

## Canterbury Student Device Agreement

### Contents

1. Rationale .....	2
2. The 1 to 1 Device Program.....	2
3. Ownership of Device .....	3
4. Rights and Obligations .....	3
5. Period of Participation .....	3
6. Status of Device .....	4
7. Excess Payments and Repairs .....	4
8. Warranty, Insurance, and ADP .....	4
9. Device Maintenance .....	5
10. Transportation of the Device and Storage .....	5
11. Loss or Damage .....	6
12. Software and Virus Protection .....	6
13. College Internet .....	7
14. Consequences .....	7
15. Acceptable use of the Device .....	7
16. Usage and Care - Best practices for Device Usage .....	7
17. Online Safety .....	8
18. Use of Social Media within the College Community – good digital citizenship .....	8
19. Inappropriate Content on Social Media or Online .....	9
20. Misuse of Artificial Intelligence (AI) .....	9
21. Acceptance of Agreement .....	9

## 1. Rationale

Canterbury College provides an effective learning platform and stable IT infrastructure to enable students to develop essential skills in an encouraging learning environment. Canterbury College's 1 to1 device program integrates technology across the curriculum, enabling students to engage with digital resources and innovative learning tools effectively. This structured initiative ensures that students have access to up-to-date technology throughout their education and allows them to learn anywhere, anytime within a secure and cyber-safe environment.

The College is committed to fostering contemporary skills, such as problem-solving, innovation, ICT proficiency, skilled communication, knowledge building and global readiness in our students to prepare them for success in an ever-evolving global digital landscape and aligns with the College ethos of World Ready.

The 1 to 1 device program is fully maintained by the College over a three-year period, which is included in the Single Resource Charge (SRC), payable every semester and billed directly to Parents / Carers.

For any clarifications or inquiries, please contact the IT Services Department via email: [support@cc.qld.edu.au](mailto:support@cc.qld.edu.au)

## 2. The 1 to 1 Device Program

Canterbury College is a Microsoft Lighthouse School, and all Devices are Microsoft Surface Pro. The equipment provided under the Device Program, consists of:

- Microsoft Surface Pro 11<sup>th</sup> Gen
- Microsoft Surface Charger
- Microsoft 'Pen' stylus
- Microsoft 'Type Cover' Keyboard
- Drop Protection Case
- Carry Bag

Collectively all the equipment above will be referred to as the Device in this Agreement.





Each Device meets the following criteria: -

- It is a commercial/educational-grade Device.
- It will setup Colleges' anti-virus tools with automated updates.
- It is covered by a warranty that includes limited accidental damage coverage.
- It connects to College network with web and email filtering.
- It comes pre-installed with college software, including cloud-based storage.
- All software and hardware repairs will be done through the College IT Helpdesk. A spare Device will be provided temporarily during repair.

Configuration varies depending on the year of purchase.

The benefit of the scheme includes:

- Provides Parents/Carers with a cost-effective solution compared to purchasing a Device.
- Students have a Device for their education that can be safely connected to the College network.

### 3. Ownership of Device

To foster an enhanced learning experience, students will receive a new Device at the beginning of Years 4, 7, and 10 through our three-year cyclic leasing program. However, there may be cases where students enter into the agreement "out of cycle" with their cohort, or when unforeseen circumstances arise. In such situations, Devices will be provided in the "best possible condition" and will aim to match the Device of the same cohort.

Throughout the term of its provision, the College retains complete ownership of the Device and accessories. The Device is provided to the student for educational purposes only.

It is expected that the student adheres to any usage guidelines, including proper handling, maintenance, and security measures to preserve the Device's condition and protect the College's ownership and network.

Devices are a privilege provided by the College to the students, and as such, they should be treated with care and responsibility.

The device must be returned to the College when period of participation concludes.

Neither this agreement nor the delivery of the device to the student confers ownership or creates an obligation to transfer ownership to the student or parent / carer.

### 4. Rights and Obligations

Students are entitled to utilise the Device solely in accordance with the terms outlined in this document and the **Responsible Use of Technology Policy**.

The Parents/Carers must comply with this Agreement and ensure that the student adheres to the College's **Responsible Use of Technology Policy** both within and outside the College environment.

### 5. Period of Participation

The College agrees to provide the Device to the student providing financial obligations have been met by Parents/Carers.



