

2020

Connected for **LEARNING**

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ICT DEPARTMENT

SUPPORT AND CONTACT DETAILS

For any questions, more information or support please contact the following:

Area	Email
Connected for Learning	cforl@unitycollege.sa.edu.au
ICT Help Desk	help@unitycollege.sa.edu.au
ICT Manager, Stephen March	smarch@unitycollege.sa.edu.au

SECTION 1: INTRODUCTION

“Lutheran Schools aim to encourage and support students informed and sustained by the word of God, to develop their God given talents so that they may shape and enrich their world.”

“OUR AIM IS TO USE TECHNOLOGY AS A TOOL TO IMPROVE STUDENT LEARNING OUTCOMES”

Today’s students think, connect and communicate differently from those who were at school even a few years ago. They live in an on-demand, technology-dependent world; they expect answers instantly and they know how to get them, to share them and enjoy what they learn.

The vision of the Connected for Learning Program at Unity College is to connect teachers and students with a systematic and comprehensive use of technology combined with a rigorous and relevant curriculum. Laptop computers serve as the catalyst in the transition from traditional learning to a student-centered, problem-solving, project-driven approach that will prepare students well for the challenges that lie ahead in their working lives. Excellence in education as we enter the 21st century presupposes that technology is seamlessly integrated throughout the program. Successful integration of technology into the curriculum depends on student access to technology, ongoing staff training, and a strong infrastructure. Laptops enable learning to go beyond the school walls and provide access to worldwide resources. This anytime, anywhere access to the Internet, research and data collection devices, presentation software, sounds, and graphics makes the laptop one of the most powerful tools available in education.

WE FOCUS ON LEARNING, NOT JUST TECHNOLOGY.

We view students as creators not just information viewers and access to an individual high powered computer will allow them to be successful creators.

We recognise the value of taking the learning outside the classroom walls and this is another reason our vision includes access to mobile devices such as laptops.

Successful ICT learning programs are about much more than technology. They involve cultural change, new pedagogies, staff professional development and new ways of delivering and managing learning. All of which must be underpinned with an effective technical infrastructure and support system.

CONNECTED FOR LEARNING OUR VISION FOR STUDENT LEARNING

The creation of authentic and collaborative learning environments where students can motivate themselves and each other to become self-sufficient, lifelong learners, able to utilise the opportunities provided by a wide range of technologies.



SECTION 2: PROGRAM INFORMATION

The ownership model for this program ensures the student has access to the machine 24/7. The College will remain the 'owner' of the device for the relevant years of the time that the student is enrolled at Unity College and will need to be returned at the completion of their schooling.

The College does not support the use of privately owned devices on the school network. Restricting support to school 'owned' standardised devices allows for:

1. Software re-imaging and faster turnaround for basic software issues
2. Ability to provide continuous service through swap out/loan devices, provision of spare parts and technical expertise
3. Volume licensing and standardization of software/platform
4. Ability to manage virus definitions/security concerns.

INFRASTRUCTURE

A mobile laptop program is only as effective as the network that supports it. To this end, the College has undertaken numerous upgrades to the school network including a wireless system that enables students to connect to the network wirelessly across the Middle/Senior and Junior campuses. Our school bandwidth has also been increased to help with the increased demand.

COST OF PARTICIPATION

While the Federal Government provided the seeding money to assist with the implementation phase, Unity College and parents of Year 6 – 12 students now contribute to the long term sustainability of the program. The model involves the school allocating a significant amount of funding to the project

however it also requires a shared financial model involving a student contribution.

To sustain the program long term there s a \$100 per term cost for Year 12 students. This covers the leasing of the equipment and all associated costs of software and support. Students in Years 6 – 11 will pay \$45 a term and students undertaking Year 13 pay \$150 for the year.

This guarantees the student to 24/7 access, all licensing and software costs, insurance and servicing for the years the student attend the College. It also enables the student to access technical staff for no additional charge.

Please note the Connected for Learning Program is not used to raise funds for other purposes, and revenue collected through the program is applied only to the operation of the program.

COLLEGE SOFTWARE

Approximately 50 applications will be provided on the device. The more common applications are listed below. All costs indicated are included in the program. Any additional programs purchased by the College during the year will be added at no extra cost.

Software	Technical Support
Microsoft Windows 10	Installation
Microsoft Office 2016	Helpdesk
Google Chrome	Maintenance
Adobe Design Premium CS6	
Anti Virus	
Smart Notebook	
VLC Player	

Any additional licensing will be the responsibility of the student. Software installed by the school is copyright and must not be distributed or transferred without written permission from the school. Any software installed by the students must comply with software licensing laws.

