



CARMEL COLLEGE

LET YOUR LIGHT SHINE

Student and Parent Digital Device Policy and Guidelines

At all times, the digital device and supplied equipment for this device remain the property of Carmel College.

1. EDUCATIONAL OPPORTUNITIES OF A 1:1 DIGITAL DEVICE PROGRAM

As part of Brisbane Catholic Education, Carmel College's approach to 1:1 Digital Device Program has been developed following issues emerging from the National Secondary School Computer Fund (NSSCF) program and implications for contemporary learning and teaching in all schools in Brisbane Catholic Education.

Learning and Teaching within a 1:1 Digital Device Program

1:1 initiatives have gained momentum, worldwide, and are increasingly seen as a key to transforming education and better preparing students to succeed in a highly digitised global world.

Features of 1:1 Learning include:

- Learners and teachers create contemporary learning environments and quality learning outcomes as they shape and enrich their own and others' worlds.
- Contemporary learning provides anytime, anywhere access for students to portable technologies.
- Studies show that, with greater access to real-time information, digital learning resources, educational software and collaborative workspaces, students experience higher levels of motivation and engagement in their learning.
- Typically, students experience initial improvement in areas such as organisational and technological skills, revision, writing and editing work. With the development of presentations and other multimedia projects, students experience subsequent improvement in analytical, presentation and speaking skills.
- Involvement in 'virtual workspaces' creates opportunities for collaboration and communication, improving relationships in the classroom through a greater level of interaction between students, their peers and their teachers.
- A networked environment, where it is easy to share developing work and research with peers and teachers, is the environment students will live and work in, during secondary school and the future.

- Technology may allow students to work together in different ways to devise solutions to real-world problems and create links beyond the classroom, allowing them to engage in levels of thinking beyond a simple knowledge framework, to complex analysis and evaluation.

2. 1:1 DIGITAL DEVICE GUIDELINES

The College-issued Digital Device is a tool to assist learning and should not be used for any other purpose. Students must be aware of and abide by the College's *ICLT Conditions of Usage Policy* (see Section 3), as well as the Digital Device Guidelines contained in this section. Failure to abide by the user agreement could result in disciplinary action, or in the event of damage or non-return of the device to the College, a financial cost to the parent. The College reserves the right to amend these policies at any time, with all agreements remaining valid.

1. Education Purposes

- a. Students have use of the laptop computer whilst they are enrolled at the college, but not inclusive of the Christmas holiday period. When leaving the college, or the end-of- life for the device, students are to return the laptop computer and accessories, including bag, in good order. Upon return, the device will be wiped of all data.
- b. Students have been provided with the digital device for educational purposes.
- c. The use of the College Wireless Network and all associated infrastructure are available for educational use with student's College-issued digital devices.
- d. The College reserves the right to carry out software, hardware and data inspections and reimaging of these digital devices at any time.
- e. The College-issued digital devices may only be used by the student at school or home. The digital device should not be used by any other individual including other students or family members, except for the parent or guardian when assisting.

2. Student Responsibilities

Use of the Device

Students will be guided to be competent users and maintainers of the assigned digital device. Students will be subject to the terms of the *ICLT Conditions of Usage Policy* if there is any evidence of misuse or inappropriate usage.

- a. The network/laptop password is confidential, **students must ensure that they do not disclose their password to any other person** either deliberately, or by design (e.g. writing down password).
- b. Students will be guided on how to support and maintain the digital device. Students are not, under any circumstances permitted to attempt to repair or open the device, nor are they permitted to upgrade any components within the device, or to attempt to access the internal components of the device. To do so will void warranty.

