Student Device Program Booklet and

Internet and Student Device Acceptable Use Policy

2017 Version 1.1

DISCLAIMER: Whilst every effort has been made to ensure the accuracy and completeness of the information contained in this document it is acknowledged that:

- *Details contained herein may change without notice; and*
- *Unforeseen circumstances may cause change in policies, conditions and practices without notice*

Contents

Background

Since the establishment of HCCS Secondary in 2013, the Student Device Program (SDP) has been a key component of the School's vision for 1-to-1 learning. It involves students having 24/7 access to a portable device for work across all of their subjects, gaining valuable ICT skills in managing a computer as well as the benefits of wireless internet access and the ability to work in the same ICT environment at School as they do at home.

In 2017, the School will continue its strategic partnership with iseek computing (a local technology provider www.iseek.biz), for the supply of Student Devices and provision of ongoing hardware support.

Based on our experience from 2016 we have seen a marked improvement in the reliability of Student Devices and also the quality and timeliness of hardware support.

The key elements of the arrangement are:
- The Student Device will be school managed from inception
- An online portal will be available for ordering Student Devices
- Local hardware support is available from Mon-Sat
- Alternative payment options are available for families (if required)
- Access to an accidental insurance policy (optional for families)

There are a number of considerations that influenced the decision for the Student Device to remain School managed, which include:
- Our current IT service model that provides onsite support for Student Devices
- Existing software licensing arrangements deployed to Student Devices
- Current internet access bandwidth

At this point in time, the School does not support BYOD (Bring Your Own Devices), with the exception of Year 11 and 12 students in 2017.

Recognising there are currently multiple Student Devices in use across HCCS Secondary, transition arrangements will be in place for 2017 with various options.

In 2017, student entering into:	Student Device Options	
	Student currently enrolled at HCCS	**Students new to HCCS in 2017**
Year 8	• ThinkPad Yoga 11e 3rd Gen • ThinkPad X260	• ThinkPad Yoga 11e 3rd Gen • ThinkPad X260
Year 9	• Existing device (ThinkPad Yoga 11e) • Existing device (ThinkPad X250)	• ThinkPad Yoga 11e 3rd Gen • ThinkPad X260
Year 10	• Existing device (Acer Switch 11)	• ThinkPad Yoga 11e 3rd Gen • ThinkPad X260
Year 11	• ThinkPad Yoga 11e 3rd Gen • ThinkPad X260. • Existing device (Acer/Asus) • BYOD (subject to policy)	• ThinkPad Yoga 11e 3rd Gen • ThinkPad X260 • BYOD (subject to policy)
Year 12	• ThinkPad Yoga 11e 3rd Gen • ThinkPad X260 • Existing device (Acer/Asus) • BYOD (subject to policy)	• ThinkPad Yoga 11e 3rd Gen • ThinkPad X260 • BYOD (subject to policy)

The School has chosen the Thinkpad Yoga 11e 3rd Gen as the entry level device for HCCS Secondary in 2017. Families have the option of selecting the ThinkPad X260 if they are seeking a higher spec device.

For students considering the following subjects in Year 11 or 12: AIE (VET Course), Design & Technology – Communication Products (including CAD), Visual Arts – Design (including Photoshop), the School recommends that parents consider the ThinkPad X260. In addition, the School will have a **suite of high-spec desktop computers** available for in-class use for HCCS Secondary students taking these identified subjects in Year 11 or 12.

Whilst it remains an option for students entering Year 11 or 12 to retain their existing devices, it is strongly recommended that consideration be given to one of the alternate devices, if they did not upgrade their devices in 2016 to the ThinkPad's on offer.

