

# Unity College Technology Managed Device Agreement



## **Vision: Technology in Support of Learning and Teaching**

Our vision is to provide a comprehensive, well-resourced, and diverse curriculum by incorporating the relevance of technology in an ever-changing world by:

- fostering collaborative opportunities and frameworks that empower our students to use technology to augment their learning experience.
- striving to create an inclusive and conducive environment, both physical and virtual, that encourages the integration of technology into our curriculum.
- equipping and supporting our students and staff with cutting-edge technology that facilitates modern, flexible, and student-centric teaching methods and enabling learning to occur beyond the traditional classroom setting.

## **Overview of Student and Parent/Legal Guardian Responsibilities**

Students and parents will be responsible for the overall care of the College managed device. A protective cover and carry case will be supplied. Students must always store and carry the device within the carry case to and from school and around the College. Students can not remove any identification labels or protective materials from the device and must keep their devices clean and free from graffiti and stickers. In the interest of student safety, technology should be used with discretion when in public places.

The College will implement regular hardware, software and data inspections. Students are expected to adhere to all the terms of the Student and Parent *ICT Acceptable Use*.

Students are provided with a OneDrive account and are responsible for the security and regular backup of all educational data and electronic files.

The College managed device is a tool to assist learning and should not be used for any other purpose. The device must be charged at home each night, ready for the next school day. No device will be left in lockers overnight. The device charger will remain at home and not be taken to school. The device may be connected to the student's home internet. Parents/Legal Guardians **MUST** supervise proper usage of devices at home, especially whilst students are using the internet.

## Technology Life Cycle

The College managed device program aims to be equitable, reliable and offers long-term affordable and sustainable solutions to ensure students have access to the curriculum and digital tools to support learning. The table below outlines the technology life cycle at Unity College.

### Technology Device Overview

Years 4 - 6	Year 7 - 9	Years 10 - 12
Apple iPad with keyboard case, screen protector and iPad sleeve.	Apple iPad with trackpad keyboard case, electronic pen, screen protector and iPad sleeve.	Apple MacBook Air with cover and laptop sleeve.
Headphones will remain in the classroom.		
Return the device to the College at the conclusion of Year 6	Return the device to the College at the commencement of Year 10.	Purchase option available at the conclusion of Year 12 or return the device to the College.
Receive a new device for Yr 7-9	Receive a new device for Yr 10-12	

*Devices are preloaded with all software required.*

### Policy Update

This policy will be updated as necessary. The College strives to honour all aspects of this policy. However, circumstances such as technological advancements may require refinement. This is done at the discretion of the College Leadership team.

### College Managed Devices Program Procedures

- Devices and accessories are purchased by the College and always remain the College property.
- Program levy contributes to ongoing technical support, infrastructure development and maintenance, imaging and setting up costs in addition to access to a student learning device.

# Acceptable Use & Guidelines Agreement

The following document represents a formal agreement between Unity College, the student, and the family, for the provision of, access to, and maintenance of a Unity College Managed Technology Device.

## Section A Acceptable Use Agreement

By using Unity College's ICT resources, you agree to the following:

- Use technology devices according to warranty conditions.
- Use devices in an ethical, legal, and responsible manner.
- Follow laws and principles related to copyright, privacy, discrimination, and other civil and criminal laws.
- Do not use devices for unauthorised commercial or personal activities.
- Do not infringe on copyright or intellectual property rights.
- Protect the security and privacy of information.
- Report any breach of network security to the Unity College IT Department.
- Do not disclose usernames, passwords, or private information to unauthorised persons.
- Not gain unauthorised access to systems or compromise network security.
- Not download, install or use unauthorised software or computer viruses.
- Not intercept others' electronic communications without permission.
- Avoid displaying personal information publicly.
- Understand that email is not a secure means of transmitting sensitive information.
- Be aware that Unity College may monitor device usage and may be required to inspect or provide copies of communications by law.
- Face disciplinary action for breaching these terms and conditions, including possible loss or restriction of access to technology devices or formal disciplinary action, and serious or criminal breaches may result in civil or criminal proceedings.

## Section B

### Student and Parent/Legal Guardian Technology Device Guidelines

#### *Education Purposes*

- The use of College Managed Technology Devices is for student educational purposes only.
- The technology device comes pre-installed with all the necessary software for student use.
- Unauthorised software installed on the device by the technology device user without authorisation may be removed by the College.
- The College accepts no responsibility for data on the device that is not for educational purposes.
- The College may inspect devices and confiscate them if misused or damaged.

#### *Student Responsibilities*

- Take reasonable care of the device to protect it from at-fault damage and secure it from theft.
- Do not remove labels or protective materials; always carry the device in the protective sleeve.
- Do not copy, transfer or delete installed software.
- Store and back up electronic files on OneDrive.
- Report any fault or damage to the device to the Unity IT Support Staff.
- Do not bring device chargers to school.
- The devices must be in their protective sleeve at all times and inside the student's locker when not in use.
- Devices must not be left in student's locker overnight or on weekends.
- Devices must be taken home each day and charged overnight.