- c. In the event of a software malfunction, students may contact the College IT Services Department for assistance.
- d. Student digital devices are to be brought to school each day however, the classroom teacher will manage the use of the digital device in the classroom.
- e. Whilst on the College grounds, the Internet is only to be accessed through the College Wireless Network. Any form of personal modem or tethering is not permitted at school.
- f. The downloading of files is restricted to educational purposes only.
- g. Students are not to remove or interfere with the settings of the anti-virus software provided.
- h. Network settings are not to be removed or altered as this could affect the digital device's ability to connect to the College Wireless Network.
- i. The digital device comes pre-installed with a range of software for student use. College-authorized software takes priority when stored on the digital device. Software that is not required for educational purposes cannot be installed on these devices.
- j. Any software/digital content installed on the digital device must be appropriately licensed. Any software/digital content required for educational purposes will be supplied for use by the College. The College will hold appropriate licenses for this software/digital content.
- k. The software loaded on the digital device is licensed to the College. Students are not permitted to copy, transfer, or delete software.
- l. Students will not install or access software that allows for the acquisition of copyright protected material or designed to circumvent network settings, computer settings or policies, or security.
- m. It is the student's responsibility to fully charge the digital device at home each evening ready for classroom use the following day. If the device is regularly not able to maintain its charge, then the student must report this to the College IT Services personnel immediately.
- n. Chargers are not to be brought to school to charge digital devices. These are to remain at home. If a charger is found to be in use at school, it will be taken and handed to the appropriate Pastoral Leader for your student and returned in time to be taken home.

Data Management

- a. Students are responsible for the backup of all data as recommended by the College. Students are required to use OneDrive for the storage of their schoolwork. If at any time the student is required to reimage the digital device, the College takes no responsibility for loss of student data, programs or resources installed by the student e.g. iTunes purchased and loaded.
- b. Students are responsible to ensure that all software is kept up to date and upgrades and performed in a timely manner when required by the College. The College reserves the right to perform automatic upgrades of software or reimaging of the digital device at any time without prior notice or consent.

Safety and Security

- a. Students will be provided with a protective, weather-resistant carry-case, which is a College resource. It is expected that the digital device remains within the carry-case whenever it is not in use. If this carrycase is damaged through other means than those of manufacturer fault, it is required to be replaced with a college approved carry-case, which is available for purchase from the uniform shop.
- b. When moving within the school, the digital device must remain secured within the provided carry-case and carried via the shoulder strap. While it is strongly recommended that the digital device case is to be worn with the shoulder strap placed over the head and across the body, the placement of the shoulder strap over a single shoulder will suffice.
- c. When not in use at school, recommended practice is that student digital devices must remain secured inside the student's locked locker. Exceptions include scheduled lunch breaks where the student may have the device with them if they are seated. The device must still be within its protective case. Student digital devices may only be used during recess and lunch in the College library or available classrooms. If a device is found to be in use outside of these areas or left alone, College staff are asked to collect these devices and take to Student Services. Students must then see their Pastoral Leader for the device to be returned.
- d. Student digital devices must not be left on the College grounds overnight.
- e. While travelling to and from school, the student digital device is to be placed in the protective carry-case which must be placed inside the College back-pack which is zipped closed and correctly worn i.e. strap over both shoulders. In the interest of student safety, these digital devices are not to be used in a public place.
- f. College-issued digital devices, associated equipment and carry-cases are to be kept clean and free from graffiti and non-authorised stickers.
- g. Any College authorised label or barcode placed on the digital device, carry-case or associated devices for identification purposes by the College must not be damaged or removed.

Loss or damage

- a. The digital devices are covered by **Accidental Damage** Insurance only. According to Dell (PDS, p 7) accidental damage is 'an operational or mechanical failure of the Supported Product caused by an accident, being an unexpected and unintentional event external to the Supported Product and that arises from normal intended usage of such Supported Product'. Damage caused by acts of God or natural disasters, animals, pets, pests, intentional acts, fire, or theft are not covered under accidental damage protection. Examples of intentional acts include, and are not limited to, purposeful damage, removal of system labels, removal or swapping of keys from the keyboard, markings made on the device (pen, nail polish, glue, etc.), scratching of paint off the device. Any expense resulting from these circumstances must be met by the parents and relevant Pastoral Leaders will be informed.
- b. In the event of a hardware malfunction a report must be made to the College IT Services personnel as soon as possible for warranty repair to be organised. This includes device peripherals such as the device charger. If this occurs during school holidays or weekends, students must log a job with IT Services by emailing the issue through, in as much detail as possible, including a contact phone number and photos if required, to support@carmelcollege.qld.edu.au. The technicians will review each request and book a time, if required, for the student to visit the school to have the device swapped for a spare or repaired.

