



CATHEDRAL COLLEGE WANGARATTA

A school of The Anglican Schools Commission (Inc.)

CATHEDRAL COLLEGE

Device User Agreement

Students Device Program,

2020

Student Surname _____ Given Names _____ Class _____



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COLLEGE
WANGARATTA**

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1. Parties to the Agreement

This agreement is between the student, the student's parents or guardians, and Cathedral College Wangaratta.

2. Purpose of Agreement

This agreement sets out the rights and obligations of a student in relation to the Students Device Program.

3. Participation

- 3.1. In 2020, as a consequence of the school closure, students who do not have access to a computer at home will be provided a device to facilitate them in participating in the teaching and learning program.
- 3.2. The device and associated equipment provide in this program will be provided free of charge.
- 3.3. Students who cease enrolment at the College will be required to return all equipment provided to them within this program in good condition in a timely manner.
- 3.4. Failure to return the equipment or in a good condition will incur costs to the student's nominated fee payer.

4. Period of agreement

- 4.1. This agreement commences from the date of signing. This agreement will last until normal scheduled schooling recommences.
- 4.2. At the end of the agreement the device along with all of the equipment will be returned to the school.

5. Exclusive use

- 5.1. Cathedral College grants exclusive use of the device to the student in accordance with this agreement and the associated policies of Cathedral College as amended from time to time.

6. Responsibilities with respect to Student Device Program

6.1. The responsibilities of Cathedral College include:

- 6.1.1. Responding to enquiries from the student in regard to the Cathedral College's Student Device Program; and
- 6.1.2. Responding to any breaches of Cathedral College's Student Device Program in an appropriate manner.

6.2. The responsibilities of the Student include:

- 6.2.1. Being aware of and familiar with the provisions of Cathedral College's Student Device Program;
- 6.2.2. Taking particular care for the safety and security of the device at all times to ensure it remains in pristine/good condition.
- 6.2.3. The device is to be protected, remain in the home, and if transported carried in a bag;
- 6.2.4. Backing up data locally stored on the device is the sole responsibility of the user;
- 6.2.5. Cathedral College recommends students backup their work to their school Microsoft OneDrive / Google Drive. ICT will aid in the setup of this when the device is handed out.
- 6.2.6. Reporting any hardware problems, they are experiencing with the device or accessories or damage to the ICT department.



6.2.7. If the device is lost or stolen or accessed by a third person this may result in a Notifiable Data Breach of Personal Information. If this occurs the student or guardians must notify the ICT Department immediately.

6.3 At all times:

- 6.3.1.** Students are not to download software, games, music or any other item unless specifically approved by the ICT Department.
- 6.3.2.** Students must adhere to the laws concerning copyright, other intellectual property rights and licensing agreements;
- 6.3.3.** All software, music, games, images and material on a student's device must not be in violation of copyright laws, hence downloading, storing, playing or sharing illegal or pirated material is prohibited. If a student's device is found to have any illegal or inappropriate material or programs, the offending material will need to be removed immediately by a member of the ICT department.
- 6.3.4.** Students must not initiate access to inappropriate or illegal material (including copies of music, movies and other media not legitimately owned by the user);
- 6.3.5.** Students must not share or distribute inappropriate or illegal material via any print or electronic means;
- 6.3.6.** Students members must not install programs that enable unauthorised downloading or peer- peer downloading;
- 6.3.7.** Student members must not allow third parties to access device.

7. Compliance with Policies

7.1. Students must agree to comply with the provisions of this agreement and all other relevant policies to this agreement with Cathedral College as amended from time to time including the Student Code of Conduct as outlined in the Student Diaries. In particular students will not use the device to put themselves or anyone else at risk (e.g. bullying, harassment, security of personal information etc.) and the device must not be used to upset, offend, harass, threaten in any way or harm anyone. Good cyber safe procedures need to be adopted by both students and guardians.

8. Breaches of the User Agreement

8.1. Adherence to the guidelines will help ensure a positive and supportive environment for student. Depending on the seriousness of a particular breach of the agreement or policies, an appropriate response will be made by Cathedral College.

9. Equipment

9.1. The Student member will have been provided with a laptop computer and charger.

9.2. The following items are included in the user agreement-

- One Device including its power adaptor
- Operating systems as per specifications
- Software licenced to and installed by the school

9.3. The following items are not included in the user agreement-

- Peripherals such as headphones, mice, printer, USB etc



10. Software

- 10.1.** The following licenced applications are included on the device for Cathedral College student to use:
- Microsoft Office Suite
 - Adobe Creative Cloud Suite (as appropriate to year level and the students' electives)
 - A range of software supporting the school's curriculum that can be updated via a portal program on the device by the Student member or pushed out to devices from the ICT department
 - If additional software is required to be installed, then please contact ICT.
 - They will arrange a time with you for a remote session.

11. Absent

- 11.1.** If the student member is to be absent from the remote learning system for an extended period of time, Cathedral College may request that all equipment is returned.

12. Financial Arrangements

12.1. Ownership and Responsibility

Cathedral College will own the computer and any software. The student and their guardians will bear the responsibility for the care, maintenance and correct usage of the machine. The cost of a replacement device is in the vicinity of \$1 100 and repairs can also be of significant cost.

12.2. Insurance

- 12.2.1.** Cathedral College has (very limited) insurance coverage for the device covering repair or replacement due to fire, theft, and some accidental damage.

12.3. Notification

- 12.3.1.** If stolen, a police report is required as soon as possible.
- 12.3.2.** If the device is lost or damaged the Student member is to inform or bring it to the ICT department as soon as possible or at the next school day.

12.4. EXCLUSIONS & EXCESS

- Wilful damage.
- Accessories and consumables, i.e. batteries and device chargers are not covered by insurance.
- The student's guardian be liable for the cost of repair or replacement if their device is left unsecured at home and is damaged, lost or stolen.
- The College's insurance policy has a significant excess so that even replacement costs will not be covered by insurance.



13. Servicing

- 13.1.** All servicing of devices must be carried out by Cathedral College ICT Department staff or agents. If a device requires servicing, please contact the ICT Department so that arrangements can be made.
- 13.2.** Cathedral College will endeavour to have the device returned to the student as soon as possible (subject to compliance with insurance conditions). If the repair is non-warranty the student will be notified of the costs associated with the repair and a discussion between Cathedral College and the Technology Manager will take place before repairs go ahead.

13.3. "Hot Swap" Devices

- 13.3.1 Hot swap devices may be made available to student whilst the device is in repair.

14. Return of Equipment

- 14.1.** The equipment must be returned in good condition and working order prior to the student leaving the College or when Cathedral College otherwise requests.

We have read the agreement above and the contents have been discussed with the student involved. We are aware of the College's Code of Conduct and the ICT implications under that. I understand that if the device is not returned in a similar condition, we may incur costs to repair or replace.

This agreement will remain in force from the date below until the device has been returned and checked by the school.

Student Surname _____ **Given Names** _____ **Class** _____

Signed: _____ **(Student – if Year 3 and above)**

Signed: _____ **(Parent 1/Guardian 1)**

Signed: _____ **(Parent 2/Guardian 2)**