

# One-to-One Device Program

## User Agreement

**Bendigo South East College is committed to ensuring that every student develops the knowledge, skills and attributes needed to positively contribute to the world community as a responsible sharing citizen.**

Research and experience have shown that achieving a one-to-one student to computer ratio significantly improves student outcomes and plays a key role in preparing students for future study and employment.

Every student at Bendigo South East College is involved in the One-to-One Device Program and has a digital device dedicated to their learning. The Program is achieved through a self-sustaining parent/school contribution program that the College administers. The College issues every student with a device to ensure all have access to a consistent set of applications and experiences that enhances their learning. Students use their device to monitor growth and achievements, to access and source learning resources, to access online platforms/services and to create/complete learning tasks. All devices are managed and supported by the College's IT Services team.

The College leases devices and parents pay an annual fee for use. Students are not allocated a device until the fee has been paid. The devices are fully insured. An 'excess' applies when making an insurance claim. The devices are under warranty. The College has an IT Services team to support the Program. This User Agreement is valid for the time in which a student is enrolled at the College. The device is a learning tool. Responsible maintenance and care of content and hardware is both expected and required. Usage of the device and online activity is monitored.

Bendigo South East College actively supports the rights of all members of the school community to be provided with, and engage in, a safe, inclusive and supportive learning environment. This goal extends to the use of digital tools (e.g. laptops, mobile phones, tablets) and online communities, and is underpinned by our expectation of safe and responsible behaviour by all members of the school community.

### At Bendigo South East College, we:

- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students, including those reported through online services.
- Know that some online activities are illegal and that we are required to report incidents accordingly.
- Support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child. This Agreement is part of the support, as are the resources made available by the Department of Education and Training:
  - o **Bully Stoppers website**  
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>
  - o **iParent eSafety website**  
<https://www.esafety.gov.au/parents>

# One-to-One Device Program

## Schedule

The annual **parent contribution will be approximately \$300 per Year 7 & 8 student and \$350 for other year levels.**

The fee is reviewed and ratified annually by the College. The College retains the right to review this fee at any time during the lifetime of the agreement and to offer pro-rata arrangements for students that enrol after Term 1.

The device is typically available on booklist collection day.

**PAYMENT FOR THE DEVICE MUST BE MADE IN FULL BEFORE THE DEVICE IS PROVIDED TO THE STUDENT.**

### Device Ownership

- The school retains full ownership of the device. At the end of Year 10, **after all outstanding BSE fees & levies are paid in full**, ownership of the device **may be** offered to parents at a nominal cost. Both the opportunity and the cost of purchase are at BSE's discretion.
- All files stored on the device, on the College's infrastructure (e.g. servers) or on online systems (e.g. Google Drive, Office365, Stile) **are not** private and may be accessed by the College in accordance with our goal/obligations to ensure safe, ethical and responsible use.
- If the student leaves the College before completing Year 10 (e.g. to enrol at another school, moves interstate/overseas) or is enrolled in an alternative program, the device must be returned to the College in full working order, complete with working charger. A fee to cover the cost of repair will be incurred if the device is returned damaged. A fee for cost remaining on the lease may be incurred if the device is not returned.

### Damage or Loss of Equipment

- All devices are covered by the manufacturer's warranty, with the exception of the device battery, which is covered for a limited number of charge cycles. The warranty covers manufacturer's defects and 'wear and tear' incurred during the intended use of the device. It does not cover abuse, neglect or malicious damage.
- An excess of up to **\$250** will apply, payable by parents upon occurrence of damage during the lease period. The device will not be released by the IT Services team until payment has been made. The value of the excess is set by the Insurance Company and may change at any time without prior notice.
- A completed, signed Parent Insurance Consent Form must be returned to the College before repair works can be undertaken on the device through the insurance process.
- In the case of theft, whether suspected or actual, a police report must be made by the family and a copy of the report provided to the school. This report would be attached to the Consent Form.
- Students are required to replace lost, stolen or damaged chargers if not covered under warranty.
- The signatories of the User Agreement are responsible for any/all costs of the device (e.g. the lease, insurance excess, replacement of chargers). Liability for payment is not transferred/exempted in situations where damage is caused by a person other than a signatory to the Agreement.