- c. Students are not permitted to log warranties or phone vendors for support. All warranties must be logged via the College using the process above.
- d. All instances of damage must be reported to the College IT Services personnel as soon as possible. Students will be required to log a damage report before repairs will be authorised. Insurance will only cover accidents whilst the device is in use in due care, meaning, in proper use. An example that would be deemed as not covered for AD (Accidental Damage) is if the device is being used whilst on the floor and is damaged by being stood on.
- e. All instances of loss or theft must be reported to the police immediately and a police report obtained. The Pastoral Leader must be notified as soon as possible, and a copy of the police report must be provided.
- f. All instances of loss, theft, or wilful or intentional damage are the responsibility of the student. The cost of repairs and replacement could be significant.

3. Parent Responsibilities

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Supervise student use of the digital device when at home. It is recommended that the digital device be used in a public area within the house and not in an individual student's bedroom. There are significant benefits for separating sleep and study space for students.
- c. Ensure the student has the digital device at school each day, fully charged and in a condition that will enable it to be usable for any educational purpose.
- d. In the event that the protective carry-case is damaged through other means than those of manufacturer fault, it is required to be replaced with a college approved carry-case, which is available for purchase from the uniform shop.
- e. Once notification of the intent of discontinued enrolment at the College has been made, the digital device and supplied equipment for this device must be returned to the College, in good working order, before the student has left. Upon return, the device will be wiped of all data.
- f. Upon ceasing enrolment at the College, up to and including graduation, or the end-of-life for the device, the signed agreement is deemed void and the digital device and supplied equipment for this device are to be returned to the College cleaned and in good working order. Upon return, the device will be wiped of all data.

Information Communication and Learning Technology (ICLT) Conditions of Usage Policy

Rationale

Information technology is an integral part of our society and culture. We aim to ensure that the staff and students at Carmel College will be empowered to create, shape, select and use information technology effectively, efficiently, and appropriately.

“21st Century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities.”

MCEETYA – Contemporary Learning: Learning in an Online World (2005)

Carmel College provides its students with access to both a school-based network (accessed with an individual account), as well as the Internet (during school hours). These facilities may be withdrawn if these resources are misused.

The usage of the College’s ICLT facilities by students is set out in three important sections, which are included in this document for you to read and keep.

SECTION 1. The “*Acceptable College Computer Network Usage*”

SECTION 2. The “*Acceptable Internet Usage Policy*”

SECTION 3. The “*Acceptable Email/Intranet/CMS Usage Policy*”

All students will automatically be given access to the College’s computer network for the first 3 weeks of the academic year. If, after this time, the “*Acceptable Use Agreement*” is not signed by both the student and parent/guardian and returned to the College, the student’s computer access at the College will be removed until the agreement form is returned. The agreement form is a separate 1-page document. No digital device will be issued to any student for individual use unless the ICLT Resources Access Consent Form is signed by both the student and parent/guardian.

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

General Information

The role of students

Students are responsible for their behaviour on the College’s computer network. Communication on the information network is public and general, and the System Administrator may review students’ files and communications to maintain system integrity and ensure that students are using the system responsibly. College rules for appropriate student behaviour, conduct, and standards of communication will apply. It is presumed that students will comply with College principles and will honour agreements they have signed.

