



# Mernda Hills Christian College

## Device Information

Document Control

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# Purpose

Mernda Hills uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviours students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, the College supports students in Years 5-12 to use a device for learning that they are responsible for. These devices have specific requirements and must be purchased (Year 5-8) or loaned (Years 9-12) through the College.

Student learning devices will be allowed on the College's network and school grounds for students who follow the responsibilities stated in the Acceptable Use Agreement for ICT and the attached guidelines regarding devices that are not kept at school.

Mernda Hills Christian College strives to provide appropriate and adequate technology to support instructional purposes. An important component of this device program is education about appropriate online behaviours. Teachers review cyber-safety rules and appropriate behaviour with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviours.

In addition to the rules outlined in these guidelines, students are expected to comply with all class and College rules while using their approved devices. Students who do not comply with the school's expectations of responsible use of technology may lose the right to access technology on campus. They may also lose the right to take school-owned devices off-campus.

## Device Types

For the purpose of this policy, the word "devices" includes: laptops including Chromebooks, iPads and other tablets.

Please note that other hand held technology such as gaming consoles are not permissible. Phones are also not to be used on school grounds without the express permission and supervision by a teacher.

## Affiliated Policies and Documents

- IT Acceptable Use Agreement
- Email Acceptable Use Policy
- Mobile Phone Policy
- Network Platform Policy
- Student Code of Conduct

# Device Program

During their time at the College, students are supported to develop increasing levels of responsibility and ownership for their learning. One of these responsibilities is related to device ownership and use.

The table below shows the development of the College's device program for students, increasing in both the sophistication of technology as a tool for learning, but also the corresponding responsibility expected from students in its use.

Year Level	Device	Ownership
Foundation	iPads - in buddy pairs	School-owned Kept on campus
Year 1 - 4	iPads - class sets	School-owned Kept on campus
Year 5 - 8	Chromebook	Student-owned, purchased through school portal Travels to and from school Each device expected to last 4 years
Year 9 - 12	Macbook Air	School-owned Student bond paid prior to the start of Yr 9 Travels to and from school Each device expected to last 4 years

## Foundation-year 4: iPads

Students in Foundation - Year 4 have access to devices that are owned by the College and kept on site at all times. At this level, students are supported to develop key technology knowledge and skills, within a safe and age-appropriate educational environment. Technology is used as a tool for learning, with a balance between hands-on activities and technology-based learning tasks.

Students in Years 3 and 4 also have access to Chromebook devices to begin the transition to the devices they will be using from Year 5. This also helps the development of their typing skills.

## Year 5-8: Chromebooks

From Year 5, all students are to have access to a personal learning device for their studies in class. This is in alignment with the development of our school values, as students grow in independence and become responsible for ensuring their device is charged and at school each day.

Chromebooks keep the benefits available with iPad technology used in lower and middle primary:

- Simple and easy to use
- Touch screen

- Tablet option
- Functionality with the Google Suite and Seqta

They also provide the following added features:

- Increased security features to protect children
- More durable for regular use
- Keyboard attached to support engagement with deeper learning tasks
- Attached stylus for tablet use

Families must use the school portal to purchase your child's Chromebook device. This ensures that students have the right device that will connect with the College network and security systems. Students are required to have their Chromebook for the first day of school. After purchase, the student's Chromebook will be sent directly to their family's house via Australia Post. Please note that students will not be able to use any other devices brought from home in the classroom.

## Year 9-12: Macbook Airs

The Year 9 - 12 laptop program is a compulsory part of the Secondary program. Students lease a laptop from the school for 3 years for an upfront cost of a \$300 bond.

Macbook's provide the following features that make them more appropriate for students as they move into senior secondary education. They have:

- High processing power for greater learning opportunities and program support
- Long battery life and large screens for multi-tasking
- Increased device storage and better typing experience
- Minimisation of digital distractions and improved safety controls for families
- Wider range of professional applications for innovative learning and IT support

Year 9 students will not be allowed to bring or use their Chromebook, or other personal devices for learning at school. The Macbook, as part of the lease agreement below, is the only College-approved device for learning in these year levels.

