

2018 Student Laptop Program Self-Managed Devices Information & Acceptable Use Agreement

The following documents have been developed in order to provide further clarity about the College's 1:1 Laptop Program and how the laptops will be used:

- eSmart Policy
- ICT Acceptable Use Agreement
- Accessing College Laptop Supplier Portal
- FAQ Guide

On receipt of this completed agreement and confirmation that the device meets the College's technical requirements (software and hardware) the Self-Managed Device will be connected to the College's wireless network by our ICT Team.

Ownership

- The device is owned by the parent(s), guardian(s) and/or student but is made available for use as part of the school learning program
- Parent(s)/guardian(s)/students should be aware that files stored on the device are private but the College reserves the rights to monitor student behaviour in accordance with the eSmart policy.
Please note: a member of staff may request access to a student's device at any time to check for inappropriate content or may remotely monitor the device at any time whilst the device is on College grounds
- Files stored on devices may be publicly accessed as part of learning programs
- The College reserves the right to check the Self-Managed Device for compliance of the technical requirements (and other relevant DET or school-level policies) at any time this can be done.

Damage or Loss of equipment

- Any problems, vandalism, damage, loss or theft of the device is the responsibility of the owner
- In the case of loss or suspected theft, the family must make a Police report and provide a copy of the report to the College
- In the case of accidental damage, it is the responsibility of the owner to promptly organise repair of the laptop device
- In the case of damage or loss, the parent/guardian is responsible. Students can access the ERC for daily use and borrowing of laptop devices

Sunbury Downs College will:

- consult with Parent(s)/Guardian(s) regarding the Self-Managed Option to ensure the device is suitable for use and consistent with other devices used in the College
- provide wireless connectivity upon confirmation that technical requirements have been met
- install school-based monitoring software to ensure students comply with all DET and College policies / agreements. Students must meet the ICT Team to have this removed should they transition from the College.

User Responsibilities

Students (or parents/guardians) are responsible for:

- installing all software requested by the College and updating the installed software each year to ensure

consistency with other students' laptop devices

- bringing portable devices fully charged to school every day
- ensuring anti-virus is installed and monitoring software is not interfered with
- backing up data securely in multiple places
- only utilising their devices in class as directed by their classroom teacher
- using their device for educational purposes whilst on school premises or connected to the College's network
- carrying their device in an appropriate protective case at all times and storing it securely
- adhering to the College's 1:1 Laptop Device Acceptable Use Agreement, this Self-Managed Device Acceptable Use Agreement and Student Engagement and Wellbeing Policy (and any other applicable policies) when using the device, both at home and at school, including before school, recess, lunchtime, afterschool or when not in the classroom
- being aware that the use of any device providing internet access other than that provided by the College is prohibited within the College grounds

Sunbury Downs College strongly recommends the use of a Preferred Device from the College Laptop Supplier Portal instead as they are fully supported by the College ICT Team.

Should you consider a self managed device then approval is required from the Assistant Principal (Later Years) and ICT Coordinator for Self-Managed Devices.

The Self-Managed Device option may suit some individuals but it is important parent(s)/guardian(s) fully consider all information before making this decision. Below is a list of considerations:

- Sunbury Downs College will be adding additional commercial software to Preferred Devices from the College Laptop Supplier portal and school-based devices from year-to-year. This may represent an additional yearly cost to Self-Managed Device users.
- All laptop devices must run solely on a Windows-based operating system. **Please note:** the College does not support the use of Apple/Linux/Unix/Chrome based devices, tablets, mobile-based devices or other like devices.
- Preferred Devices have been tested and proven for durability within a school environment. The cost of a Preferred Device is significantly cheaper than a comparable product in a retail store – ensure you compare full specifications and coverages for warranty and ADP.
- The responsibility for the installation of software is the responsibility of the user.
- Time is required to install all of the required programs and technical support cannot be provided by the College ICT Team for Self-Managed Devices.
- A Self-Managed device must meet all technical requirements. Once the device meets these requirements the College will simply connect the device to the wireless network, and no further support for the device will be provided.
- A Self-Managed Device does not have access to the Printer Network. Any printing that is required can be undertaken on school-owned equipment (for example, ERC).
- Preferred Devices from the College Laptop Supplier Portal already include Accidental Damage Protection (ADP). Standard devices from retail stores do not come with this provision.
- Most devices in retail stores do not come with an extended warranty and will only provide you with a single year warranty. You are also required to mail the device in for repairs.
- The user is responsible for any warranty or accidental damage to their Self-Managed Devices as the College ICT Team is unable to troubleshoot software or hardware issues for them.
- Insurance and warranties are solely the responsibility of the parent/guardian.

