



# St Joseph's College

TOOWOOMBA

## Student Device Program

January 2023



## 1.0 Overview

St Joseph's College one to one program involves the use of Microsoft Surface Pro devices. The device is issued to each student and will remain the responsibility of that student for the next 36 months. For this to be a successful and positive roll out there are a number of considerations parents and students must take in this regard as detailed in this document.

### IMPORTANT NOTICE

**The device provided by College has a combined cost at January 2022 of \$2,370. Individual items such as chargers and stylus pen cost approx. \$120 each to replace. If any item is lost, parents are to reimburse the College with the replacement value of the original item. Third party equivalents (college preferred items only) are not accepted. It is important that caregivers discuss the importance of this fact with students and that students keep items secure, following required rules at all times.**

### 1.1 Why a MS Surface Pro and not another device e.g. desktop, laptop or tablet

St Joseph's College has trialled a number of different devices prior to selecting the Microsoft Surface Pro. This device was chosen as we believe its longevity will meet the life expectancy based upon its features, whilst remaining in warranty. This includes performance, storage, versatility and flexibility, physical size, connectivity with ICT infrastructure as well as interactive whiteboards located in each classroom. The stylus pen can be used for note taking, diagram drawing, mathematical notation and artistic design while the keyboard, not typically included with a tablet, is necessary for quick text entry.

### 1.2 What is provided in the program

Students are provided with the following as part of the program:

- Microsoft Surface Pro
- Detachable keyboard
- Power supply and cord (this must remain at home at all times)
- Stylus pen
- Protective carry bag & hard-shell cover
- Warranty, servicing & accidental damage cover
- Software whilst enrolled at the College
- Ongoing training and support

### 1.3 Parent Ownership Scheme

St Joseph's College recognises the importance of access to these devices to enhance the teaching and learning experience for students and staff and has offered a 1:1 Scheme since 2017.



A parent ownership model allows the College to focus its resources on maintaining and upgrading the network. This allows for the development and enablement of e-Learning processes and tools, enhancing educational outcomes for IT in the classroom.

#### **1.4 How Does Parent Ownership work**

The scheme will operate as a hire purchase scheme, where the College retains full ownership of the device until 3 years have passed and *Resource Levy* charges are paid in full. The College has spread the cost over the device's estimated lifetime (deemed 3 years). The College will absorb a number of costs associated with the purchase and ongoing operation of the device. At the end of the three-year period, parents will assume ownership of the device provided all payments have been received.

In the event of a student finishing their schooling at St Joseph's College prior to 3 years, parents will have one of two options in regards to the device:

- Option 1: Pay out the balance in full and take ownership of the device
- Option 2: Return the device to the College with monies paid to date forfeited as 'hire fees'

***It is noted however that we will not accept a device back that has been damaged and is deemed unusable by the College. The full cost of any damaged device will be payable to the College.***

The full cost of the device includes:

- Microsoft Surface Pro including stylus pen, keyboard, charger pack, bag and cover
- Extended Warranty including Accidental Damage cover.

Additional inclusions forming part of the College's contribution to the device are:

- Technical Support (during College hours)
- Software licensing, Cyber Security and Virus Protection
- Warranty Management
- Loan device where necessary
- Network infrastructure costs
- Staff professional development costs

***The cost to parents will be \$197.50 per term, over three years or \$2,370 in total. Remaining costs are subsidised by the College.***



## 2.0 Overview of student and parent responsibilities

- Students and parents are responsible for the overall care of their device.
- St Joseph's College remains the owner of the device (until the device is been paid in full) with full administration rights, including the imaging the machines, conducted on site.

### 2.1 Protective casing

The device shall always be kept within the protective shell and students must carry their device within the carry bag at all times both between classes and to and from the College each day. When not in use, whether in the classroom or at home, the device must be stored in the carry bag. Students failing to adhere to these rules may have the device confiscated. Our ICT team may complete regular inspections of each device including hardware, software and data inspections to ensure the devices are adhering to the Computer and Internet Usage Agreement and other relevant College and Diocese policies and guidance.

### 2.2 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 pastoral leader when at College and parents when at home. Each device must always be kept free of stickers and/or graffiti. Students must not remove any identification labels applied by the ICT team to locate the device.

All devices are covered by a limited three-year Surface Student Warranty, comprised of two elements; breakdown protection and accidental damages. Breakdown protection generally covers component failures and protects the user against any product defects resulting from the manufacturing process, for example speaker failure. Breakdown protection is provided for unlimited claims (with some limitations) and includes power surge protection and a 'no lemon' guarantee that provides full replacement of the product where there have been four component failures in a twelve-month period.

Accidental damage is not claimable under the breakdown protection cover and covers general damage caused by the user, for example a broken screen where the device has been dropped and does not fully function because of the damage. There is a maximum of three claims for accidental damage to the Surface Pro over the lifetime of the device, and there is a maximum of two claims for accidental damage to the Type Cover over the lifetime of the device. These claims are separate and specific to the device as listed, they cannot be pooled or used on a different device. There is no cost to these claims however any claims over and above that listed here **is fully payable by the family at cost price of repairs and/or replacement.**

It is important to note that general wear and tear including cosmetic damage such as scratches and dents are not covered unless there is loss of functionality to the device. ***Also specifically excluded from warranty claims are additional accessories such as the detachable keyboard, charger and stylus. These items are to be replaced at cost which will be payable by the parents/caregiver. Note that these items cost approx. \$120 each so it is***



***important to ensure items are always well cared for.***

A copy of Microsoft's full Surface Student Warranty agreement will be made available on our College website.