At the end of the 4 year lease students can choose to:

- Purchase the laptop for an additional \$100. Note: Cost will be greater if the period of the lease is less than 4 years - eg. if a student leaves school in Year 11.
- Return the laptop and receive their bond back. Note: The full bond will only be returned if the laptop is in a fair condition with its box, charger and any other accessories.

The process for laptop collection is as follows:

1. Read and sign the Acceptable Use Agreement. This must be signed by both the student and the parent.
2. The student takes the signed Acceptable Use Agreement to the IT office.
3. The IT department will set up a laptop for you so that it is ready to use.

## Safety and Security

Please note that while students are using the school network, College security features and browser filtering are in place to minimise access to inappropriate content. The College has specific programs and systems in place to support student safety while using devices, including:

- Enterprise grade firewall
- World class web and application filtering system, with separate allow and block lists to account for particular access requirements

When students are using their device separately from the school campus and network, parents/caregivers are responsible for their child's supervision and appropriate use of their device.

## Appropriate Behaviour

The College's high expectations for students to demonstrate our values of respect and responsibility, and to use technology only as a tool for learning remain consistent. The device program is provided to support learning and can be used both on and off campus, however, all students are expected to abide by the ICT Acceptable use Agreement at all times - including when using the device off-campus. It is available on the College website [here](#).

## Device Guidelines for Year 5-12 students

- The device should be fully charged prior to bringing it to school and able to run off its own battery while at school. Charging your device will be available on a limited basis.
- The backup and care of student data is the responsibility of the user.
- Technical support for student devices is available through IT services, however, if damage is deemed to be as a result of poor use or care, students may be required to pay for repairs.
- Details will be provided on how to connect to the College network and any other specific systems or programs. Basic printing may be available from personal devices, however this cannot be guaranteed.
- Student devices are not to be accessed during recess or lunchtimes or left unattended around the College, unless being used for learning during lunchtime in the Library. When not in use, the device should be kept in a protective case and secured in the student's classroom (Year 5-6) or locker (Year 7-12).
- It is recommended that families of students in Years 5-8 (using a student-owned Chromebook) should ensure that the device is covered by appropriate insurance and that this covers the device outside the home.
- Students and parents/guardians participating in the College's device program must adhere to College rules and policies, including the ICT Acceptable Use Agreement.
- Each teacher has the discretion to allow and regulate device use in the classroom and on specific projects.
- Approved devices must be in silent mode while on campus, unless otherwise allowed by a teacher. Headphones may be used only with teacher permission.

- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls, text messaging or sending/ receiving updates on social media).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher and with the express permission of the person being photographed or videoed.
- Devices may only be used to access information (locally or on internet sites), perform word processing or note taking in class and other class assignments which are relevant to the classroom curriculum.
- Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of the ICT Acceptable Use Agreement.

## Device Use Agreement - Years 5-12

In addition to the IT Acceptable Use Agreement, students using a personally owned device at school, or a school-owned device that can be taken off campus must:

1. Take full responsibility for their Chromebook devices and arrange appropriate insurance for the device in Years 5-8. Note that Macbook Airs are school-owned devices and therefore separate insurance is not required for them.
2. Store their device securely in their classroom (Year 5-6) or in their locked locker. The school holds no responsibility for any loss or damage which might occur.
3. Not use their device during assessments, unless otherwise directed by a teacher.
4. Immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
5. Protect the privacy of others and never post private information about another. Students are not permitted to transmit or post photographic images/videos of any person from school on public and/or social networking sites. Nor are they to take photos of students in uniform on school grounds, or at a school activity without the express permission of the individual.
6. Charge their device prior to bringing it to school and run off their own batteries while at school. Charging is be available on a limited basis only.
7. Only use the required College wireless network and not attempt to bypass the network restrictions by using any other type of connectivity, including VPNs, hotspots or personal mobile wifi.
8. Understand that bringing devices on premises or infecting the network with malware, or programs designed to damage, alter, destroy, or provide access to unauthorised data or information is in violation of the Acceptable Use policy and will result in disciplinary actions. The College has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection. The College may also limit or block network access from a device if we suspect there is malware or ransomware activity.
9. Understand that the College has the right to inspect files on any device bought on campus, irrespective if it has been the cause of a problem / attack / virus (this includes devices that may contain inappropriate material obtained offsite and stored on the student's device).

