General Information

The device you choose to bring to the College is to be used as a tool to assist student learning. While the device choice and use is the responsibility of the owner, excessive downloading of material using the College wireless network or printing for non-educational purposes at school may incur a cost to the parent/carer.

Students and parents/carers must carefully read this Agreement prior to signing. Any queries should be addressed to the Business Manager or a member of the College Executive before the Agreement is signed.

Equipment

1. Ownership
   1.1. The device remains the property of the student and her family.
   1.2. The College can request the device not be brought to school if it is being mis-used.
   1.3. All material uploaded from the device as well as material accessed using the College network is subject to review by College staff.

2. Damaged or Lost Equipment
   2.1. The security and maintenance of the device is the sole responsibility of the owner.
   2.2. The parent/carer will be required to pay for the cost of repairs or for a replacement machine.
   2.3. The College takes no responsibility for the care and protection of student owned devices.

3. Faulty Equipment
   The College recommends that owners of the device investigate and purchase warranty and insurance for the device. Faulty equipment will need to be repaired by commercially.

4. Substitution of Equipment
   There is no availability for substitute equipment should the device be out for repairs.
5. **Student Responsibilities**
The student is responsible for:

5.1. Bringing the device fully charged to school every day.
5.2. Taking the device to every class unless instructed otherwise by a teacher.
5.3. Adhering to the St Clare’s College Student Cyber Safety and Acceptable Computer Use Policy and the Electronic Equipment Policy which are available on the College’s Intranet.
5.4. Backing up data securely on the school network and at home.
5.5. Ensuring that the device can be identified using labels or bag tags.
5.6. Keeping the device secure when not in use at school by placing it in a locker that has an operational College-issued padlock at all times.
5.7. Ensuring that settings for virus protection or spam filtering that has been installed are not disabled.

A student who does not fulfil these responsibilities may not be able to use the device at the College.

6. **Parent/Carer Responsibilities**
The student’s parents/carers are responsible for:

6.1. Supervising the student’s device and Internet use at home to ensure that the student is using the device safely and responsibly and in accordance with the Student Cyber Safety and Acceptable Computer Use Policy.
6.2. Purchasing or renting the device that best suits the student’s learning needs.
6.3. Care and maintenance of the device, purchase of its operating system and software applications.
Student BYOD User Agreement

Student Name: ____________________________  ____________________________

Family Name  Given Name

Parent/Carer Name: ____________________________  ____________________________

Family Name  Given Name

Purpose

To inform students and parents/carers of their responsibilities in relation to the conditions of bringing their own devices to the College.

Bring Your Own Device (BYOD) User Agreement

I have read and agree to comply with the BYOD User Agreement and the BYOD Operation Guidelines. I agree to comply with any changes to these policies which will be published on the College’s public website.

I accept my responsibilities and the conditions regarding the use and care of my device and use of the Internet as detailed in the St Clare’s College BYOD User Agreement and BYOD Operation Guidelines.

I accept that failure to comply with the BYOD User Agreement and BYOD Operational Guidelines will result in disciplinary action.

Student Signature: ____________________________  Date: ___/___/20___

Parent/Carer Signature: ____________________________  Date: ___/___/20___

Parent/Carer Signature: ____________________________  Date: ___/___/20___

Please sign and return this page to the College.

A Laptop User Agreement must be signed and returned to the College, and a College-issued padlock must be on the student locker, before the laptop will be issued.