

# Primary Years ICT DEVICE USER AGREEMENT

*Loan, Repair and Responsible Use*

## INTRODUCTION

Good News Lutheran College provides a vibrant and challenging education within a caring and supportive community, fostering a living relationship with Jesus Christ.

To enhance student learning, the College issues devices to students, providing secure access to necessary ICT services while protecting privacy and ensuring appropriate use of technology. The responsibility for the appropriate use of technology is shared between the College and families.

To ensure these responsibilities are fully understood, students and parents are required to read and discuss this document before electronically signing the Signmee notification. Devices will only be issued once the Signmee is signed and correctly completed. By signing, you acknowledge that the device(s) always remain the property of the College.

This ICT Device User Agreement applies to the loan of a Good News Lutheran College device (iPad or Laptop) as part of the College 1:1 Device Program. This procedure does not apply to shared-use devices and other similar devices. This document outlines the shared responsibility of the College and families for the appropriate use of technology, both at the College and at home.

## RESPONSIBLE USE

While on college grounds, devices are to be used solely as learning tools and are used for the purpose of learning, as set by the teacher.

- During any break times, devices are not to be used in any outside areas.
- Devices can be used during lunchtime breaks in the Resource Centre only.
- Devices are not to be used before and after school while on College grounds, unless supervised by a staff member.

## PERIOD OF PARTICIPATION

The College agrees to provide the device once all parties sign this Agreement and the Student receives the device. The provision may be ended earlier, at the absolute discretion of the College, if:

- the student is no longer enrolled with the College
- the student is excluded from the College (Note that the device may be retained within the school during any period of exclusion)
- if, in the opinion of the College, the student is not meeting the College behaviour and educational requirements
- the student fails to comply with the Agreement

## DAMAGE/REPAIR

The procedure below is to be followed for any damage (accidental or wilful), loss, theft, or repair costs associated with any non-warranty repair or replacement of a college-supplied device while at home or any other place.

## DAMAGE/REPAIR PROCEDURE

1. Any damage to the device, or loss or theft of the device, must be reported to the Class Teacher immediately.
2. In all cases, the College will facilitate the repair/replacement process.
3. The College must receive any damaged device, and only the College will facilitate quotations and repairs with an Authorised Service Provider.
4. The cost of all repairs will be charged to the parents and added to the College fees.
5. In cases of theft or loss, the full repayment cost will be charged to the parents and added to the College fees.

## RESPONSIBILITIES

College student devices are to be used specifically for learning activities as determined by teachers and courses being studied. The devices are not for personal recreational use (such as gaming, music and video viewing).

**Parents/Guardians:** Ensure that children take reasonable care of their college-supplied devices at home and any other place.

**Students:** Responsible for the safe and appropriate use and care of their devices at all times, in conjunction with other College policies relating to student behaviour.

**The College:** Will provide a safe learning environment, including the safe use of 1:1 devices. The College will cooperate with parents/guardians to facilitate any repairs or quotations for the repair of any damaged device and where possible provide a loan device.

## COST OF REPAIRS

### iPad's

8th Generation (Years 2, 3, 5, 6, 8, 9 in 2024)

- Screen replacement @ cost - \$200.
- Bent and beyond repair or lost – replacement cost \$300.

9th Generation (Years Prep, 1, 4, 7 in 2024)

- Screen replacement @ cost - \$250.
- Bent and beyond repair or lost - replacement cost \$690.

### Laptops

G8 laptops (Year 12 in 2024)

- Screen replacement @ cost - \$250.
- Bent and beyond repair or lost – replacement cost \$300.

G9 & G10 (Year 10 & 11 in 2024)

- Screen replacement @ cost - \$400.
- Bent and beyond repair or lost – replacement cost \$1,200.



## STUDENT & PARENT AGREEMENT

As a responsible digital citizen, and caretaker of the device, I agree to:

- Respect others and communicate with them in a supportive manner; never writing or participating in online bullying (e.g., forwarding messages or supporting others in harmful, inappropriate, or hurtful online behaviours).
- Protect my privacy, and the privacy of others, by not giving out any personal details without the approval of my teacher or parent/guardian.
- In keeping with the College Ethos and Beliefs, show consideration and respect for the privacy of others by not taking photos or videos of other students or staff without their permission and only in conjunction with college-authorised learning activities.
- Carefully consider the content that I upload or post online, as this often reflects who I am, considering the impact on others within the College community and being mindful of the values and beliefs of others.
- Respect others by not posting photos or videos of them online without the express permission of the person or a teacher/guardian.
- Investigate the terms and conditions (e.g., age restrictions, parental consent requirements) of any technology use. If my understanding is unclear, I will seek further explanation from a trusted adult.
- Abide by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio, and video and cite references.
- Keep installed any college-specified software or apps (e.g., Meraki management app).
- Not interfere with network systems and security, or the data of another user.
- Not use the device to gain access to any illegal or unauthorised programs.
- Not use the device to gain access to, or bring to the College on the device, any material that is not age-appropriate
- Talk to a teacher or trusted adult if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate, or hurtful online behaviours. All information and screenshots can be sent to [student.wellbeing@goodnews.vic.edu.au](mailto:student.wellbeing@goodnews.vic.edu.au)
- The College possibly monitoring traffic and material sent and received using the school's ICT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
- The possibility of the College monitoring and auditing its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.





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## AGREEMENT

### FOR THE USE AND LOAN OF GOOD NEWS LUTHERAN COLLEGE STUDENT DEVICES

After reading and discussing the information in this document with your child, please acknowledge and accept that you have read, understood, and agree to the details listed below by electronically signing the document on Signmee. **This must be done as soon as possible and no later than the beginning of Term 4 (Monday, 7 October 2024).** Failure to do so may result in the confiscation of devices.

The parent/carer must sign the User Agreement for their child in Primary Years. For a child in Secondary Years, both the student and one parent/carer need to sign the User Agreement.

By signing this agreement, you verify the following:

- I have read and understood this ICT Device User Agreement and agree with the Terms and Conditions
- I understand my responsibilities regarding the use of the device.
- I acknowledge that the device(s) always remain the property of the College.
- I understand that I accept responsibility for any costs associated with the repair or replacement if caused by any negligent act.
- I understand that failure to comply with this ICT Device User Agreement could result in the loss of future loan permission.

This Agreement remains in effect for the duration of each student's time at the College. While updates to the Agreement may occur, they will be for informational purposes only and will not require additional signatures after the initial signing.