2017 Student Device Specifications

Device	ThinkPad Yoga 11e 3rd Gen	ThinkPad X260
Operating System	Windows® 10	Windows® 10
Processor	Intel® Celeron™ Processor N3150	Intel® Core i5-6200U
Screen	11.6" HD (1366x768) IPS Display, Multi Touch Intel	12.5" LED Backlit screen (1366x768) Non-touch
Memory	4GB Memory	8GB Memory
Wireless	Intel® Wireless-AC 7265 (2x2, 802.11ac/a/b/g/n) No vPro	Intel® Wireless-AC 8260 (2x2, 802.11ac/a/b/g/n) No vPro
Hard Drive	128GB Solid State Drive	256GB Solid State Drive
Battery	4 cell Li-Polymer Battery 35Wh (approx. 6hrs+ battery life)	3 cell Li-Polymer Battery 23.2Wh Front 3 cell Li-Polymer Battery 23.2Wh Rear
Camera	720p HD webcam	720p HD webcam
Warranty	1 Year Depot	3 Year Depot
Options – strongly recommended		
Carry Case	Sprout 13" Protective Caddy Laptop Bag	
Extended Warranty	Upgrade to 3 Year Depot + 3 Year Sealed Battery	
Accidental Damage Policy (ADP) Insurance – 3 Years	Option 1: Lenovo TP - 3YR ADP Edu Depot $100 Excess	
	Option 2: Lenovo TP - 3YR ADP Edu Depot $50 Excess	

Ordering and Pick up of Student Devices

The School is currently in the process of finalising arrangements for the set-up of the online portal for ordering of new Student Devices for 2017. Further details will be provided over the next week and inspection times when families may be able to visit the iseek computing retail store (at 1 Kookaburra Lane, Littlehampton) and view the proposed Student Devices.

It is anticipated that all new Student Devices will be set up during the end of year School holidays and available for collection on the first day of School in 2017.

Extended Insurance options

Parents are strongly encouraged to consider the extended warranty and accidental damage insurance options offered at the time of ordering. Further detail regarding insurance coverage will be provided in fact sheets available through the online portal at the time of ordering.

Parents are also encouraged to investigate whether their existing home contents and car insurance can be extended to cover personal equipment, in the event of loss or damage.

Payment options for families

Recognising the purchase of a single/multiple Student Devices can be a significant financial investment for some families, the School is able to offer alternative payment options for families.

Should the parent elect to pay for the Student Device up-front, the Student Device immediately becomes property of the parent (noting in both cases the Student Device is School managed), with options available to choose including insurance.

Parents also have the option of paying for the Student Device by instalments, **via a direct debit agreement with the School**. No other payment option is available if purchased through HCCS.

Where the instalment option is chosen, the Student Device remains the property of the School until paid in full by the parent. The Extended Warranty, Accidental Damage Insurance and the Carry Case are all mandatory for this option.

The up-front payment option attracts a discount to the instalment option.

The details of these arrangements are shown in the tables below.

Device	ThinkPad Yoga 11e 3rd Gen		ThinkPad X260	
Option 1 School owned Student Device until paid in full by parent then device becomes parent owned	• Includes **mandatory** items: - Carry Case - Extended Warranty - Accidental Damage Insurance - Administration Cost • Payment is via direct debit in 10 monthly instalments each year (Feb-Nov)		• Includes **mandatory** items: - Carry Case - Extended Warranty - Accidental Damage Insurance - Administration Cost • Payment is via direct debit in 10 monthly instalments each year (Feb-Nov)	
	2017	**2018**	**2017**	**2018**
Annual Instalments	$680	$680	$880	$880
* Families will be separately charged for each excess claim ($50) made under the accidental damage policy				

Device	ThinkPad Yoga 11e 3rd Gen	ThinkPad X260
Option 2 Parent owned Student Device via up-front payment at time of ordering	• 3Yr Accidental Damage Insurance is **optional** for this option • Payment is up-front via the online ordering portal	• 3Yr Accidental Damage Insurance is **optional** for this option • Payment is up-front via the online ordering portal
Base cost	**$778.78***	**$1,309.87***
Options – strongly recommended		
Extended Warranty	Upgrade to 3 Year Depot + 3 Year Sealed Battery - **Add $215.60***	Upgrade to 3 Year Sealed Battery – **Add $64.98***
Carry Case	Sprout 13" Protective Caddy Laptop Bag - **Add $79.95***	
Accidental Damage Insurance – 3 Years	Option 1: Lenovo TP - 3YR ADP Edu Depot $100 Excess - **Add $147.79***	
	Option 2: Lenovo TP - 3YR ADP Edu Depot $50 Excess - **Add $182.41***	

* Prices are current at 9 November 2016 and may be subject to minor variation.

