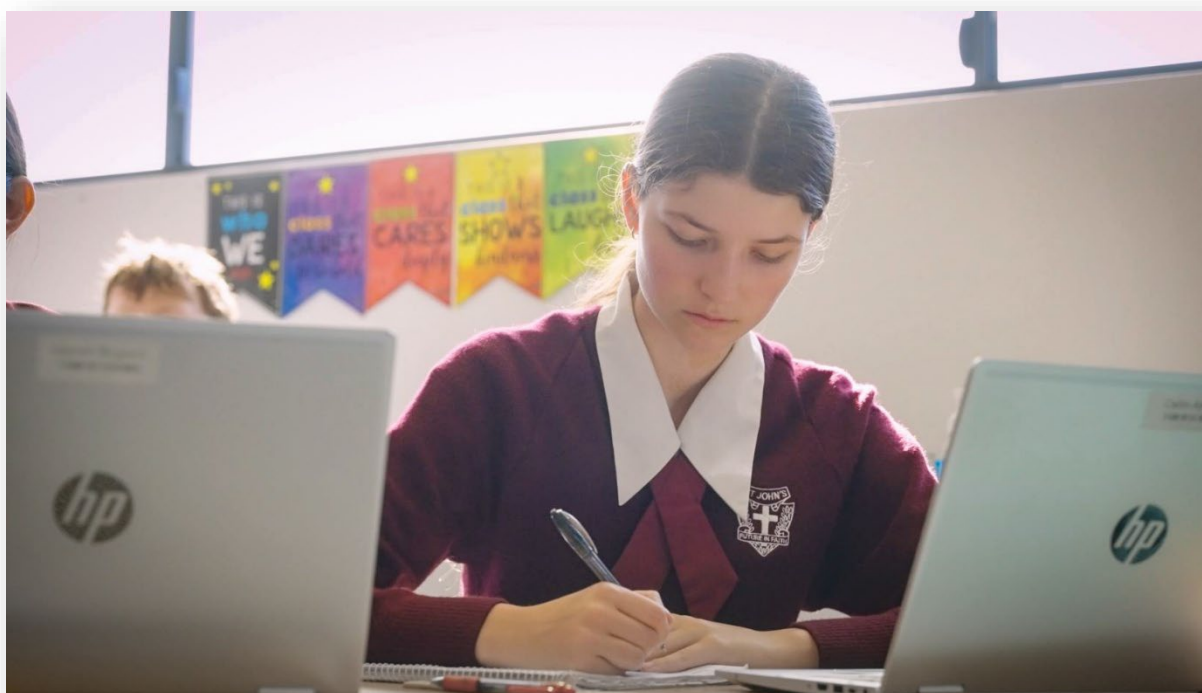


St John's School

Student Device Handbook – 2025



Student Name: _____

Year Level: _____



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Overview

St John's School aims to integrate technology into all learning and teaching areas to enhance the curriculum and prepare students for their role in the digital world. Modern digital devices provide students with an additional platform to assist them in enhancing valuable soft skills for the modern workplace, such as collaboration, communication, critical thinking, and problem-solving.

This handbook, in conjunction with Toowoomba Catholic Schools' *Acceptable use of ICT systems and resources* policy, explains how student devices are managed within the school and the expectations that St John's School in how these devices are used by students. Students and their parents/caregivers are required to read this handbook carefully prior to signing the *Laptop Use Agreement*.

Device agreement

St John's School has implemented a Student Device Hire to Purchase Scheme for students in years 7-12, with new devices being issued to students in year 7 and 10. The school retains ownership over the device for the duration of the agreement, and by extension will provide technical support throughout the agreement term. Once the agreement expires, provided that fees are up to date, the device will have any school-related software removed and ownership of the device will transfer to the fee payer(s).

Equipment issued to students

Each student is provided with the following items as part of the School Technology Device Program:

- Laptop: HP Pro-book 435 x360 G10
- Power supply cord
- Stylus pen and charger
- Laptop sleeve
- Warranty & Servicing
- Education software
- Ongoing training & support

Acceptable Use

Students are required to use their laptop in an acceptable manner both at school and home. Programs that allow students to access the internet, online chat and email should be used responsibly and follow the Toowoomba Catholic Schools' *Acceptable use of ICT systems and resources* policy. A link to all Toowoomba Catholic Schools policies is available through the school's website. Breaches of the *Acceptable use of ICT systems and resources* policy may result in disciplinary action, or in the instance of malicious damage – a financial cost to the fee payer(s).

