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Classrooms

Wynnum State High School – 1:1 learning Program

Student Digital Device Charter

This document needs to be carefully read and signed by the student, parent/caregiver and a school representative before the device is issued to a student.

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Student Digital Device Charter

Digital Device overview

A priority for Wynnum State High School is the laying of strong educational foundations, whereby students will be well prepared for life success in learning and education through the use of ICTs. The Student Digital Device Scheme – 1:1 Learning Program - will help ensure our school is one that offers rich digital learning experiences to students.

Over the past few years we have worked to ensure that all students in Years 7 to 12 now have access to a digital device by way of this Participation Scheme which is endorsed by the Wynnum State High School Parents and Citizens Association.

All computers, including digital devices or notebooks used in this program are the property of the Department of Education and Training regardless of funding revenue i.e. School, Federal or Parents & Citizens. The details of ownership are outlined below under the heading of "Equipment Ownership".

This Program supports solely school-procured and owned ICT assets being provided to students for educational use at school and at home. It does not support an ownership model whereby privately owned devices are connected to the network. This is in order to maintain the security of the network, support the Managed Operating Environment (MOE) and to ensure continuity of service to all students.

Other factors influencing this decision include:

Continuity of service (repairing devices on-site within agreed time frames);

Continuity of service (provision of "loan" devices as part of the repair process);

Single operating platform which is upgraded on a whole school basis;

Nominated software loads which vary for each level of student;

Automatic upgrades with additional software titles as part of the program;

Availability of spare parts and in-school service and advice.

The device that has been bulk purchased by Wynnum State High School for each round was chosen based on a number of criteria, including portability, battery life, hardware capabilities, overall cost, warranty and support models.

All computers used in the program are the property of the Queensland DET.

Loan equipment

The equipment referred to in this charter are the devices that were bulk purchased and now designated for Years 9 to 12 School use and consists of a laptop computer, power pack, protective carry case, DET's standard suite of software, including Microsoft Office, and software owned by Wynnum State High School.

Each device will be:

- protected by anti-virus tools with automated updates
- covered by a four-year warranty, including the battery
- covered by accidental damage protection insurance (excess applies) *
- 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
- installed with DET's standard suite of productivity software
- protected by embedded Computrace anti-theft program.

   * NB.   The device is NOT covered for malicious damage nor for negligent damage.

Equipment ownership

At the end of the agreed use period, or when the student leaves the school, (whichever is the sooner), all devices must be returned to the school and will be either removed from the school network or re-assigned to another student. If the devices are to be disposed of, then they will have all licensed software and data removed and will be restored to their original factory state. DET / Wynnum SHS will make a decision regarding the disposal, sale or recycling of the used devices, as appropriate at that time.

If the student completes their schooling or transfers from the school, the device must be returned to the school. If the device is not returned, reimbursement will be sought.

It is also a requirement of using the device that students provide authorised school staff with access to the device and personal holdings associated with the use of the device if requested.

Fee for provision of laptop

To participate in the Wynnum State High School laptop home-use program, parents and/or caregivers will be required to make a contribution. This will cover additional costs incurred by the school in providing and supporting the laptop.

Although initial funding many years ago had been made available by the Federal and State Governments for the implementation of the program, schools may, and we did, choose to provide extra management, breadth, and support in addition to the original package.

The items below are included in the 2023 standard Laptop package:

Device item	Annual cost per student
Laptop	Approx. 70% funded by WSHS
Accident damage protection	Funded by WSHS
Theft protection software	Funded by WSHS
Internet filtering	Funded by WSHS
MS Windows operating system	Funded by WSHS
Microsoft Office software suite	Funded by WSHS
Adobe Software suite	Funded by WSHS
Antivirus software	Funded by WSHS

The following items and services are also included in the **Wynnum State High School** take-home package for students:

Device item	Annual cost per student
School locker	$15
Hot swap device	$20
Protective case	$20
Protective laptop skin	$10
Extended School Helpdesk	$85
Additional software	$25
Battery replacement	$10
Annual laptop contribution	$110

Our school P&C has endorsed a co-contribution of **$295** to be charged per device, per annum, for ALL year levels.

This fee also takes into consideration the fact that the initial distribution of devices may take several weeks to complete.

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Please note, that in order to participate in the 1:1 Laptop Program, all students **must** also be part of the **Student Resource Scheme**.

Device care

The student is responsible for taking care of, and securing the device and accessories in accordance with school policy and guidelines. Detailed advice for the care of the device can be found in the Parent and Student Guide.