School provided software

Each Student Device will come preloaded with an HCCS software image that includes:
- Windows 10 Education
- Microsoft Office 2016
- eTextbooks (Pearson Places/other)
- Virus protection
- Other essential software such as Adobe Reader

Software that is installed by the School is subject to Licence conditions and must not be distributed or deleted without permission from the School. The cost of School provided standard software has been included in the Computer ICT Fee charged to families as part of the HCCS Schedule of Fees and will not be charged separately.

For students undertaking Art & Design in Year 11 & 12 there may be additional costs for software licencing for Photoshop, which will be confirmed once licensing arrangements have been finalised.

Due to School software licensing arrangements, a Standard Operating Environment will be managed by the School with administrator rights.

Faults / Repair of Student Devices

In the case of a hardware issue (i.e. cracked screen, broken keyboard), initial contact should be made with iseek computing (ph. 1300 047 335) with the Student Device taken to their retail store at 1 Kookaburra Lane Littlehampton, between Mon-Fri (9-00am until 5-30pm) and Sat (9-00am until 1-00pm) as soon as possible after the fault is identified. Depending on the nature of the fault, warranty conditions and the insurance option taken out by the family, the turnaround times and cost to repair may vary.

The warranty included with the Student Device covers normal defects and usage issues. It does not cover negligence, abuse, malicious damage or loss. It is the student's responsibility to take appropriate precautions to prevent wilful damage or theft. Where the accidental damage insurance option has not been selected or the Student Device is covered under the parents' home and contents policy, the parent is required to arrange for immediate repair.

In the case of a School network or software issue, the student should first discuss the issue with the classroom teacher who will contact the School's ICT provider (Ipau) to assess the fault/issue and undertake the repair as required. There will be no additional cost to families for School network or software related repairs. In 2017, IPAU will be onsite for limited days per week and will endeavour to turnaround the device for student use as soon as practicable.

In limited/exceptional circumstances, short-term loan Student Devices will be made available at a weekly charge to parents and will require an agreement to be co-signed by the parent/guardian and the student with the School.

Internet and Student Device Acceptable Use Agreement

In 2017, all HCCS Secondary families and students will be required to sign an Acceptable Use Agreement. This sets out the expectations for students and families for the responsible use of Student Devices. The agreement has been attached to this program booklet and is required to be signed prior to the 2017 School year commencing and will continue for the duration of the student's enrolment at HCCS Secondary.

Student responsibilities for use of Student Device

Students are required to ensure that their Student Device is fully charged at the commencement of each School day. Students should also ensure that their Student Device is securely stored at all times, whether at home or at School and utilise the carry case to protect the device from accidental damage. **The Student Device must be taken home from School each night, or locked in their allocated locker on the school premises**. The School will take no responsibility for lost or stolen devices.

Students should ensure they screen-lock their Student Device when not in use. Your Student Device will screen-lock after a set period of inactivity, reducing the risk of someone else performing any unauthorised actions using your Student username. All software updates with security patches must be loaded onto the Student Device when they are released. This occurs automatically whenever your Student Device is connected to the School network. Students are strongly encouraged to backup all data files to the School network on a frequent and regular basis.

Cyber safety

HCCS Secondary uses the Internet as a teaching and learning tool. The School sees the Internet and mobile technology as valuable resources but acknowledge they must be used responsibly. The School believes the teaching of cyber safe and responsible online behaviour is essential and is best taught in partnership between home and School.

- Students are spending increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online. HCCS Secondary promotes the values of respect and responsibility and expects students to behave appropriately on line, regardless of whether they are being directly supervised or not.
- Safe and responsible behaviour is explicitly taught at our School and parents/carers are requested to reinforce this behaviour at home.
- Some online activities are illegal and as such will be reported to police.
- This agreement applies to the use of the Internet (including email) and the use of digital and mobile technologies at School or those that are brought into the School. These technologies

include the School computers, portable devices (including mobile phones), cameras and any other device used to create digital information.

You may find the following links useful:

https://esafety.gov.au/education-resources/parent-resources

Key dates

The following key dates have been proposed at this stage. As some of the dates become more certain, further information will be communicated to families.