Where a **serious breach of conduct** has occurred, the school may insist on viewing files stored on the laptop if there is reasonable suspicion that the device is misused. If there is evidence of inappropriate use/content, the school reserves the right to confiscate the laptop and apply consequences as per the school's Behavior Management Process. If illegal activities are detected, the school reserves the right to escalate the incident to the Police.

The laptop may be used at home and be connected to your home internet. When off school grounds, parents have full authority to monitor device usage. Examples include:

- Encourage use in a family room and not in the bedroom
- Restrict use at certain times of the evening and/or weekend
- Examine documents and other contents of the device

The laptop will be provided to students with the 'base set' of software installed. Students are not permitted to delete any of these applications or any of the existing folders. In addition, students are not permitted to rename existing folders, however they are permitted to add additional folders to assist with organising their work.

Caring for the device

Students must store their devices in the laptop sleeve when not in use, including between classes and to and from school each day. The school's IT department may inspect the devices to ensure that they adhere to the Acceptable use of Toowoomba Catholic Schools Office provided ICT Systems and Resources Policy (a copy of which is included with this document).

Security, damages, loss, theft, and repairs

Students are responsible for the secure storage of the device at all times and must immediately report any missing items or damage to the classroom teacher and IT team when at school and parents when at home. Each device must be kept free of personal stickers and graffiti. Students must not remove or cover any of the identification labels applied by the ICT team to identify the device.

A three-year HP Accidental Damage Protection covers all devices. The extended Service Plan comprises two elements, breakdown protection (warranty repairs) and accidental damage. Breakdown protection generally covers component failures and protects the user against product defects resulting from the manufacturing process.

Accidental damage protection covers damage caused by:

- Fire
- Non-intentional liquid spills in or on the unit
- Drops, falls, collisions
- Electrical surges and
- Damaged or broken LCDs.

Accidental protection **does not cover theft, loss, everyday wear and tear, consumables, malicious damage or damage caused due to negligence (EG. Water Damage)**. It also does not cover additional accessories issued to the student, such as the stylus pen and charger, laptop sleeve and laptop charger.

If the device is lost, stolen or damaged, the student is required to report it to the IT department as soon as practical during school hours. If the loss or theft occurs outside of school, parents should inform the police immediately. The *Police Event Number* will be required for insurance purposes. Personal information from a student may be required by the school or police where appropriate. The school will determine action in response to damage or loss.

St John's School aims to have a one-week turnaround for the repair of laptops however this will be dependent of the nature of the issue. If the laptop has a hardware fault, it will be externally repaired by St John's supplier for repair or replacement of parts. If available, IT will provide a replacement (loan) laptop to use during the repair period. Students are expected to care for any loan laptops in their possession with any malicious/negligent damage being charged to the parent/carer.

Laptops hired by senior students will have maintenance priority. Students should back up critical school-related files onto OneDrive or external hard drives to avoid loss of data. St John's School will not be responsible for lost data.

Data storage

Each student can save their data on their school cloud base as storage space using OneDrive and the Student Document Library (SharePoint) for shared resources. Parents are encouraged to purchase a portable hard drive as a means for students to back up their data. Each student should ensure that their data is stored in a safe place that is always easily retrievable. Data loss will not be considered reasonable grounds for failing to submit homework or assessment tasks on time.

Software

Our ICT technicians will image each PC with the necessary software to assist each student's learning. Students and parents are not permitted to install any other applications or software onto the device or alter/delete any software installed by the ICT team, particularly web filtering and anti-virus software. Students are encouraged to alert teaching and ICT staff to any applications that may be used to enhance their learning outcomes.

Printing

Students are usually encouraged to save all documents to PDF/Word on their devices, rather than printing physical copies of documents. There will be times when a hard copy will be required for assessments, therefore each device will have access to school printers.

Charging

All devices should be charged at home and come to school fully charged each day. Students will not be permitted to leave class to charge their devices – instead they should use the charging station in the library during break times if needed.

The current device is compatible with and USB-C charger. Parents and students should always follow IT instructions and recommendations before using any third-party chargers. The school will not take any responsibility for any issues that arise from using third party chargers.