If at any time a student believes that their device is faulty, or close to failing, they should immediately take it to the Laptop Resource Centre for checking. In hardware terms, this includes everything from a loose / missing key on the keyboard through to a cracked screen. In software terms, this includes everything from not being able to Logon through to a program not running correctly.

Data security and backups

Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.

The student is responsible for the backup of all data. While at school, students are able to save data to the school's network which is safeguarded by a scheduled backup solution. They are also able to save data locally to the device for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as external hard drive or USB stick.

Students should also be aware that, in the event that any repairs need to be carried out, the contents of the device may be deleted and the storage media reformatted.

Acceptable computer and internet use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Department of Education's **Use of ICT facilities and devices guideline** which is accessible from the Department of Education.

This guideline and associated policy also form part of this Student Laptop Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds.

Communication through internet and online communication services must comply with the Responsible Behaviour Plan available on the school website.

There are a few conditions that students should adhere to. Students should not:

- create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place

- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard

- use unauthorized programs and intentionally download unauthorized software, graphics or music

- intentionally damage or disable computers, computer systems or Queensland DET networks

- use the device for unauthorized commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

Passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user.

Personal accounts cannot be shared. Students should not allow others to use their personal account for any reason.

Students should log off at the end of each session to ensure no one else can use their account or laptop.

Cybersafety

At any time, if a student believes they have received a computer virus or spam (unsolicited email), or they have received a message that is inappropriate, or makes them feel uncomfortable, they must inform their teacher, parent and/or caregiver as soon as is possible.

Students are encouraged to explore and use the 'Cybersafety Help' button to talk, report and learn about a range of cybersafety issues.

Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other messages, containing:

- A message sent to them in confidence
- A computer virus or attachment that is capable of damaging the recipients' computer
- Chain letters or hoax emails
- Spam (such as unsolicited advertising).

Students must never send or publish:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- Threats, bullying or harassment of another person
- Sexually explicit or sexually suggestive material or correspondence
- False or defamatory information about a person or organisation.

Web filtering

An internet filtering solution provides DET with the ability to restrict access to inappropriate material on DET's ICT network.

Content filtering is active 100% of the time on the Computer for Student (CFS) devices. The filtering system is installed on each device, and will work regardless of whether the device is connected to a school, home or other network.

To help keep students safe when using the DET network, DET imposes a 'high' level of internet access filtering. A 'high' level provides a greater level of protection and therefore a high level of restriction. Sites that are blocked under a high level of internet access include:

- Social networking sites such as Facebook
- Open/Mixed Content such as YouTube
- Language translation sites

- Internet telephony sites such as Skype

- Alternative sexuality/lifestyles

- Intimate apparel/swimsuit.

Parents, in partnership with the school, may choose to allow students a 'medium' version of web filtering when working on a non-departmental network, such as a home wireless. The medium level filter provides a more relaxed level of protection for students. Students are able to access some of the types of sites listed above. In order to achieve 'medium' level of filtering **a written request must be received from the parent/caregiver.**

It is important to remember filtering systems are not foolproof and do not replace the need for parental supervision when students are online. Parents, caregivers and students are encouraged to visit the Cybersmart website at www.cybersmart.gov.au.

Privacy and confidentiality

It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission.

The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.

It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

Intellectual property and copyright

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged.

Material being published on the internet or intranet must have the approval of the Principal or their delegate and have appropriate copyright clearance.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. **Students will be held responsible for any breaches caused by other person(s) knowingly using their account** to access internet and online communication services.

The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Damage of equipment

All devices and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. In addition, devices are covered by an Accidental Damage insurance policy which protects against accidental damage although an excess does apply for insurance claims.

There is no insurance cover for negligence, abuse, or malicious damage to the device. Negligence includes not transporting the device in the protective carry case provided by the school. Similarly, there is no insurance cover for lost devices. Students will be required to pay the cost of replacing laptops and accessories, eg chargers, which are **lost or damaged** due to negligence, abuse or malicious actions.

Costs incurred by the school for the non-warranty repair or replacement of devices will be charged by the school as an excess to parents. In the event of non-compliance of agreed responsibilities, the school may review the student's continued participation in the take-home program.

Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school.

Theft or Loss

If the device is stolen, or lost, the parent / caregiver will need to report the incident to the police and ensure they have the following documentation when informing the school:

- Police crime number; and
- Statutory declaration (usually completed with the police).

On receipt of the necessary documentation, DET will initiate recovery procedures via the inbuilt theft protection software. The **non-refundable** cost of such a claim is **$200**, payable by the parent/caregiver.