Date	Action
11 November 2016	Notification to families regarding new arrangements in 2017 for Student Devices in HCCS Secondary
18 November 2016	Notice of intent reply due for students entering Year 8 in 2017 and other students requiring a new Student Device (via online link to be sent out by Deputy Principal)
28 November 2016	Online portal open for ordering & option for in-store inspection of devices (**ordering closes COB Wednesday 7th December 2016**)
1 February 2017	Existing & New Student Devices available for student collection (location to be confirmed)

Any further questions?

Should you have any further questions regarding the new arrangements for 2017 please do not hesitate to contact either Donovan or Chris at the School on 8388 7811.

Chris Riemann   Donovan Shaw
PRINCIPAL   **DEPUTY PRINCIPAL - SECONDARY**

Appendix 1: HCCS Secondary Internet and Student Device Acceptable Use Policy

User Agreement

All students and parents are required to sign an Acceptable Use Agreement for students to be able to access and connect to the School's network. This agreement applies to use of ICT within the School and the use of Student Devices. Students and parents/guardians are asked to read and agree to abide by the conditions of the agreement and the policies detailed in the Student Device Program Booklet by returning a signed copy of the Agreement to the School. Access to the School's ICT network, resources, software and facilities will be granted once the agreement is signed. Parents/guardians are also encouraged to implement similar guidelines at home. Resources for parents are available at:

Cyber smart http://www.cybersmart.gov.au/Parents.aspx

Net Alert http://www.netalert.gov.au

Acceptable User Agreement – Possible Consequences for Breaches

Adherence to the agreement will help ensure a positive, supportive and productive learning environment for all students. Students must follow the directions of teachers and School staff at all times. Students should not run any applications unless directed by a teacher. Students are to advise the teacher of any ICT problem immediately. Depending on the seriousness of a particular breach of the Acceptable Use Agreement, an appropriate response will be made by the School. Possible responses could include one or more of the following:

- A discussion with the student
- Informing parents/legal guardian
- Loss or suspension of student access to School ICT network, resources or facilities
- Taking disciplinary action (e.g. Detention, Suspension, etc.)
- HCCS Secondary retains possession of all the equipment until collected by a parent/guardian
- Recovery of any incurred costs

If illegal material or activities are involved, it may be necessary for the School to inform the police.

Standard Operating Environment

All Student Devices must conform to and operate the School's Standard Operating Environment (SOE) and software suite, with the exception of Year 11 and 12 students who have signed the BYOD agreement and are using a personal device. The SOE and software suite must not be modified by the students. Administrator rights will be retained by HCCS.

Device Working Order

All Student Devices are expected to be brought to School each day in a state that allows them to be used as intended for learning purposes. This includes being free of physical damage that prevents them for accessing the network or completing other functions.

Accessing Inappropriate or Illegal Material – Your Responsibilities

When using the School's ICT equipment or Student Devices, on-site or at any School related activity, users must not:
- initiate access to inappropriate or illegal material
- save or distribute such material by means such as copying, storing, emailing or printing

- access or attempt to access web proxy sites

In the event of accidental access of such material, the user has a responsibility to:

- not show others
- close or minimise the window
- report the incident to a teacher or IT support staff immediately

Please note - If students bring inappropriate or illegal material (including downloaded music, movies, games, pornography, etc.) stored on their Student Device to School, access to the School network will be removed. For access to be reinstated the Student Device must be re-imaged to its original state to ensure the integrity of our ICT network and facilities. Students will also be dealt with via the appropriate student management processes and may receive additional consequences.

Copyright Matters

Students must adhere to the laws concerning copyright, other intellectual property rights and licensing agreements. All software, music, games, images and material on a Student Device must not be in violation of copyright laws, hence downloading, storing, playing or sharing illegal or pirated material is prohibited. Any illegal material will result in network access being removed and the Student Device being reimaged prior to reconnection. Refer to the following for resources.

- The Smart Copying website http://www.smartcopying.edu.au/ provides a comprehensive guide to copyright issues affecting Australian Schools.

Music, Games, Media and Non-School Files

The primary purpose of students having a Student Device is to allow around the clock access to learning, with a computer that replicates the world that students will live and work in. Students should feel free to utilise various multimedia to individualise their Student Device.