- i. By accessing and using the ICLT resources provided by **Carmel College** you are agreeing to abide by these Conditions of the ICLT Conditions of Usage Policy.
- ii. These conditions apply to all **Carmel College** ICLT resources, regardless of how they are accessed. This includes access at all installed computers, whether wired or wireless, or remote access over the internet through users' own resources. While staff and students (in particular, ICLT staff engaged by individual schools) may be called upon in the course of their duties to undertake activities beyond those permitted by the terms of this Agreement, it is expected that any such activities undertaken must be done in accordance with the spirit of this statement.
- iii. The College's ICLT resources must not be used to engage in any activity that is prohibited by this agreement, or any Local, State or Commonwealth law.

The role of Parents and Caregivers

Parents and Caregivers are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources.

The College expects that these standards will be in accordance with the College Mission Statement, Student Code of Behaviour, and other College policies.

The role of Staff

The College expects that staff will integrate the use of ICLT throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources. The College Library will promote the use of all resources in the information collection, editing and distribution process.

Staff will facilitate student access to curriculum information resources appropriate to the individual student's instructional needs, learning styles, abilities, and developmental levels.

SECTION 1. Acceptable ICLT Resource Usage

Computer Hardware

Computer facilities are expensive, sensitive, and must be treated carefully. This includes any permitted secondary storage devices brought into the College by students.

Students must not:

- do anything likely to cause damage to any equipment, whether deliberately or carelessly.
- steal equipment.
- vandalise, mark, or deface any equipment.
- interfere with network equipment.
- eat or drink near any College owned computer resource.
- Unplug any device or power cables of resources.
- attempt to repair equipment.
- move equipment to another location.
- disassemble equipment or remove any covers or panels.
- disable the operation of any equipment.

Software and Operating Systems

Computer operating systems and other software must be set up properly for computers to be useful. Students will not:

- bring or download unauthorized programs, including games or music, to the College or run them on College computers.
- delete, add, or alter any configuration files.
- copy any copyrighted software to or from any computer, or duplicate such software, including the storage/saving of any copyrighted material anywhere within the network, including secondary storage devices (e.g. audio & video files, games, software applications);
- introduce any virus or program of a malicious nature.
- Bypass any policies or security settings or software

Networks

Network accounts are to be used and accessed only by the authorized owner of the account (the student) and the System Administrator/authorized staff. If you find a computer logged in to by another user, you should do nothing except notify the supervising teacher.

It is the responsibility of students to make backup copies of their work.

Students must not:

- attempt to or successfully log into the network or school owned laptop device with any username or password that is not their own or change any other users' password.
- students must not attempt to guess, capture, "hack" or decrypt any security details of another person or user.
- reveal their password to anyone. Students are responsible for everything done using their accounts, and all files stored in their home directory. Since passwords must be kept secret, each user is responsible for all activity within that account.
- use or possess any program designed to reduce network security.
- enter any other person's digital device, file storage facilities, or do anything whatsoever to any other person's files.
- interfere with any other computer that is being used by another student.
- attempt to alter any person's access rights.
- intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users.
- Users must not, with **Carmel College** ICT resources, copy, download, store or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, videos, or any other form of media.
- store the following types of files anywhere within the network, including their college digital device, own secondary storage devices and externally hosted storage facilities, without permission from the System Administrator:

- program files (.EXE, .COM, etc).
- batch/script files (.VBS, .JS, .BAT, etc).
- obscene or insulting material (pictures, audio, or text) or filenames.
- password-protected files.

Accessing ICLT Resources

Students may be provided with the opportunity to access the College's computer facilities as a core element of a subject, or as a teaching/learning tool to assist in an educational activity during allocated class time. At this time, students are to sit only at their allocated position and must notify the teacher of any changes to the standard workstation setup or damage.

Additionally, during nominated times outside of set class times (e.g. lunch breaks, after school hours etc.), students may also be given access to the facilities. It is expected that students will always follow the policy guidelines and use these facilities only for curriculum-based research and activities.