If any such additional incidents occur, then the full replacement cost of the device will be payable by the parent/caregiver.

Without the above two documents, Police Crime Number and Statutory Declaration, the full replacement cost of the device will be payable by the parent/caregiver.

Accidental damage

Where a device is accidentally damaged, students will be asked to supply a detailed report re how the accident occurred and who witnessed it. This report is **essential** for the lodgement of an Accident Claim.

The school will invoice a student's parents/carers according to the following scale:

- First incident: $50

- Second incident: $100

- Subsequent incidents: $150

It is a pre-requisite of the Accidental Damage Plan that the device is always in the protective carry case provided by the school when not being used. This includes when being carried to / from classes at school as well as to / from home.

Negligent and malicious damage

If a student cannot provide a reasonable explanation as to the cause / reason for damage to a device, or where the school determines that damage has been either intentional or due to negligence, then the full cost of repair or replacement will be charged.

Software

The software loaded on the device is licensed to DET or the school. The parent or caregiver must ensure that the software is not copied, deleted or transferred, without prior written consent from the school. Unauthorised use may breach copyright laws and the parent or caregiver may be held liable for any damages incurred.

Students may have the ability to install additional software onto the laptop. However, only licensed software can be installed. The student must hold a valid licence for any software installed and the licence must be appropriate for installation on the laptop. Devices may be audited by a school requiring students to present a valid software licence for any personal software installed. Devices may be rebuilt at any time for numerous reasons without consultation with students or parents and all local data may be lost in this process.

Elevated access

Devices may have elevated permissions which would provide the ability to complete tasks such as installing home items including home printers, cameras and/or licensed software. This access may allow further permissions above and beyond those available on other MOE-built workstations and devices. Students should not misuse these privileges. The misuse of this access may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

The school will manage the provision of elevated access and **will require a parent / caregiver to approve, using the form at the back of this document.**

Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, DETE may be required to provide the authorities with access to the device and personal holdings associated with its use.

Students' reporting requirements

Students are required to report any internet site accessed that is considered inappropriate.

Any suspected security breach involving students, users from other schools, or from outside Queensland DETE must also be reported to the school.

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Student Digital Device Charter agreement - Years 9 to 12

In order to participate in the 1:1 Laptop Program all students **must also** be part of the Student Resource Scheme.

The Student Digital Device Charter agreement form must be signed and returned to the school before the digital device is issued.

The student and parent or caregiver **must carefully read this charter before signing** it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

In signing below, I acknowledge that I,

- accept all policies and guidelines as per Wynnum State High School's Code of Conduct for Students

- understand my responsibilities regarding the use of the device and the internet

- acknowledge that I understand and agree with all of the conditions detailed in the Student Digital Device Charter agreement - Years 9 to 12

- understand that failure to comply with the Student Digital Device Charter agreement - Years 9 to 12 could result in recall of the device and/or loss of access for home use

- agree to contribute **$295 per year** for my child to access the Student Digital Device Charter agreement - Years 9 to 12. **(Please see reverse side for payment arrangements)**

After reviewing and understanding the responsibilities outlined in the *Acceptable Computer and Internet Use* section above and relevant documents, I **(tick one)**:

☐ **agree** to the provision of **elevated** computer access associated with the assignment of the student device. (This will allow you to install home devices and/or licensed software.)

☐ **do not agree** to the provision of elevated computer access associated with the assignment of the student device. (You will be unable to install home devices.)

Student's name (Please print)	**Signature of student**	**Date**
Parent / caregiver's name (Please print)	**Signature of parent / caregiver**	**Date**
Designated school representative's name	**Signature of school representative**	**Date**

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Payment Options

Please note that there is a participation fee of $295.00. The participation fee allows students to be a part of the program for a period of up to 12 months. However, if a student chooses to withdraw from the program, any refund will be at the discretion of the school.

For a student entering the program part-way through the school year, an adjusted participation fee may be determined by the school.

Payment Arrangement   (tick one)

☐ **Full Payment Now:**
I wish to make a full payment now for the total amount of $295 upon receipt of invoice.

☐ **3 Instalments:**
I wish to make payments, in instalments within the first 2 weeks of each of the relevant terms:

First term of use:	$185.00
Subsequent term:	$ 55.00
Final term:	$ 55.00

☐ **Payment Plan:**
I wish to make payments via a Payment Plan, approved by the school, which takes into consideration the appropriate participation cost.

Additional Comments:

_____

_____

_____

School Use Only: Negotiated Instalments Approved: _____ **Position:** _____