

Related Policies

Student Cyber Safety and Computer Acceptable Use Agreement

Rationale/Purpose

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 the consent form. Any queries should be addressed to the Business Manager or a member of the College Executive before the Agreement is signed.

Equipment

Ownership

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

Damaged or Lost Equipment

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

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 families commercially.

Substitution of Equipment

There is no availability for substitute equipment should the device be out for repairs.

Student Responsibilities

The student is responsible for:

- Bringing the device fully charged to school every day.
- Taking the device to every class unless instructed otherwise by a teacher.
- 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 and website.
- Backing up data securely on the school network and at home.
- Ensuring that the device can be identified using labels or bag tags.
- 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.



- Ensuring that settings for virus protection or spam filtering that have been installed are not disabled.

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

Parent/Carer Responsibilities

The student's parents/carers are responsible for:

- 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.
- Purchasing or renting the device that best suits the student's learning needs.
- Care and maintenance of the device, purchase of its operating system and software applications.

Approved by:	Executive
Implementation date:	2016
Revision date:	September 2019
St Clare's Contact Officer	Information Systems Administrator