Saving and Printing

When printing, students must not, without permission:

- retrieve printed documents directly from the printer.

Additionally, students should always:

- print documents containing their name (usually in the form of a header or footer).
- preview the document to identify and correct errors *before* printing.
- check with the supervising/classroom teacher before printing.

The College may not use the same software as that used on a student's home computer. Therefore, work moved between home and the College may require files to be saved as a different type.

The College reserves the right to set quotas for space available for the saving of files.

Upon commencement at the College, each student is provided with a user account which links with a printing account which can be used for both computer printing and photocopying. Students are responsible for managing their own printing account and ensuring that money is added to their account, when necessary. This may be done by organising payment through the College's online shop or autoloader facilities. Printing account balances do not expire. When students wish to use the printing facilities, their printing account will be debited per sheet of printed output for all printouts. Lack of available printing credit will not be accepted as a reason for students not submitting assessment tasks by the required due date.

EXPECTATION OF PRIVACY

Students are given access to the College computer network and its physical/electronic technology resources to assist them in their educational activities and performance. The computer network is the property of the College & Brisbane Catholic Education and may only be used for College purposes. As such the College adheres to the Brisbane Catholic Education Privacy Policy regarding how personal information and documentation is collected and stored. The Brisbane Catholic Education Privacy Policy can be found at [Brisbane Catholic Education Privacy Statement](#).

SECTION 2. Acceptable Internet Usage Policy

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an email account on the Internet/Intranet may lead to receipt of unsolicited email containing offensive material.

While every endeavour is made to filter inappropriate material from student access, users accessing the Internet do so at their own risk and Carmel College is not responsible for material viewed or downloaded or emails received external to the College network.

IT IS EXPECTED THAT ALL CARMEL COLLEGE STUDENTS WILL FOLLOW THESE GUIDELINES WHEN USING THE INTERNET, EMAIL, AND ACCESSING ONLINE COMMUNITIES:

- Be polite. Do not send or display offensive messages or pictures or send any anonymous email.
- Do not display graphics/pictures, record or play sounds, or type messages that could cause offence or concern.
- Do not use inappropriate language.
- Do not reveal any personal information (such as address or phone number) or those of others in any electronic communications.
- Do not disrupt the running of the College's network and Internet access (e.g. by downloading large files from the Internet during busy times).
- Do not use the Internet for commercial purposes or activities conducted by profit-making groups. Product advertisement or political lobbying is not allowed.
- Do not participate in instant chats, forums, or social networking activities unless directed by the classroom teacher.
- Do not develop personal sites/pages which may be offensive.
- The internet must not be used for illegal purposes. In addition, students must not spread uncomplimentary information about others, or distribute/receive software that is not public domain.

The College is aware that definitions of 'offensive' and 'inappropriate' will vary considerably between cultures and individuals. Therefore, if students are concerned about the nature of their actions, they must check with a teacher *before* conducting any activities. However, any activities involving material/activities of the following nature will not be allowed on the College computers (and it is advised against using personal computers for the same):

- nudity, obscene language, or sexual discussion or images intended to provoke a sexual response.
- violence.
- information on, or encouragement to, committing any criminal or civil offence.

- racism, sexism, or religious/cultural prejudice etc.
- information on making or using weapons, booby traps, dangerous practical jokes, or 'revenge' methods.
- any other material that the student's teachers, parents, or caregivers have forbidden them from accessing.

In using the Internet/Intranet outside of the College, it is important that students are aware that, as students of the College, it is expected that they will behave in way that is in line with the College's Mission Statement and Behaviour Management Policy. Additionally, to avoid the breach of privacy laws and for the safety of all at the College, whilst using the Internet, students must not:

- disclose their identity, or that of other students, as being enrolled at Carmel College.
- post images of themselves or other students that would allow anyone to identify them as students at the College.
- make derogatory or defamatory comments about the College or any of its staff/students; or
- participate in any activity that is deemed to invade the privacy of any College member.