To purchase your own self-managed devices please be advised of the following technical requirements to ensure consistency with other students in your son's/daughter's cohort. These requirements must be met.

Below is a table outlining the technical hardware and software requirements for Self-Managed Devices:

| Technical (Hardware) Requirements | Technical (Software) Requirements |
|---|---|
| <p>4GB RAM Minimum</p> <p>128GB Onboard Storage Minimum</p> <p>11.6" Display Minimum</p> <p>8 Hour Battery Life Minimum</p> <p>Headphone Jack</p> <p>Inbuilt Keyboard (No 'Touch-Only' Devices)</p> <p>Webcam & Microphone</p> <p>Wi-Fi Network Activity Indicator</p> <p>VGA Output or Adapter for Presentations</p> <p>Maximum Weight 2kg</p> | <p>All eduSTAR Applications (USB available from ERC)</p> <p>Adobe Creative Cloud Design and Web <i>Adobe Creative Cloud installation instructions provided with USB</i></p> <p>Adobe Flash Player/Shockwave Player</p> <p>Anti-Virus Software (user purchase or free option)</p> <p>Arduino IDE / Eclipse IDE</p> <p>Finale Notepad</p> <p>Google Chrome/Drive/Earth</p> <p>iTunes</p> <p>Java / Java Development Kit</p> <p>Notepad++</p> <p>Picaxe</p> <p>Windows 10 (user to have installed)</p> |

Please note: your child must borrow and return the USB mentioned above to the ERC

The software requirements for students undertaking VCE or VCAL will differ depending on the needs of their chosen subjects. The approval of Self-Managed Devices for these students is at the discretion of a member of the Principal Class Officers (PCO).

Due to the significant number of software programs on the eduSTAR image not all applications will be available for installation. Changes in software requirements will be communicated on a term-by-term basis to families.

In addition to the table above, the following operational requirements must also be met:

- Any encumbrance against an existing leased device must be paid in full or an appropriate arrangement be put in place prior to connecting a new device to the College network
- Failure to adhere to the College's values (and any relevant school or DET policies) may result in a self-managed device being removed from the network.

All devices will be reviewed annually based on curriculum needs of your child and other members of their cohort.

The College reviews the software needs of all devices each year and as such, connectivity to the wireless network will cease at the end of each academic year and the agreement will cease. It is possible that as your child progresses through each year level, additional software may need to be purchased by the family for the device.

Technical specifications are reviewed annually to meet and enhance student-learning needs across all domains.

The College is unable to provide commercial software to Self-Managed Device users beyond those in the eduSTAR image unless the licensing arrangements explicitly allow this and it is practical for software to be made available.

Should you have any queries or questions in regards to Self-Managed Devices please do not hesitate in contacting the ICT Team on 03 9744 0500 or email at: ict@sunburydowns.vic.edu.au for further information.

Thank you in anticipation of your support of this program.

Mr Michael Watson
Assistant Principal Later Years (Acting)

Participant Declaration

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement for 1:1 Self-Managed Devices as well as those set out within the 1:1 Laptop Device agreement.

I understand that there are actions and consequences established within the College’s Engagement and Wellbeing Policy if I do not behave appropriately.

I confirm that the device meets the technical specifications of the College and understand that this agreement is reviewed on an annual basis to ensure consistency of the Program.

Student Name: _____

Student Code (if known): _____

Student Signature: _____

Student Year Level (2018): _____ Student Homegroup: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Contact Number: _____

Date: _____

Office Use Only
1:1 Self-Managed Device Acceptable Use Agreement 2018

Assistant Principal Signature: _____ Date: _____

ICT Coordinator Signature: _____ Date: _____

Date Device Connected: _____

Serial Number:

THIS FORM MUST BE TAKEN TO THE ASSISTANT PRINCIPAL (LATER YEARS) WITH THE SELF-MANAGED DEVICE

ONCE THIS IS COMPLETED, THE FORM WILL BE PROVIDED TO THE ICT TEAM TO ALLOW THE STUDENT TO BORROW THE SOFTWARE USB FROM THE ERC