The College may terminate this inclusion and withdraw the device, at the College's discretion, if:

- The Student is no longer enrolled in the College.
- The Student is subject to exclusion from the College. The Device may be retained within the College during any period of suspension.
- In the College's judgment, the Student fails to meet the required behavioural and educational standards, including but not limited to concerns relating to attendance.
- The Parents/Carers fail to comply with this Agreement, the Student Resource Scheme payment or any other applicable College policy.
- The Student fails to comply with the terms of this Agreement or any other pertinent College policies.

## 6. Status of Device

Students must take responsibility and care for the Device. Parents / Carers will be responsible for any costs related to damage occurring to the Device in the possession of the Student as set out in this Agreement.

Personal customisation of the Device, including, but not limited to the application of stickers, graffiti or markings, is strictly prohibited. Any such customisation will be considered wilful damage to College property.

Permanently marking or deep scratches to the Devices will result in costs incurred to the parent / carer as set out in Clause 9 below

The College provides a unique identification sticker affixed to the Device upon collection and is not to be removed. If the sticker become damaged or begins to peel off, the Student must contact the IT Help Desk for a replacement sticker.

Where a student identifies that the charger cord shows any signs of wear and tear, it needs to be taken to the IT Department to be assessed.

Students are not to use any charging packs other than that issued by the College with their device.

## 7. Excess Payments and Repairs

Parents/Carers will be responsible for an excess payment of \$100 for each repair for the first three instances. Any subsequent repairs or repairs due to non-accidental damage will be at the full cost of the repair for the duration of the Agreement.

## 8. Warranty, Insurance, and ADP

All Devices come with a manufacturer's warranty that covers manufacturer's defects resulting from normal use of the Device. It does not cover negligence, abuse, or malicious damage.

The Parents/Carers or Student should immediately return the Device to the College if they suspect the hardware or software is, or may be, faulty.

All Devices are covered by an Accidental Damage Protection Plan (ADP), which provides coverage for repairs related to accidental breakage resulting from drops and falls, among other incidents. However, please note that the plan does not cover damages resulting from negligence, abuse, or malicious acts.



Should the supplier determine that damage to the Device is not accidental, the Parents/Carers will be held accountable for covering the entire expense of repairs or, if required, replacing the Device.

Where a Device is damaged, beyond what may be deemed cosmetic, the IT Department must be notified. Once notified they will seek repair where applicable and provide a loan Device to the student whilst the Device is being repaired/replaced.

We emphasise the significance of responsible handling and care to ensure their longevity and continuous access to lessons and to avoid potential expenses related to non-accidental damages

In the event of Theft/Loss, a loan Device will be provided. Insurance excess payable by Parents/Carers is \$500 excess for first claim. The excess increases after the first claim.

It is recommended that the device is also insured under home and contents insurance by Parents/Carers. For the insurance purpose the cost of the Device is approximately \$2700.00, inclusive of all software.

#### 9. Device Maintenance

Students and Parents/Carers are not permitted to repair the Device either by themselves or third-party arrangements. This will void the Device warranty and incur additional cost to repair which will be passed on to Parents/Carers.

IT Helpdesk will:

- Be responsible for overseeing the repair process of College-owned computers in case of faults or accidental damage. IT Helpdesk will also handle the necessary arrangements for associated warranty or accidental damage claims.
- Provide students with a replacement Device where the laptop requires repairs or maintenance and for the repair period.
- Provide information on Device operations and maintenance to Students, including guidance on IT usage on campus.
- Provide software and hardware support and advice.

#### 10. Transportation of the Device and Storage

Devices are a privilege provided by the College to the Students, and as such, they should be treated with care and responsibility.

Students must always carry their Device in the carry bag provided to transport the Device between classes, including to and from home.

The Device should always be contained within the drop protection case.

The Device must never be left unattended in an unsupervised or unsecured area around the College or in the public places.

Student lockers must be utilised to store Devices securely at the College when not used.

Students taking public transport or College buses should take extra care of the College-provided Devices.

It is the obligation of the Parents/Carers to ensure the Device is in a safe place when it is taken from the College grounds.



## 11. Loss or Damage

Parents/Carers and students must take all reasonable measures to maintain the Device in good condition and prevent it from being damaged, lost, or stolen, especially when taken off College grounds.

