



ST MARY'S
Catholic College

BYOD



Guidelines and Information

Excellent opportunities and learning experiences will be available to each student who has access and control of their own device. However, all new opportunities come with significant responsibilities, and St Mary's Catholic College would like to articulate a student's responsibilities in relation to:

- Respecting each other's privacy and dignity (i.e. cyber safety issues)
- Using the device at school for educational purposes only
- Protecting and caring for their device
- Understand and have signed the user agreement and consequences associated with breaking it

The following guidelines are designed to ensure that students and teachers can maximize the teaching and learning opportunities in the classroom. An environment that is secure and free from interruptions ensures the safety and privacy of all members of the School community.

1. It is a requirement of the College that all students bring their device to school each day. Failure to bring the device each day could negatively impact your child's learning experience, and will be treated in the same manner as failure to bring any other essential classroom material
2. Students must bring their device to school fully charged
3. While at the College, students must only use the Catholic Education Wireless network. Students may not use any other method to access the Internet while at school
4. While at the college, students must only use their device for educational related purposes
5. While Catholic Education Services have implemented significant filters at the College, it is ultimately the responsibility of the student to ensure that sites accessed via the internet abide by internet guidelines, and all work conducted on the device is appropriate
6. The College highly recommends that all students always keep their device within a protective case (except when in use during class).

Management Platform

To help St Mary's Catholic College deliver the best possible BYOD experience for all students, a Mobile Device Management platform is in use. Microsoft Intune is a cloud-based tool that helps educational institutions provide students with access to school-offered software, data, and resources. The management tool also allows the College IT Department to provide an enhanced level of hardware and software support for each student.

It is mandatory that **ALL** students enroll their device into the College Mobile Device Management platform. Failure to do so may be viewed by the College as a breach of the Acceptable Use Policy. Information on how to enroll a student's device into the Management Solution Platform can be found on the College website (Learning Enrichment → Student Computer Devices)

School Provided Software

The following software is made available to all College students at no extra cost:

- Google for Education
- Microsoft Office 365 – Students are entitled to 5 free copies
- Adobe Creative Cloud Suite

If your child is studying a subject that requires a specific piece of software, the class teacher will advise how to download it on to their device.

Loan Device Policy

St Mary's Catholic College will endeavor to provide a student with a replacement device during class time if their device is unavailable for an extended period of time due to repair, loss or theft. This is solely dependent on the availability of loan machines in stock at the time of the request. A loan device will not be provided to a student if their device has been forgotten or left at home. iPads are available from the Library to support students in this case.

Printer Usage

St Mary's Catholic College provides a printing facility through the PaperCut Mobility Print service which enables students to print and collect their work from any of the five student printers around the College. All students are encouraged to minimize their reliance on printing to reduce paper usage at St Mary's Catholic College. A term limit of \$20.00 for both color and black and white prints will apply to each student.

Internet Usage

St Mary's Catholic College provides Internet access via a high-speed fiber optic connection to Catholic Education Services. No other access to personal networks is allowed on the College Campus, such as mobile hotspots, VPN services or any other third-party internet service.

Device Warranty (Online Portal Purchases Only)