SECTION 3: POLICY AND PROCESS

Each device will be prepared by the school, including loading relevant software, logging device details and registering a device against a unique student identifier.

Year 6 and new students are addressed regularly regarding laptop use, device care, reporting damage and the use of chargers.

DATA STORAGE

Students have access to a networked drive for school work only. Personal material must be kept on the C drive. This data is only stored on the devices hard drive and is not backed up by the school. It is the student's responsibility to back up personal data. Adequate storage for any school work will be provided on the networked drive.

INSURANCE

The laptop features touch screen technology (Year 6-12) which is extremely functional and flexible. However, should screens be broken or damaged, the repairs or replacement screens are very expensive. For this reason the college has sourced Accidental Damage Insurance cover for these devices. The insurance will cover your child's machine for three major breakages per year but there is an excess charged for each claim of \$55.00. The college has paid the cost of the insurance (which is quite substantial) but should it be necessary to make a claim, the excess amount will be billed to families via your 'Other Charges Account'.

Please note that in regard to all laptops, Unity College reserves the right to pass on costs to parents for damage which is deemed to be negligent, malicious and/or

excessive, including costs which may arise if the limit of three major breakages per year is exceeded.

Students also have a generous printing quota allocated each term and may be required to pay, if the quota is exceeded.

ALTERATIONS TO THE APPEARANCE OF THE DEVICE

Only prescribed personalisation of the external appearance is allowed. Students will be responsible for any necessary cleaning/maintenance required to remove such material.

INTERNET FILTERING

Families have access to the College's internet software for use at home at no charge. There are a number of options available to families.

1. The same filtering as the College (i.e. blocking of social networking sites and inappropriate sites).
2. The same filtering as the College, except with access to social networking sites until 10pm.
3. The same filtering as the College, except with access to social networking sites 24/7.

ACCESS TO THE COLLEGE NETWORK

All activity on the computer is covered by the Computer use Agreement form signed at the beginning of Middle School years or commencement at Unity College.

As the College has wireless access across the whole site, students will be requested to log into the College network on arrival at school. This enables students to access files and College resources in a monitored environment without exposing the network to potentially damaging viruses and corrupt files. All student files on the specified drive will be synchronised when they log in, so any work that has been completed at home will be copied to their files held on the College server. This improves security for students and ensures there is always a backup held at school. Loss of files, assignments or data due to backup failure will not be assessable and treated as incomplete/missing for all assessment purposes.

ELECTRONIC GAMES

In general, students are not permitted to engage in electronic games as they are often unproductive and distract from student learning. However, there are some electronic games which have significant educational benefits. The only games installed on the laptop will be those that have been approved by staff. The College will use the following criteria for determining game suitability:

1. Educational value of games
2. Potential for distraction/ disruption
3. Potential software piracy issues – ethical and moral issues regarding intellectual property
4. Social impact

Families may install their own games on the device subject to copyright infringements. The College is not responsible for any loss of non-school related data.

SECURITY/STORAGE/LOAN AND REPLACEMENTS

During the school day when devices are not being used (lunch, physical education etc), students will be required to store their device in their locker. All students will be responsible for storing their own device and should the above procedures not be followed, insurance may not cover loss and/or damage.

POWER ISSUES

Students in Years 6 – 12 are expected to come to school with their devices charged. A limited amount of chargers will be available from the Resource Centre.

It is the student's responsibility to return their allocated charger when their laptop is returned to the College. If the student's allocated charger is not returned they will be billed for it.



CONNECTED FOR LEARNING

PARTICIPATION AGREEMENT

1. All computers, including laptops or notebooks used in the Connected for Learning Program are the property of Unity College.
2. This program supports solely school-procured and owned ICT assets being provided to students for educational use at school and at home. The reasons for this decision include:
 - a. Continuity of service (repairing devices on-site within agreed time frames).
 - b. Continuity of service (provision of 'loan' devices as part of the repair process).
 - c. Single operating platform which is upgraded on a whole school basis.
 - d. Nominated software loads which vary for each level of student.
 - e. Automatic upgrades with additional software titles as part of the program.
 - f. Availability of spare parts and in-school service and advice.
3. Unity College reminds parents that privately owned devices are not to be connected to the Unity corporate ICT network and advises parents to ensure that students do not do this as this type of mass access of uncontrolled private devices would greatly compromise the integrity of the network access.
4. I understand that Unity College will:
 - a. Do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on school ICT equipment/devices at school, or at school related activities and enforcing the cyber-safety requirements detailed in Use Agreements.
 - b. Respond to any breaches in an appropriate manner.
 - c. Provide members of the school community with cyber-safety education designed to complement and support the Use Agreement initiative.
 - d. Welcome enquiries at any time from parents/caregivers/legal guardians or students about cyber-safety issues.