Immediate notification to the College is required if the Device is damaged, lost, or stolen.

If the College determines that intentional damage has been inflicted on a Device or if a student disrespects College property, the full cost of repair or replacement may be charged to the Student's College Fee Account, payable upon receipt.

In case of theft, Parents/Carers must promptly report it to the Police and

- obtain a Case Number
- the name of the investigating officer from Queensland Police
- a copy of the police report,

This information must be provided to the College.

Students are responsible for maintaining loan Devices provided whilst their Device is being repaired/replaced in accordance with all the conditions of this Agreement.

## 12. Software and Virus Protection

The software installed on the Device is licensed to Canterbury College and must not be copied, deleted, or transferred, to another Device. Unauthorised use may breach copyright laws and the Parents/Carers may be held accountable.

Material stored on the Device may be reviewed by authorised College staff. The Device should only contain programs and data intended for educational purposes, including classroom activities, professional or career development, and appropriate research.

The College does not assume responsibility for the restoration of any programs, music, images, or other data that students may have installed. It is the students' responsibility to ensure the backup of their work and any installed software on the Devices.

The Device is equipped with antivirus software as a security measure. It is essential for students to exercise caution and remain vigilant while browsing the internet to avoid potentially harmful or malicious websites. Students are not allowed to uninstall or disable the antivirus software that the College has provided.

There are limited permissions for Students to install software for personal use as the Device is managed by the College.

Software approved and installed on the Device must have a valid license and is subject to inspection by the College at any time. Additional software should not impact the usage of Device for lesson purposes.

Parents / Carers are informed that educational software will be implemented as necessary to align with the curriculum. Canterbury College will ensure that student data privacy is top priority, when rolling out new software.

Students may download educational music or videos on their Devices under the following conditions: -



- Students should refrain from saving music/videos to conserve Device hard drive storage as it can impact lessons.
- Music should not be played in class or loudly on Devices outside of class hours.
- All stored music must align with the College's values and guidelines.

### 13. College Internet

While at the College, internet connectivity is regulated by the **Responsible Use of Technology Policy**. Students must adhere to the Responsible Use of Technology Policy while they are using Colleges devices.

The College provides access to the internet whilst on College premises; however, access to internet outside of College premises is the responsibility of the Parents/Carers.

The College also offers a web filtering system to shield against malicious web activities and access to inappropriate websites. The College does not authorise any internet access using a VPN or hotspot.

The College disclaims any responsibility for the outcomes of internet access beyond the College premises and is committed to enforcing policy violations on any Device, irrespective of whether the breach occurred at home or elsewhere. This includes addressing instances such as cached files within internet browsers containing explicit content.

### 14. Consequences

All Devices supplied by the College are the College's property and must be returned in excellent working condition upon the Student's departure from the College. Failure to do so will result in a cost determined by the College, which will be incurred by the Parents/Carers. Failure to make payment may lead to debt recovery actions, including possible referral to an external debt collection agency and the filing of a Police report. This could result in additional costs for the Parents/Carers.

Non-compliance with this Agreement may lead to the student forfeiting the Device or a suspension of its use for a specific period.

### 15. Acceptable use of the Device

Students are permitted to utilise the Device for educational purposes; however, it is not allowed to be used for commercial activities, (e.g., it cannot be used for part-time jobs external to the College).

**Responsible use of Technology** applies to use of network, internet resources including the use of the Device when accessing the lesson materials. Students are reminded of their obligations to be careful and safe with the use of technology at the College.

Students must not allow anyone to use their College-owned Device, including family members and friends. Sharing of College credentials is prohibited.

For overseas travel, students must seek permission from IT Department as all Devices are geo-blocked.