Internet filtering and security

Students are not, at any time, to use (or attempt to use) VPN's (Virtual Private Network), proxy websites, or browsers to bypass the school's internet security and filtering measures.

Copyright and Intellectual Property Rights

Copyright is a complex issue that is not fully resolved as far as the Internet is concerned. It is customary to acknowledge sources of material quoted/copied directly, and it is a breach of copyright to transmit another user's work (including text, images, and multimedia) without the creator's knowledge or permission. For this reason, students are required to acknowledge all Internet sources used.

Users must not, with Carmel College ICLT resources, copy, download, store or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, videos, or any other form of media.

Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on our educational institution and community. This is particularly relevant where users post or submit material in a way that makes it publicly available over the internet.

SECTION 3. Acceptable Email/Intranet/CMS Usage Policy

The College Intranet, which is accessible to students from both inside and outside of the College, is provided as a resource and is to be used by students as a reference point for gathering information about the College.

In the event that the College provides students with an email account and access to the College's Content Management System (CMS) and/or any other digital

collaboration/expression tools, it is to be considered a privilege that is given to students for educational uses only. The use of any digital communication system is to promote the exchange of information and communication to further extend education, research, and the mission of the College. The College reserves the right to monitor all digital activity and to intercept and remove content, messages and attachments that do not comply with this policy. Additionally, the College reserves the right to remove a student's email/CMS/digital tools access at its discretion.

When using the College supported email/CMS/digital tools facilities, students will not:

- send or forward message/content containing libellous, defamatory, offensive, or obscene remarks, or any message/content that may be interpreted as bullying by any other person.
- send or forward messages/content containing junk mail, chain letters, advertisements, jokes, executable files, or malicious code.
- send unsolicited bulk messages to any internal/external email accounts.
- send messages of a personal nature or store emails of a personal nature in their email account.
- subscribe to mailing lists, newsgroups, electronic magazines/newsletters, without permission from their classroom teacher.
- forge, or attempt to forge, messages/content.
- send messages using another person's email account, or unique identifier within other programs.
- copy a message or attachment belonging to another person without permission of the originator.
- disguise, or attempt to disguise their identity when sending messages.

Any attempt made by students to send messages created in accounts other than those provided/supported by the College (e.g. Gmail, Yahoo) to College user accounts in an effort to intimidate, harass or inconvenience any member of the College may be reported to the appropriate external authorities.

Staff who are involved in the administration or monitoring of the CMS/digital tools will endeavour to ensure that all content and messages are of an appropriate, educational nature, and remove any material deemed as inappropriate as expeditiously as possible. In the event that links to external sites are provided to students via email/CMS/digital tools, every endeavour is made to filter inappropriate material from student access, however, Carmel College is not responsible for material viewed/downloaded, or emails received, external to the College network.

It is the expectation of the College that, in the event that students contact staff for assistance or communication via email/messaging, staff reserve the right to only respond to such contact during school hours, unless individual staff members have made previous arrangements with students/classes.

Sanctions and Consequences

The sanctions involved for breaches of the Information Technology Usage Policy are listed below. Sanctions may include the following measures, or any combination thereof:

- withdrawal of access privileges (regardless of curriculum requirements).
- lunch time or after school detention.
- community work for the College outside of school hours.
- withdrawal from class (regardless of curriculum requirements).

For serious breaches of rules:

- suspension.
- exclusion.
- external authorities including law enforcement agencies may become involved. Students must be aware that their actions may result in civil and/or criminal proceedings.

If you have any concerns regarding any aspect of this policy or would like to report a suspected breach of the policy by any person, please contact the appropriate Pastoral Leader for your student by contacting the College on 07 3488 7777.

