LAPTOP PROGRAM AT ST DOMINIC'S PRIORY COLLEGE

October 2022

Dear Parents/ Guardians,

You might recall that this year, the College rolled out a hybrid Laptop Program, in direct response to the feedback given by parents and students, after an independent review of our ICT services and infrastructure was undertaken by a company called RTG.

In 2022, the College made two significant changes to our ICT Services.

Firstly, we moved away from a 'thin client' device model (Citrix) to a 'thick client' device model (devices with locally installed applications and access to both on device and cloud storage options). Secondly, we introduced a Bring Your Own Device (BYOD) option for students in Year 11 and 12, 2022.

Given the success of these changes, from 2023 the College would now like to roll out the Bring Your Own Device (BYOD) option for students in Year 9, 10, 11 and 12.

To accommodate these changes, I outline the following information for you and your daughters.

Years 5 to 8 Students College Owned Laptop Model

- The College will issue a 'thick client' laptop to all student in Years 5 – 8.
- The associated costs are incorporated into the annual tuition fees paid by families.

Years 9 to 12 Students – Two Options

Option One College Owned Laptop Model

- Students in Years 9 to 12 will have the option to access the same arrangement as students in Years 5 to 8. Please familiarise yourselves with the information above. The Thick clients are suitable for all year levels.

Option Two BYOD Model

- Students in Years 9 to 12 may opt to bring their own device (BYOD). The BYOD model has some parameters and will impact costs borne by families. The relevant information is detailed in the following document 'The BYOD Agreement'.

If your daughter/s in Years 9 to 12 do not already own a device, we recommend they continue to access the College provided laptop device on offer to students in Years 5 to 8.

If your daughter already owns a laptop or you wish to purchase a new laptop please visit our online IT Portal. The College, along with RTG, have completed some research to provide you with a list of recommended devices. It is important that you consider this list carefully so as to ensure your daughter's purchase is compatible with our ICT environment.
Link: https://store.rtg.com.au/page/sdpc-online-purchasing-portal-home

As the College continues to seek ways to improve our IT services, we hope that moving in this new direction will provide students and staff a more flexible approach to their learning and teaching. To support our work in this area we have provided three documents with this correspondence.

- APPENDIX A The College ICT Acceptable Use Policy
- APPENDIX B BYOD Agreement (available to Year 9, 10, 11 and 12 Students)
- APPENDIX C Year 9, 10, 11 and 12 Student Reply
- APPENDIX D College Owned User Laptop Agreement Reply

Please complete and return Appendix C and if applicable Appendix D to the College by Tuesday 1 November 2022.

For further information, please do not hesitate to make contact with the College (Phone: 08 8331 5100).

Kind regards,

Dr Helen Steele

College Principal

APPENDIX A
INFORMATION, COMMUNICATION, TECHNOLOGY (ICT) ACCEPTABLE USE POLICY

RATIONALE

While students tend to adopt new technologies quickly, many do not have the experience or knowledge to understand its potential risks. Parents/Guardians, educators, and community members must encourage students to take advantage of the benefits of using technology, whilst recognising and reducing potential risks.

For this reason, 'ICT Acceptable Use' must regularly be revised to address the major challenges regarding appropriate and effective use of the Internet and digital technologies in relation to safety, security, and ethics.

Students are encouraged to use the technology at St Dominic's Priory College in a safe and responsible manner to support their learning. While at the College, it is not provided as a recreational environment or as a means to socialise with others. Regardless of the device used students (College owned or BYOD), students must exhibit acceptable behaviour when at school, school-related events or accessing the school network from home.

For non-related school activities and outside of school hours, parents/guardians are ultimately responsible for setting boundaries and monitoring use of any ICT devices. Parents / guardians must carefully consider how they allow access to the Internet and the amount of 'recreational screen time' provided at home.

PERSONAL SAFETY

- Students are not to share or publish personal information about themselves or others. This includes names, addresses, phone numbers, school addresses and photos of any student or staff member without express permission from the Principal or delegate.
- All forms of on-line communication can hold potential dangers. Students are not to use any social networking sites at school or school related events unless it relates to a topic of study organised and actively supervised by a teacher. In these cases, parental/ guardian consent is sought prior.
- Students must promptly disclose to a staff member any message received that is inappropriate or makes the student feel uncomfortable. Cyber bullying/victimisation of any form is considered a serious breach of this policy and will be dealt with accordingly. This is as per the College's documented 'Harassment: Rationale, Procedure & Guidelines' within the 'St Dominic's Priory College Student Wellbeing & Child Protection Policy'. The complete policy is available on the College website and in each student's College Planner.
- The College's Internet is for study purposes only. All internet use is monitored and the access of inappropriate websites will lead to the loss of this resource.