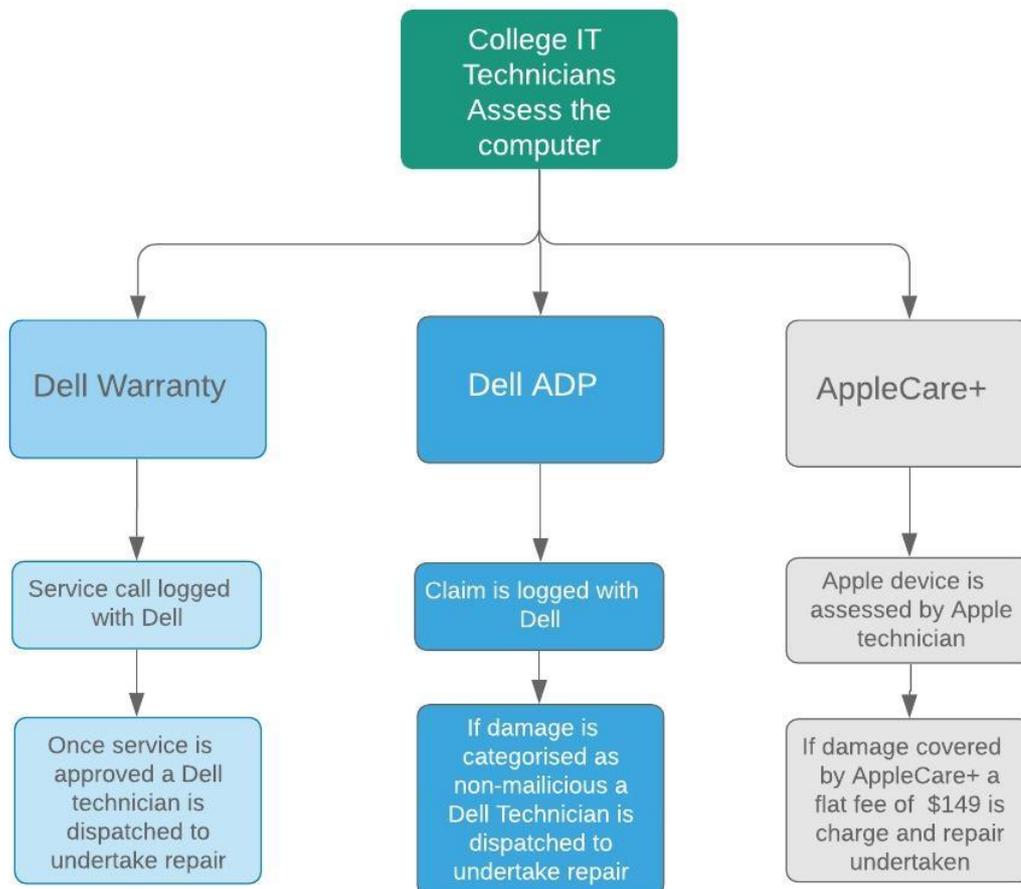
Every device that is purchased through our online portal is automatically insured by an extended three-year manufacturer's warranty. The device's battery is covered by a 12-month manufacturer's warranty. There is no charge to the student or parent for repairs that are completed under warranty. Should you choose not to purchase a device through our online portal, please consult with your reseller about the lifespan of the device prior to purchase.

Accidental Damage Protection (Online Portal Purchases Only)

Every device that is purchased through our online portal includes an Accidental Damage Protection policy. This ADP coverage covers Dell computers for accidental damage, accidental damage will not incur a charge on the first repair annually. This is pending the significance of the hardware damage, for example a cracked screen would incur no charge.

Repair Process for Devices (Online Portal Purchases Only)

For devices that are purchased through our online portal, below is a breakdown of how a repair process is undertaken:



General Device Care

There are several things you can do to maximize the reliability of your device, thereby avoiding repair charges during its life.

Carrying your Device

- Do not store anything except your device in your protective case or backpack. The extra pressure could result in damage to the device.
- If the device is being carried in your bag, do not drop the bag from your shoulder or fling it around. Put the bag down gently and in places where objects cannot fall on it.

Packing Away your Device

- Do not wrap up your charger cord too tightly as it may damage the cord or connectors.
- Ensure your protective case or bag is fully zipped up so the device does not fall out.

Handling your Device

- Keep your device situated on a flat surface during use.
- It is always best practice to shut down your device before placing it in your protective case or bag.
- Avoid using your device in direct sunlight and high dust / moisture prone environments.

Screen Care

- Never pick up your device by its screen.
- Never slam the screen closed after use.

Battery Care

- To maximize the life of your device's battery, regularly alternate between the battery power source and your charger power source.

Charger Care

- Avoid stepping on or placing heavy objects on the charge cable itself.
- Avoid bending the charge cable at angles more than 45 degrees or stretching the charge cable.