### 16. Usage and Care - Best practices for Device Usage

To care for the Device properly:



- Avoid using it on soft surfaces, which can cause overheating.
- Do not eat or drink while using it.
- Handle it carefully to prevent drops or bumps.
- Keep it away from very hot areas.
- Protect it from getting wet, as it could lead to corrosion.
- Log in and log off correctly.
- Shut down and restart on regular basis.
- Use carry cases for transport.
- Do not place objects on top of the Device or carry it while it is on.
- Keep it away from direct sunlight, heat sources, dust, dirt, rain, liquids, heavy shock, or vibration.
- Should be shutdown before being placed into the carry bag.
- Avoid coiling the cord excessively around the power adapter to prevent cord damage.
- Always zip up the carry case.
- Wipe with a dampened non-abrasive cloth (e.g., microfibre cloth) for cleaning the Device.
- Report Device faults or suspected virus activity to IT Helpdesk.
- Regularly back up your work. (e.g., checking OneDrive is running)
- Attach a noticeable name tag to easily identify your carry case. (a unique sticker is provided on the Device for easy identification)
- Ensure your battery is fully charged before arriving to College.

### 17. Online Safety

Students are expected to refrain from sending or sharing inappropriate or illegal content, including offensive, abusive, or discriminatory remarks. Additionally, they must not send or share threatening, bullying, or harassing material with others or make excessive and unreasonable demands on others.

Images or audio recorded with personal mobile phones/devices, or College Devices should not be shared via the College's Devices with the intent of causing embarrassment, bullying, or harassment to individuals or the College. Disciplinary measures will be taken by the College for such behaviours by students. Further information is contained in the Canterbury College Approach to Social Media, Online Safety & Deepfakes statement.

Students must refrain from using the Device or any connected internet services for the following:

- Engaging in illegal, pornographic, fraudulent, or defamatory activities.
- Sending unsolicited bulk electronic mail.
- Transmitting or causing the transmission of computer worms, viruses, or similar programs.
- Threatening or harassing others or using it in a manner that would be considered offensive by a reasonable person.
- Transmitting materials or emails that are harassing, obscene, indecent, offensive, or threatening.
- Reproducing, distributing, transmitting, publishing, copying, or exploiting materials that infringe upon the intellectual property rights (e.g., copyright) of a third party.
- Violating any laws, including privacy laws.

### 18. Use of Social Media within the College Community – *good digital citizenship*

- When using social media, our student and parents are expected to respect the rights of the College community and exhibit good digital citizenship and in line with the



expectations set in the Student Behaviour Policy for students and the Community Code of Conduct for parents / carers.

- All stakeholders are expected to communicate with respect and courtesy when engaging with the College community on social media platforms. Treat all individuals with kindness and professionalism, regardless of differences in opinions.
- Exercise caution before posting and reflect on how their posts affect their personal and professional character, as well as the well-being of others.
- Avoid spreading rumours or misinformation that may cause harm or misunderstanding within the College community.
- Use social media to foster positive interactions, discussions, and collaborations that contribute to the betterment of the College and its students.
- Parents and students are expected to comply with all College policies and guidelines while using social media, including but not limited to those related to conduct, privacy, and confidentiality.
- Stakeholders should not publish unlawful material that might harm the College's reputation or bring it into disrepute.

#### 19. Inappropriate Content on Social Media or Online

Appropriate actions that must be taken when encountering inappropriate material or behaviour on the net:

- Report the incident to a trusted person, such as teachers, parents/Carers, IT Helpdesk, or Child Safe Advocate.
- Avoid responding to, or participating in, the inappropriate content or cyberbullying. Retaliating can escalate the situation.
- On most social media platforms or websites, there are reporting tools to flag inappropriate content or harassment. Use these tools to report the issue to the administrators.
- On social media, consider blocking or unfriending the individuals involved to limit their access to your content.
- If the situation is causing emotional distress, consider seeking further support from Head of School or Child Safe Advocate
- Keep up to date on digital safety practices and awareness to prevent future incidents.

#### 20. Misuse of Artificial Intelligence (AI)

- Any use of AI that violates ethical standards, privacy laws, or College policies, including but not limited to cheating, data manipulation, and unauthorised surveillance is prohibited.
- Any suspected misuse of AI should be reported immediately to IT Department or your teacher.
- AI systems utilised and created must conform to data protection laws and regulations, ensuring the privacy and security of student and staff data.

#### 21. Acceptance of Agreement

By accepting and using a College-issued device, students and parents/carers are deemed to have agreed to the terms and conditions set out in this document, which governs responsible use, care, and expectations for College-owned technology.



As part of your child's participation in Canterbury College's 1:1 Device Program, it is understood that parents and carers accept and agree to **Canterbury Student Device Agreement**.