SECURITY

- Students are responsible for their individual accounts and should take precautions to prevent others from being able to use them. Under no conditions should students provide their password to others.
- Software is available for students to use on computers, while other specialised educational software will be available to download. No student may install, upload or download unauthorised software without permission.
- Students are provided with secure storage areas to save and store appropriate work files. This area is to be managed by students and will be subject to regular monitoring.
- External networks such as 3G, 4G mobile networks are not permitted. All internet access is provided by the College through password-protected wireless access points. Phone tethering, sim-related dongles and Virtual Private Networks are not to be used on premises.
- A Virtual Private Network (VPN), is designed, amongst other things, to mask or hide internet activity. There are legitimate cases for uses of VPNs, however, most casual use of VPNs is to bypass restrictions or filters. The use of VPNs by students is a breach of the this policy.

ETHICS

- Students will not plagiarise materials found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students' own work.
- Students will use all and handle all technology devices with respect. They are to report all hardware faults and damage to the college immediately.
- Students are to come prepared to school, with the device fully charged. All electrical power cords are tagged and tested prior to use onsite. Charging onsite can trigger power outages and therefore this is not permitted.
- Students will be provided with e-mail accounts when required. Official school e-mail accounts must be used appropriately for study purposes and to communicate with any student or staff member. Personal e-mail accounts are not permitted for school use.

Infringement of any of the above responsibilities, or other inappropriate behaviour may result in the withdrawal of access and use of the College's ICT network and parents/guardians will be informed.

APPENDIX B
THE BYOD AGREEMENT – YEAR 9, 10, 11 AND 12 STUDENTS

1. PURPOSE OF AGREEMENT

This agreement sets out the rights and obligations of students and parents/guardians in relation to the College BYOD Agreement. This agreement should be read in conjunction with the St Dominic's Priory College ICT Acceptable Use Policy which is included in the Student's College Planner and in this communication (APPENDIX A). The BYOD Agreement and ICT Acceptable Use Policy are subject to change.

2. PERIOD OF AGREEMENT

Commences	Term 1, 2023
Terminates	At the end of the student's schooling at St Dominic's Priory College.

3. THE ST DOMINIC'S PRIORY COLLEGE BYOD MODEL

From 2023, Years 9, 10, 11 and 12 students have the option of bringing their own laptop to school for the purposes of study (BYOD). If you wish to purchase a device, it is acceptable for parents/guardians to source a device from their preferred vendor or through the St Dominic's Device Portal. The following section includes; Student Commitment (3.1); Acceptable Devices (3.2); Specifications; (3.3) Software and Applications (3.4) and Technical Support (3.5).

3.1 The St Dominic's Priory College BYOD Model requires a commitment from students to the following:

- 3.1.1 Adhering to the specifications as outlined in this agreement.
- 3.1.2 Acting responsibly with the use of technology at all times.
- 3.1.3 Providing access of the device to the IT Support Staff to assist with the installation of software, directly related to use of the devices.
- 3.1.4 Ensuring appropriate virus protection is installed on their laptop.
- 3.1.5 Taking full responsibility to ensure the laptop is protected.

3.2 The SDPC BYOD Model requires Laptops with the following specifications:

- 3.2.1 Purchased within the last 3 years;
- 3.2.2 MacBook running MacOS Big Sur or above; OR
- 3.2.3 Windows Laptop or 2-in-1 device running Windows 10 or above
- 3.2.4 Tablets, Chromebooks and Android devices, are not acceptable.

3.3 The following specifications ensure that your daughter/s will be able to access all the required applications and have an equitable learning experience.

3.3.1 **Battery Life: 6 hours or greater.** The battery should have a full three-year warranty, or can easily have its battery changed/replaced to ensure all-day computing is possible.

3.3.2 **Weight and Portability.** This needs to be appropriate for the user and also able to be carried in a laptop bag.

3.3.3 **Minimum 13" Screen (measured diagonally).** Anything smaller than this can impact on eye fatigue, if using the device for prolonged periods of time.

3.3.4 **Storage.** Most devices currently on the market, come with adequate hard drive space. Cloud storage is also an option, but not all Cloud storage solutions are accessible at school. The College will provide students with access to cloud storage via Microsoft One Drive.

3.3.5 **Memory to accommodate more advanced software.** A minimum of 8GB of RAM as students wishing to use more advanced software programs will require 8GB of RAM or greater.

3.3.6 **Wi-Fi.** Almost all new devices or devices purchased within the last three years have a suitable wireless card. If you are unsure, please bring your device into school and the St Dominic's ICT Support Staff will be able to check to ensure the wireless card is suitable

3.3.7 **Camera/internal microphone** – must be accessible.

3.3.8 **Protection -** Purchase a sturdy shell-case/cover to protect the device.

3.4 The following software and applications information is provided for your information.

3.4.1 **Microsoft Office 365.** All enrolled students are entitled to access Microsoft Office 365, which allows them to download the latest version of Microsoft Office for free on their own device.

3.4.2 Other applications and software used by students are provided by the College but will need to be downloaded onto each personal device.