Internet connectivity and security

Each device will have full connectivity to the school's wi-fi. Each device is equipped with anti-virus software and web-filtering software to ensure access to education tools and websites. Parents are encouraged to provide internet access at home, including an appropriate level of web-filtering. Students are not permitted to remove or alter the specific network settings, including web filtering and anti-virus software installed by the ICT team.

Classroom and break time usage

Use of the device within the classroom is at the direction of the teacher. Students are not permitted to take out or use the device without the express permission of the classroom teacher. Students should refrain from carrying the device around the classroom with the screen open and should only use the device on a desk or table where possible. All devices should remain securely stored during morning tea and lunchtime unless a teacher allows students to use them during breaks.

Technical support and substitution of equipment

Students will have access to St John's ICT technicians during school hours only and must report all issues to the ICT team as they arise. If the student's device is unavailable for a subject that requires a computer, a substitute device will be provided to enable the student to continue working. If the device requires repairs due to deliberate damage by the student, then disciplinary action, including loss of access to a take-home device, may be implemented and any repairs will be at the cost of the parents.

Laptop Use Agreement: Student

IT resources are available to all St John's School students. In addition, school email accounts are provided for each student for use in curriculum-related activities and communication with teachers. The smooth operation of the school computer network relies on the proper conduct of the users who must adhere to the following agreement.

As a responsible user, I agree that:

- ☐ I will abide by Toowoomba Catholic Schools' *Acceptable use of ICT systems and Resources* policy
- ☐ The school email accounts, Google Drive, blogs, personal web pages, TEAMS, or any other computer-based material are not private and may be viewed by staff at any time
- ☐ I will treat all IT with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in the cancellation of my user rights and further disciplinary action.
- ☐ I will not modify the application or operating system software provided on my laptop without the System Administrator's permission
- ☐ I will keep my password secure at all times
- ☐ I will not access or store offensive images, videos or audio on laptops or other digital devices
- ☐ I will fully charge my laptop each evening in preparation for the next school day
- ☐ I will keep my laptop charger at home, so that it cannot get lost at school
- ☐ My parents will be aware of and monitor my use of computers and the internet at home
- ☐ I will immediately (within 24 hours) report any damage to the hardware and software to the ICT department
- ☐ I will transport my laptop in the supplied protective sleeve
- ☐ I will keep my laptop clean and free of graffiti and non-school stickers, and I will not remove any stickers applied by the school
- ☐ I will take all reasonable precautions to ensure that my laptop is not lost or damaged, and I will not lend my device to another person

I have read and agree to abide by all the expectations listed above.

Student Name: _____ **Date:** _____

Parent Name: _____ **Date:** _____

Student Signature: _____ **Parent Signature:** _____

Laptop Use Agreement: Parent

Between St John's School, Roma and _____ as

Parent/Caregiver of the student: _____

- ☐ I grant permission for the students named to access the various information and communications technology resources available through the St John's School network
- ☐ I understand that access is granted to students subject to the restrictions in the *Acceptable Use of ICT systems and resources* policy. If breached, appropriate consequences will follow. Furthermore, I acknowledge that some material available on the internet may be objectional and I have discussed appropriate restrictions for the student when accessing or sharing information or material over the internet.
- ☐ I acknowledge that my child will receive a laptop computer, the property of St John's School, Roma, for use by my child
- ☐ I acknowledge that all parts are received and in good condition and agree to report any issues with hardware or software within 24 hours of taking possession.
- ☐ The laptop is the property of the school. In the case of damage, I agree to return it to the school immediately for assessment and repair
- ☐ If damage is accidental, the device will be repaired under the school's insurance for the first three repairs. After 3 repairs I may be required to pay for the repair.
- ☐ If damage is malicious or occurs due to negligence, I will cover the entire cost of repairs
- 1. If the laptop is lost or stolen, I will advise the school IT department immediately and in case of theft I will provide them with a *Police Event Number* (for stolen devices).
- 2. I agree to supervise the student to care for the laptop. I agree that the student will be supervised to operate the laptop following the school's policy and procedures.
- 3. I have read and understood the *Acceptable Use of ICT systems and resources* policy relating to the use and misuse of the laptop.

I have read and understood St John's School Student Device Handbook.

Parent/Carer Name: _____

Parent/Carer Signature: _____