At no time are online games to be played on the School network. These may contain viruses that are downloaded onto Student Devices, potentially affecting both the Student Device and School network.

Where there is a violation of this policy the School may need to restore the Student Device. Reimaging restores the SOE to the default settings. This assumes students have maintained effective backup processes, **and all non-School files from the Student Device will be lost in this process.**

Internet Use and Monitoring by the School

Internet and printing usage will be monitored and excessive use will be investigated and appropriate action taken.

Students must not seek to find any information that could harm, embarrass or offend other members of the HCCS Secondary community. If students should accidentally come across sensitive or offensive information they must exit that screen immediately. Accessing, viewing or sharing of any material that is sexually explicit, obscene, violent or offensive via the School network is strictly prohibited.

The School has the right to monitor, access and review all computer use whilst students are accessing the School network. This includes personal e-mails sent and received whilst accessing the School network facilities. The School Internet filtering and monitoring software endeavours to restrict access to inappropriate sites and data, including e-mail where appropriate.

Personal Safety and Online Behaviour

- Students should not share any personal information electronically about themselves or others, including home addresses, telephone numbers, EFTPOS or Credit Card Numbers.
- Students must not attempt to invade the privacy of others, send anonymous, offensive or threatening messages.
- At School, students should not have access to Web-based Mail or Chat Groups unless approved by their teacher.
- Students should promptly disclose to a teacher or parent/guardian any message he/she receives that is inappropriate or makes him/her feel uncomfortable.
- Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- In all communications online students are to be respectful, accurate and use appropriate written expression.
- Students will not use inappropriate communications including obscene, profane, inflammatory, threatening or disrespectful language. Personal attacks and harassment are also not permitted.

System Security

- Students are responsible for the contents stored on their Student Device, School network folders and email account. They should take all reasonable precautions to prevent others from being able to use their account.
- Students must not provide their password to another person under any circumstances.
- Each student's network directory is restricted in size and will be monitored for excessive storage and inappropriate files, with action taken if required.
- Students cannot hold the School responsible for any viruses that are transferred from the School network to home computers.
- Students are responsible for exercising due care in this regard. Students should check their email frequently and delete unwanted messages promptly.

Please Carefully Read the Internet and Student Device Acceptable Use Agreement

Appendix 2: Internet and Student Device Acceptable Use Agreement

We …………………………………….………………………………… (Student Name) …….. (Year Level)

and ………………………………………………………….……………...(Parent Name)

have read and understand the conditions of use detailed in the Internet and Student Device Acceptable Use Agreement and the Student Device Program Booklet. This signed Agreement will apply for the duration of my child's enrolment at HCCS Secondary following the date of signing.

We also understand that while HCCS Secondary will make every effort to ensure that students comply with these conditions, we will not hold HCCS Secondary or its staff responsible or legally liable for material distributed to or acquired from the School Internet connection. We also agree to report any misuse of the Internet or Computer System to a member of staff. We also agree to changes that might occur to the Student Device Acceptable Use Agreement and the Student Device Program Booklet. Any such changes would be made in the interests of students and families. Any significant change to the policy document would require a new Acceptable Use Agreement to be signed. The most current version of the Student Device Program Polices is available on the HCCS website.

We understand that any violation of the Internet and Student Device Acceptable Use Agreement may result in disciplinary action. It may also be necessary for appropriate legal action to be taken.

PLEASE RETAIN A COPY OF THIS AGREEMENT FOR YOUR OWN REFERENCE

Student

As a student at HCCS Secondary I accept and will follow the conditions of use detailed in the Internet and Student Device Acceptable Use Agreement and the Student Device Program Booklet.

First Name …………………………………….. (Print)   **Family Name** ………………………………….. (Print)

Signature ………………………………………………. **Date** …………………………………………

Home Group ………………………………………..

Parent/Guardian

As parent/guardian of ……………………………………………………….………,

I accept the conditions of use detailed in the Internet and Student Device Acceptable Use Agreement and the Student Device Program Booklet and will reinforce the conditions and supervise the use of the Student Device and Internet at home.

Parent Name …………………………..…………… (Print)   **Signature** …………………………………………………..

Date………………………………………

Please return this Page to your child's home group teacher