All repairs must be arranged through the College. Parents and students are not **permitted to attempt to repair** or have a third party carry out repairs on the device at any time or the warranty may be jeopardised.

### **2.3 Data storage**

Each student is able to save data on to their College OneDrive account. This gives the student the ability to access their data at school or home. It is advisable to purchase a portable USB drive and perform regular backups of this data (note that the OneDrive is the most reliable method as USB drives can fail and data lost). It is the student's responsibility to ensure their data is properly backed-up, maintained and available at all times. Loss of data is not reasonable grounds for failing to submit homework or assessment tasks on time.

### **2.4 Software**

Each device will be imaged on site by our ICT technicians 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 the anti-virus & cyber security software. Students are however encouraged to alert teaching and ICT support staff of any applications that may be available to enhance their learning outcomes.

### **2.5 Printing**

Students are encouraged to print all documents to PDF and save these on their devices, rather than printing physical copies of documents. There will, however, be times where a hard copy will be required for assessment purposes and as such, each device will have access to the College printers. Students will not have the ability to install home-based printers and scanners onto their devices to enable them to print at home and are encouraged to save documents or save to a USB.

### **2.6 Charging**

All devices must be charged at home each evening and be brought fully charged each day. Students are not permitted to bring their charger to school. Replacement chargers will be billed at approx. \$120 each.

Students will not be permitted to charge their device during College time and may miss valuable lesson time if they are unable to access their device due to lack of battery power. Limited chargers will be available in the library for students to charge devices during break times if unforeseen circumstances arise.



## **2.7 Internet connectivity and security**

Each device will have full connectivity to the College's Wi-Fi and each device is equipped with anti-virus software and cyber security software to ensure access is only granted 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 cyber security and anti-virus software installed by the ICT team for any reason.

## **2.8 Classroom and break time usage**

Device usage within the classroom is at the direction of the teacher only. Students will not be 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. Computer bags should be stored under desks or locked inside lockers so they are not trip hazards within the classroom or beyond. All devices should remain securely stored during breaks unless there is express permission from a teacher.

## **2.9 Technical support and substitution of equipment**

Students will have access to St Joseph's ICT technicians during College hours only and must report all issues to the ICT team as they arise. In the event that the student's device will be unavailable for a period of time, a substitute device will be provided to enable the student to continue working. However, should the device require repairs because of deliberate damage by the student, disciplinary action including loss of access to a take home device might be implemented.

## **2.10 Physiological effects of excessive screen time**

Room changes occur hourly which should reduce risk of excessive screen time whilst at school and students will be encouraged to take breaks during classes to reduce these effects. A mix of computer and hard copy learning materials will reduce these risks and students will be encouraged to follow recommended ergonomics techniques.

## **2.11 Return of device for reset**

At the end of the three years, or after the device has been paid out, a remote factory reset will be performed on the Surface. This is to ensure that software licensed to the College is removed and the device can be re-used by the family.

It is the student's responsibility to backup any important documents prior to the factory reset date communicated by the College. If the device fails to reset, it needs to be returned to the ICT support team for the process to be performed manually. After the device has been reset College support will no longer be provided for the device or its peripherals.



## 2.12 Cyber Security

The college utilises a number of systems to provide cyber security for students both at school and home. Outside of school hours it is the caregiver's responsibility to ensure the appropriate settings and tools are in place for protection. Caregiver's can access college funded systems to assist in this process. This information is passed on annually via email or by enquiry.

## 3.0 Checklists: student and parent responsibilities

### 3.1 Student responsibilities

- Each student is responsible for keeping their device secure and should not lend the device to any other person. Secure means keeping the device in a locked locker or on their person at all times. Devices should never be left unattended and/or unlocked. Lost or stolen items will be paid for by families at replacement cost from suppliers (currently \$2,370) plus continuing to pay the hire charges of \$197.50 per term for three years.
- Devices are to be kept clean and free from graffiti and stickers other than those authorised by the College.
- Students are not permitted to remove identification labels applied by the ICT team.
- While traveling to and from College and between classes, students will carry their device in the carry bag and never remove it from the protective shell.
- Devices can only be used during morning tea and lunch breaks if permitted by the teacher on duty otherwise devices must be securely stored away during breaks.
- Students will report all damages, losses and theft to the classroom teacher, their parents and the ICT team immediately upon discovering any damages, loss or theft.
- Students must ensure their data is adequately backed up and available for retrieval at all times.
- The student will charge their device each night and bring a fully charged device to College each day. Chargers are not to be brought to school.
- Students will not copy, alter or delete any network setting or software installed on their device and ensure their password is kept secure at all times.

### 3.2 Parent responsibilities

- Ensure their son/daughter is charging their device each night and bringing it to College each day. Chargers are not to be taken to school.
- Ensure students fulfil their responsibilities as outlined above and as per the ICT Acceptable Use Policy and other relevant College and Diocese policies and guidance. Supervise student use of the device at home, particularly time spent on the device and appropriate internet usage.
- Apply appropriate web filtering to the home network limiting access to non-educational web sites.
- Implement restrictions on home use to homework time only and consider having a cut out time on the home network to restrict late night use.



- Regularly inspect the device for any damage that needs to be reported and ensure any loss or theft is reported to the College and police immediately where necessary.
- Return the device to the College in full working order, free of damage in the event the student is no longer attending St Joseph's College, and the parent doesn't wish to pay out the hire purchase and retain ownership.
- Outside of school hours it is the caregiver's responsibility to ensure the appropriate settings and tools are in place for cyber protection.