### Student Responsibilities

- Bring their device to school each day, fully charged and in working order.
- Do not install or use applications and programs that are not authorised by the College.
- Maintain virus protection, spam and filtering settings; as set by the College's IT Services team.
- Back up their device on a regular basis. The College provides, at no cost to the student, a range of simple yet effective backup strategies. Support and assistance is available upon request from the IT Service team.
- Carry their device in an appropriate protective case at all times and purchase a new case if the case provided by the College no longer provides adequate protection.
- Adhere to the requirements/expectations outlined in this document when using the machine, both at home and at school, including during lunchtime or when not in a classroom.

**This agreement must be signed and returned to Bendigo South East College for a device to be issued.**

# One-to-One Device Program

## Student Declaration

Student Name

---

**I agree to be a safe, responsible and ethical user of digital technologies at all times by:**

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy and the privacy of others: not giving out personal details, including my full name, telephone number, address, passwords or images, never posting or forwarding personal details or images of others without their consent.
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me.
- Investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear, seeking further explanation from a trusted adult.
- Handling my device with care and notifying a teacher of any damage or required attention.
- Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references, where necessary.
- Not downloading unauthorised programs, including games, music, movies and photos.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another user. In addition, when I use my personal mobile devices (including my phone), I agree to be a safe, responsible and ethical user at all times.
- Keeping devices on silent during class times.
- Respecting the privacy of other users; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson.
- Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages.
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

I agree to take extra care with my device.

If there is a problem I will have it addressed by the IT Services team.

I will immediately contact the College if there is damage to the device.

Student Signature

---

Date

---

**This agreement must be signed and returned to Bendigo South East College for a device to be issued.**

# One-to-One Device Program Parent/Guardian Declaration

Student Name \_\_\_\_\_

Year/House \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Please read, in full, all four pages of this 'One-to-One Device Program User Agreement' before signing this declaration and returning it to the College. By signing this document, you formally acknowledge:

- I agree for my child to be part of the one-to-one program and participate in all respects.
- I have discussed scenarios, potential problems and responsible use of Information and Communications Technology (ICT) with my child.
- I will contact the College if there is damage to the device or if I become aware that my child is using the device in any manner outside of the expectations and conditions of this Agreement.
- I agree to pay the annual co-contribution fee per student and that payment for devices must be made before the start of the school year and that access to the device is dependent on payment being made.
- I understand that at the end of Year 10, after all outstanding BSE fees & levies are paid in full, ownership of the device may be offered to parents at a nominal cost. Both the opportunity and the cost of purchase are at BSE's discretion.
- I agree to monitor the use of the device when it is being used outside of school hours to ensure that it is used responsibly and in accordance with the Agreement.

**This statement is based on the College Values and Student Code of Conduct.**

In signing below, I acknowledge that I understand and agree to BSE College's 'One-to-One Device Program User Agreement'. I understand that failure to comply with the agreement could result in the confiscation of the device and/or disciplinary action by the College and/or payment for damage.

In signing below, I understand my responsibilities regarding the use of the device and the internet. I acknowledge and agree that my child will follow the rules. I will immediately contact the school if there is damage to the device. I understand that access to the device and associated systems, services and opportunities at the College will be renegotiated if responsible behaviour is not adhered to.

This declaration applies to all digital technologies and environments and applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home including, although not limited to:

- School-owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones and student-owned devices
- Email and instant messaging
- Internet, intranet and WAN
- Social networking sites (e.g. Facebook)
- Video and photo sharing websites (e.g. YouTube)
- Blogs and micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Wikis (e.g. Wikipedia)

**Lease Arrangement**

I have read the leasing, cost and insurance information for the device my child will be using. I understand and agree to the terms and conditions of this lease and the device's use.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**This agreement must be signed and returned to Bendigo South East College for a device to be issued.**