#### *Parent/Legal Guardian Responsibilities*

- Ensure students fulfil their responsibilities as outlined above.
- Monitor student device use at home.
- Ensure the student has their device fully charged and ready for school each day.
- Comply with the policy of the school concerning the return/transfer of the device.  
*See section below Ownership.*
- Take reasonable care of the technology device, protect it from accidental damage, and secure it from theft.
- Not to load any third-party anti-virus or monitoring software onto the College issued technology device.

#### *Data Backup and Software Upgrading*

- Students must back up educational data to their OneDrive file storage.
- The College is not responsible for data loss during service, maintenance, or updating of the device.

#### *Technical Support*

- Students must immediately contact Unity IT support for any software or hardware issues.

### Damage, Loss, Theft

- The device has a 3 year warranty however, accidental damage, loss, or theft is not covered.
- Unity IT support may conduct necessary repairs at the parent/legal guardian's expense, with all costs added to the College fees. These expenses will be notified via email. All costs are subject to annual review.
- All instances where loss or damage is the result of negligence, carelessness, inattention or apparent disregard for the device or accessories that are not covered by warranty and the device is written off, the parent/legal guardian will be required to pay a \$250 replacement fee for iPads or \$750 replacement fee for MacBooks. Parents are encouraged to investigate how to add the device to their personal contents insurance.
- All repairs are capped at \$250. Where the repair cost is less than \$250, payment of the lesser amount applies.
- A \$250 fee applies to the first broken MacBook screen (Yr 10-12). Subsequent damaged screens will incur full replacement costs.
- Students found to cause damage to another student's device may be responsible for repair costs.
- If a device charger is damaged or missing, a genuine charger will be provided by the College at a cost price, charged to the parent/legal guardian.
- In the event of theft, a detailed report, accompanied by a Queensland Police Reference Number must be provided to the College by the parent(s) of the student. *Theft is defined as the stealing through forceful entry of a locked vehicle where equipment is out of site, or through the forceful entry of premises reasonably secured from being accessible by the intruder or the public.* In the event of theft, the parent/guardian/carer will be required to pay a replacement value of the device and/or components supplied with the device. *Refer above for cost.*
- A current damage and replacement accessory price guide can be made available upon request.

### Classroom / School Usage

- Students must bring their fully charged device to school each day.
- Charging stations are located in the LRC to allow students to charge devices before school and during break times.
- The teacher manages classroom use of devices.
- **Devices cannot be used or taken outside during a lesson without permission from the teacher.**
- **Devices should be placed on a table or desk, not on laps.**
- MacBooks must not be carried while the screen is open, and iPads must not be carried while the keyboard case is open.
- Devices must not be used outside in rainy conditions or as a cover from the rain.
- Students must always carry the device in the provided sleeve.

### Assessment and Homework

- Students will be required to use their technology devices for homework and assessment tasks.
- Data loss or hardware malfunction is not grounds for extensions to set work and assessment.
- Decisions regarding extension due to data loss or malfunction will be made by the Unity IT Support team and the classroom teacher, with deference to the Unity College Assessment Policy.

### *Use of the College Wireless Network and Internet Access*

- College Wireless Network and associated infrastructure are for educational purposes with student devices.
- Internet access is only permitted through the College Wi-Fi.
- The College uses web filtering technology to restrict access to unauthorised sites; it is not to be bypassed by students.
- Students and parents/legal guardians must not remove or modify any Device Management System software provided.
- Preconfigured network settings are not to be removed or altered as it may affect the ability to connect to the College Wireless Network.
- Network settings, including VPNs, must not be configured by students/parents/legal guardians to circumvent College Wireless Network safeguards.

### *Data Collection*

- College devices may collect specific data stored on the Device Management System used by the College.
- This data may include device usage, device data, application and internet history and location history.
- The collected data is used only for managing college devices and is not shared with external entities.
- Sensitive data, such as application, internet and location history, may be accessed only upon request by authorised parties or as part of an internal investigation in compliance with the College Behaviour Support Policy.

### *Ownership*

The College always retains ownership of the managed device. Upon completing Year 12, the parent/legal guardian may purchase the device. College devices must be returned to the College in good condition if enrolment is cancelled.

## **Student Agreement**

By responding to the electronic consent form, I, the student, hereby agree to comply with all requirements as set out in **Section A Acceptable Use Agreement** and **Section B Student & Parent Technology Device Guidelines** above and all other relevant laws and restrictions in my access to the provided ICT resource through the Unity College Technology Hire Program.

## **Parent/Legal Guardian Agreement**

By responding to the electronic consent form, I understand that access is granted to a Unity College Technology Hire Program device to my student, subject to the restrictions contained in **Section A Acceptable Use Agreement** and **Section B Student & Parent/Legal Guardian Technology Device Guidelines** above and accept that if breached, appropriate consequences may follow.