TERMS AND CONDITIONS

STUDENT RESOURCE SCHEME – 1 TO 1 LEARNING PROGRAM

1. Principle
 - a. The College operates a Student Resource Scheme – 1 to 1 Learning Program that enables a Parent/Caregiver to enter into an agreement with the school and provides for the use by the student of a device for a specified participation fee.
2. Parties Involved
 - a. This Agreement is between Unity College (hereafter called “the School”) and the parent or caregiver (Parent/Caregiver) in relation to provision of computer equipment to the student.
 - b. The Student has been accepted into the School 1 to 1 Learning Program for the remainder of the agreement.
 - c. In exchange for the Parent/Caregiver complying with this Agreement, the Student Resource Scheme – 1 to 1 Learning Program provides the Student with a device for educational use at school and home.
 - d. The equipment is provided to the Student and remains the property of the School.
3. Equipment Provided
 - a. The equipment, subject of this Agreement, consists of a laptop, charger and carry bag. These items are referred to through this Agreement collectively as the “Device”.
 - b. Each device will be:
 - Commercial grade.
 - Protected by Unity College anti-virus tools and automated updates.
 - Covered by warranty including the battery.
 - Able to be connected to the College Network and have filtered internet and email.
 - Able to be used at home and at school for student learning.
 - Installed with central data storage, common file access, backup and network software resources.
 - Repaired through the school, including software and hardware repairs.
4. Rights and Obligations
 - a. The Student has the right to use the device only in accordance with this Agreement and the **Connected for Learning Policy**.
 - b. The Parent/Caregiver must comply with the agreement and supervise the student to ensure that the student complies with the **Connected for Learning Policy** in relation to use of the device at the School and outside the School (e.g. at home).
 - c. To the extent that the **Connected for Learning Policy** can apply to the Parent/Caregiver, the Parent/Caregiver must comply with the rules.
 - d. The Parent/Caregiver must also comply with their respective obligations under the **Connected for Learning Policy**.

5. Period of Participation

- a. The School agrees to provide the device to the Student/Carer from the date all parties sign this Agreement and the Student receives the device.
- b. The provision may be ended earlier, at the Schools absolute discretion if:

The Student is no longer enrolled with the School

The Student is excluded from the School

Note: The device may be retained within the school during any period of suspension.

If, in the opinion of the School, the Student is not meeting the School's behaviour and educational requirements

The Parent/Caregiver fails to comply with this Agreement, the **Student and Parent Connected for Learning Participation Agreement** and the **Connected for Learning Policy**.

6. Ownership of Laptop

- a. The school retains ownership of the device during the term of the provision.
- b. This Agreement and the School's delivery of the device to the Student does not constitute a transfer of ownership, or the obligation to transfer ownership, of the device to the Student or Parent/Caregiver.

7. Status of Device

- a. The device being provided to the Student may not be new, and may have been used.
- b. The School may expect the return of the device for any reason, for example, to upgrade software, to inspect hardware or software's operational performance, if there is suspected misuse of the device and to verify that the device is being used in accordance with this Agreement and the **Connected for Learning Policy**.

8. Fee for Provision of Device

- a. The Student Laptop Program fee will be due and payable by the Parent/Caregiver. The cost is \$100 per term for students in Year 12 and \$45 for students in Years 6 –11. Students completing Year 13 will be billed \$150 per annum This will be billed at the beginning of each year on your fee account to allow for the cost to be included in your repayment plan.
- b. In the event of loss or damage to, or caused by, the device, see Clause 14 Loss or Damage.

9. Connection to the Internet

- a. The device is filtered when being used on the school network. The school does not provide any carriage service or connectivity to the internet for use of the device outside the School. However you may use your home internet on the laptop.
- b. At school, the carriage service and connectivity to the internet is governed by the **College's Connected for Learning Policy**. The School reminds the Parent/Caregiver of their obligations under this agreement.
- c. The School accepts no responsibility for consequences of internet access outside the school and will seek to enforce any breach of policy found on a school-owned device regardless of whether the breach was done at home or not (eg. cache files for internet browsers containing pornography).

10. Improper Use

- a. The Parent/Guardian must ensure that the device is not tampered with in order to connect to internet services outside the school and that the laptop is not used:
 - For any illegal, pornographic, fraudulent or defamatory purposes.
 - For bulk transmission of unsolicited electronic mail.
 - To send or cause to be sent any computer worms, viruses or other similar programs.
 - To menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive).
 - To transmit any harassing, obscene, indecent, offensive, or threatening material or emails.
 - To reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party.
 - In a way that violates any laws, such as privacy laws.