4. TECHNICAL DETAILS AND SUPPORT INFORMATION

Model Specifications

Model	Dell Latitude
Operating System	Windows 10
LCD Screen	13.3" Touch Display
Processor	Intel Core i5
Memory	8GB RAM
Hard Drive	256GB Solid State Drive
Battery	4 cell battery, 65W power adapter, <u>3-year battery warranty with NO Accidental Damage coverage.</u>
Case	T.A.N.C 5.0 (Targus Armoured Notebook Case) Heavy-duty fabric & zip, Honeycomb internal shell, shock absorbing foam, Hard outer layer, 6 year warranty from manufacturing faults.
Support & Warranty	Notebook device - 3-year onsite warranty, earliest possible response Peripherals (Power Cable) – 1-year warranty protection from manufacturing faults, <u>no protection for accidental damage.</u>
Insurance	Notebook device - 3 Years Accidental Damage (excludes fire, theft, loss, willful or malicious damage, act of god, damage by animals) AD claims are limited to 1 claim per 12-month period over the time of device usage.

Support

Section 2: Student Responsibilities, under the subtitle Loss or Damage, discusses the process of what is required for warranty claims to be made in the event of a fault with the digital device. Please note that, as stated above in the model specifications, only the notebook device is covered under a 3 Year Warranty and Accidental Damage insurance policy.

In the event of accidental damage to the device, accidental damage claims are limited to one claim per 12-month period, starting from the College's purchase date. This means that for the period of student usage, the device will only be covered for one AD claim every 12 months. Once this claim has been reached, subsequent repairs will incur a cost and will be invoiced. Should a claim be deemed as deliberate damage, AD coverage will not apply and a vendor technician fee as well as the cost of replacement parts will be invoiced.

In the event of a peripheral fault, students must report these to IT Services as soon as possible for the appropriate action take place.

If assistance is required, contact the Carmel College IT Services Department either by:

Reporting to the IT helpdesk between 8:00 AM and 3:30 PM (IT Services room).

Send an email to support@carmelcollege.qld.edu.au.

5. CARMEL COLLEGE PERSONAL DIGITAL DEVICE PROCEDURES

Purpose

The purpose of this procedure is to support the appropriate use and management of personal digital devices (E.g. iPads, mobile phones, head/earphones, gaming consoles and new emerging personal devices) by students at Carmel College.

Rationale

Carmel College recognises that learning in the 21st century requires access to and use of a range of learning materials including personal digital devices. The college takes a proactive approach to the use of digital media devices to enhance learning and supports their use when it positively contributes to learning or the ethos of the College.

Carmel College also recognises that adolescents are learning to thrive and maintain their wellbeing in a digital world and therefore reserves the right to direct how students will access and use personal digital devices during the school day to ensure use is positive and contributes to their learning and wellbeing.

Procedure

During school hours personal digital devices are only to be accessed and used by students under explicit staff direction for curriculum connected activities, pastoral wellbeing or health reasons.

Processes

- Use of personal digital devices outside the prescribed procedure will result in the student being directed to hand the device in for collection at 3.00pm.
- Three repeated infringements will result in the student being required to hand the device in prior to 8.40am each morning for a period of 50 school days
- There will be no warnings given with students required to hand the device in any time it used outside of the set procedure.
- During class – device placed at front of room and student directed to hand in to student reception in last minute of lesson
- During lunch – student is directed to collect planner and hand in to student reception.
- Pastoral Care teachers will be advised if student is on their third instance and needs to hand device in for 50 days.
- Students who hand in a “dummy” device will be suspended for non-compliance with school procedures. Dummy devices will not be returned to students and parents will be contacted to collect these devices.
- Timetables are not to be read from devices.
- Devices are not to be taken to the toilet during class time.
- Devices may be used for electronic payment but must be put away immediately.
- Students to present ID in order to collect phone at 3.00pm.

Principles

Students and staff comply with the following principles:

Respect – compliance with processes and acceptance of processes when use is outside of set procedure.

Positive Relationships – seek to support the wellbeing of all members of the Carmel community through calm and positive interactions which are solution focused.