of repairs; in some cases it may require the outright purchase of a new device. Uninsured devices don't have access to the loan MacBook Program. You are required to repair the device at your expense in a timely manner, to ensure your child is not without a device required for their learning. Any software or hardware issues, vandalism, damage, loss or theft of the MacBook must be reported immediately to the ICT Helpdesk.

8. Liability

The College will not be liable for any loss or damage as a result of the use of the MacBook.



9. Agreement

The College's MacBook program is an integral part of the learning and teaching program of the College and as such there is an expectation that all students are part of the College MacBook program. Upon enrolling at the College, it is important that both students and parents/carers understand the guidelines outlined in this document.

By signing an Acceptance of Offer form upon commencement at the College, students and their parents/carers agree to abide by the College rules and all College Policies.

With specific reference to the Student MacBook Agreement, they:

- understand and will abide by the terms described in this Student MacBook Agreement;
- understand should they commit any breach of the Agreement; their access privileges may be suspended and disciplinary consequences may be given;
- understand that the College MacBook is for student educational purposes only;
- support the College by ensuring that their child always takes proper care of the MacBook and abides by all conditions and responsibilities.

Note: Any questions related to College policies including the Student MacBook Agreement are to be directed to the relevant Year Level Leader or Learning and Teaching Leader Digital Learning.

Student and parent acceptance and agreement:

I understand and will abide by the terms described in the Catholic Regional College Caroline Springs' Student MacBook Agreement.