10. Use their own device; any sharing is at the student's discretion.
11. Be responsible for their own backup of critical data at all times. This may be through a USB drive, SD card, external drive, or cloud-based solution. Students have access to Google Drive via their school account with Unlimited storage during their time at the College.

## Device Program Frequently Asked Questions (FAQs)

1. How useful and effective is it going to be in the classroom?

Access to devices are another tool for learning, and there will still be lots of times when students can expect to be using pen and paper in the classroom. What these devices will do is open up a whole new way of supporting learning and in some cases provide greater and more successful access than in the past.

2. Security of the devices at school, is it ok?

For student-owned Chromebooks; the school will not be liable for an individual's property for loss or damage. This is the individual's own concern and students will be responsible for their device. The school can provide information for a repair service for Chromebooks through our Learning With Technology provider.

For school-owned Macbook Airs; students must take reasonable care for their device and abide by the use and storage rules while on campus. Any fees connected to device damage or loss as a result of improper care or use will be charged to the student/family.

3. I am worried about what my child might be accessing and who they are interacting with. How can you reassure me?

Teachers and staff do check and monitor what students are accessing. Your child will have to have agreed to operate within the school agreement which covers the details of acceptable use. We also have a filter in place to prevent inappropriate material coming into the school. Note: our security filtering only works on the school network. As the parent/guardian, you are responsible for supervising your child's device use when off campus, and for the filtering of inappropriate material on your home network. See the ESafety Site for more information and tips for supporting your child at home:

<https://www.esafety.gov.au/parents/skills-advice/taming-technology>

4. What are the parental expectations for monitoring download / safe images etc?

It is an expectation that parents are responsible for the downloaded apps and images on individual student devices when the device is outside of the College.

5. Will my child have to share their device?

No. The device is the student's own and it will not be expected to be loaned to other students during the day.

6. What ensures the safety of searches?

The College subscribes to an internet content filter. This protection is in place through the network that the students will be connected to.

7. Who is responsible for updating apps and programs?

It will be the student / parental responsibility to ensure the device is updated and ready for use. If there are technical problems, the student must take their device to the IT department where some assistance can be provided. If the device damage is due to inappropriate use or care, the student/family will be required to pay for the repair.

8. How will my child's device be used in the classroom?

At the teacher's discretion, students will use their devices to access information, do research, solve problems, collaborate, communicate and engage in the curriculum.

9. Insurance: who's responsible?

For student-owned Chromebooks (Years 5-8): It will be the parent's responsibility for insurance, the same way it is for bringing a bike / musical instrument etc to school. If you are not sure you will need to check your individual insurance policy.

For school-owned Macbook Airs (Years 9-12): These are school owned and covered by school insurance. However, as noted above, if damage to the device occurs through misuse or lack of care from the student, the family will be expected to contribute towards any gap between the insurance cost and the cost of repair.

10. How often will the device be used?

This will vary depending on the lesson and the teacher. However your child will be using it during their Year 5 - 12 classes to support their learning. They will also need to use it for homework tasks and assignments as they progress through Secondary school.

11. What happens with problem solving re hardware/software issues? Will the school technician do this / or teachers? Who pays?

Chromebooks: If the device is damaged or broken during learning time please inform the IT department as soon as possible and they will assess the damages and organise repairs. If replacement is required and the student is deemed to be at fault, families will be required to purchase a replacement Chromebook through the school portal.

Macbook Air: If the device is damaged or broken during learning time please inform the IT department as soon as possible and they will assess the damages and organise repairs. If replacement is required and the student is deemed to be at fault, then another \$300 will be required before a replacement laptop will be provided.