11. Software

- a. Students may load privately owned software onto the device however they must own the license for that software.
- b. The software loaded on the device is licensed to Unity College. The Parent/Caregiver must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the School. Unauthorised use may breach copyright laws and the Parent/Caregiver may be held liable for any damages incurred.

12. Virus Protection

- a. Viruses have the potential to severely damage and disrupt operations within the School networks. They can also be costly to restore the network, infected hardware or software to its previous state and operability.
- b. Viruses can enter devices through:
 - Removable media such as CDs, DVDs, floppy disks and USB memory sticks
 - Emails / Phishing attempts (emails linking to malicious websites)
 - The internet (including web browsing, FTP programs and chat rooms)
 - File download
 - Network file shares, such as servers and shared folders
- c. Students have the right to use their devices at home for limited personal use. If accessing the Internet from home via cable, ADSL, NBN or wireless, they should take all steps to protect the School-owned device and the school's computer network from virus attacks.
- d. The Parent/Caregiver must take all reasonably necessary steps to prevent a virus from infecting the device, including monitoring any data that is uploaded onto the Laptop from any device and virus checking any USB drives in the Laptop.

13. Repair and Maintenance

- a. A manufacturer's warranty applies to the device.
- b. Students must not "personalise" their devices in any way other than that which is explicitly explained to them by the School.
- c. The Parent/Caregiver or Student must immediately return the device to the School if they suspect the hardware (e.g. laptop computer or power pack) or software is or may be faulty.
- d. The Student and Parent/Caregiver must not arrange or allow any repair or maintenance work to be carried out on the device without prior written consent of the School.
- e. Should the device require repairs or maintenance, a replacement device may be made available while the device is being repaired.

14. Loss or Damage

- a. The devices provided for student use by the scheme shall be kept in good condition by the student. The College's ICT Manager shall be notified immediately of the loss or negligent damage to, or caused by, any issued item.
- b. Where an issued item is lost or negligently damaged, Parents/Caregivers will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Caregiver.
- c. The Parent/Caregiver must use their best endeavours to ensure that the device is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the Parent/Caregiver to ensure the device is kept in a safe place when it is taken off the School's site.
- d. The Parent/Caregiver must immediately notify the School if the device is damaged, lost or stolen.
- e. If the device is stolen, the Parent/Caregiver must report this to the Police as soon as possible. The Parent/Caregiver must obtain a Police Crime Number and the name of the investigating officer and provide this to the school.
- f. If, after investigation by the School, it is found that the device has been intentionally damaged or that the Student or Parent/Caregiver has been negligent (i.e. not exercised due care) in using or caring for the device, the Parent/Caregiver agrees to cover any costs incurred by the School in repairing or replacing the device and agrees to indemnify the School against any further loss or damage caused by such intentional damage or negligence.

15. Consequences

- a. All devices provided through the program remain the property of the Unity College and shall be returned at the end of the education program or when the student leaves the school, whichever is the earlier.
- b. Where an item is not returned, the Parent/Caregiver will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Caregiver.
- c. Failure to comply with this Agreement may result in the School ending the Agreement including automatic loss of the device or suspension of use for a period of time.

16. Acceptance of Agreement

- a. By completing and signing the Student Resource Scheme Participation Agreement the Parent /Caregiver is acknowledging they understand and accept the Terms and Conditions of this agreement.

STUDENT RESPONSIBILITIES

1. I will not use school ICT equipment until my Parents/Caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
3. I will keep my password private.
4. While at school or engaged in a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
5. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
6. I will use my mobile phone/s / MP3 devices only for education purposes as directed by a teacher (in compliance with the Mobile Phone Policy - Student Use).
7. While at school I will:
 - a. Access, attempt to access, download, save and distribute only age appropriate and relevant material
 - b. Report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
8. If I accidentally access inappropriate material I will:
 - a. Not show others.
 - b. Turn off the screen or minimise the window.
 - c. Report the incident to a teacher immediately.
9. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games and programs.
10. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or to a school related activity, also is covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
11. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
12. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
 - a. my full name;
 - b. my address;
 - c. my e-mail address;
 - d. my phone numbers;
 - e. photos of me and/or people close to me.

13. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
 - a. Not intentionally disrupting the smooth running of any school ICT systems;
 - b. Not attempting to hack or gain unauthorised access to any system;
 - c. Following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs;
 - d. Reporting any breakages/damage to a staff member.
14. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
15. The school may monitor and audit 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.
- 16. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.**



Owl Drive, Murray Bridge
PO Box 5141, Murray Bridge South
South Australia 5253

t. 08 8532 0100

e. unity@unitycollege.sa.edu.au

www.unitycollege.sa.edu.au

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