3.4.3 **Administration Rights.** Parents/Guardians are encouraged to give their daughter/s administrator rights to the device so that they can access and download the apps/software as needed. This will also assist our IT Team in providing timely and efficient support.

3.4.4 St Dominic's Priory College does not object to the installation of additional applications and files on the laptops provided that the installed applications and files:

3.4.4.1 Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads).

3.4.4.2 Are ethically and morally acceptable (including consideration of age-appropriate ratings and compliance and privacy issues).

3.4.4.3 Do not affect the efficient functioning of the laptops for educational purposes (i.e. they do not interfere with the speed and storage capacity of the laptop or the problems that might arise from increased battery use).

3.4.4.4 Do not impact the College's wireless network.

3.4.4.5 Do not interfere with the classroom learning program (i.e. they may only be used in class under specific teacher direction).

3.4.4.6 The use of network games is banned (unless authorised by the teacher for educational purposes)

3.4.4.7 Ad-hoc networks are not to be created or used. Where there is a contravention of this policy, consequences may apply. Other sanctions may be imposed in line with the St Dominic's Priory College ICT Acceptable Use Policy.

3.5 Limited technical support will be available for BYOD laptops through the St Dominic's Priory College IT Support Staff. If you elect to use or buy your own device, please be aware of these important limitations:

3.5.1 The College cannot book repairs on your behalf – students will have to arrange all repairs directly with their own computer manufacturer/insurer. This may involve shipping/couriers and/or travel to service centres.

3.5.2 Individual families with a single laptop purchased from an independent supplier will need to use the generic manufacturer helpdesk support line which can involve lengthy phone calls.

3.5.3 If a device requires repair, some devices will be available on loan from the College for a limited time period.

3.5.4 BYOD laptops will only receive very limited technical support e.g., generally only connection to the school wireless network. All other troubleshooting will need to be resolved privately with your computer vendor.

3.5.5 All chargers must be electrically tagged and tested by the College, before being used onsite.

4. DIGITAL RESPONSIBILITIES

There are a number of areas of responsibility that all students must take in regard to their digital use. The following provides a list of student responsibilities; **Internet Use (Section 4.1); Virus Protection (Section 4.2); Backup and Data Storage (Section 4.3); Battery and Charging (Section 4.4); Caring for your Laptop (Section 4.5).**

4.1 Students can access the internet through the school's network whilst on site. This will be monitored and subject to strict filtering, which is in place to meet our child safeguarding obligations.

4.1.1 Students are reminded that inappropriate download attempts can be detected when the devices are connected to the school's network. This may result in breaches to the St Dominic's Priory College ICT Acceptable Use Policy.

4.1.2 Parents/Guardians must carefully consider how they allow access to the internet at home. Wireless access can be limited through the router being turned off at times when you do not want to allow online activity. Also cabled access in a more open home setting, allows greater information to be sought by parents/guardians about what is being accessed via the web.

4.1.3 External networks such as 3G, 4G mobile networks are not permitted. All internet access is provided by the College through password-protected wireless access points. Phone tethering, sim-related dongles and Virtual Private Networks are not to be used on premises.

4.1.4 A Virtual Private Network (VPN), is designed, amongst other things, to mask or hide internet activity. There are legitimate cases for uses of VPNs, however, most casual use of VPNs is to bypass restrictions or filters. The use of VPNs by students in our school is a breach of the "ICT Acceptable Use Policy". Internet filter systems, like those set up in our school, are used to keep students safe. Students using VPNs to bypass these restrictions, intentionally or inadvertently, are putting themselves and the College community at great risk of cyber infiltration.

4.1.5 Many 'free' VPN services, and even some paid services, are very deceptive and dangerous. They may include inappropriate imagery in the form of advertising, or simply steal personal information, like credentials and even identity. There are significant issues with viruses or malware from the use of VPN software. These are just some of the reasons the College has always disallowed the use of VPNs.

4.2 All students must ensure that they have appropriate virus protection installed on their device.

4.2.1 Windows Defender Antivirus is already pre-installed on all Windows laptops and is a suitable virus protection.

4.2.2 If a student device attempts to connect to the school network and is found to have a virus, the student will be notified immediately and access will be denied until the device has been cleared of any threat. It is important to note that Viruses can enter laptops through removable media such as CDs, DVDs, MP3 Players, mobile phones, Bluetooth devices, USB memory sticks, emails, the internet (including web browsing, File Transfer Protocol (FTP) programs, online games and chat rooms).

4.2.3 To ensure protection against Viruses the College provides the following Tips: Students must:

4.2.3.1 Not open any files attached to suspicious or unknown emails.

4.2.3.2 Exercise caution when downloading files from the Internet.

4.2.3.3 Save downloaded files to the laptop's hard disk and run the virus scanner on the files before opening them.

4.2.3.4 Delete chain and junk emails. Do not forward or reply to any of these.

4.2.3.5 Never reply to junk email, commonly referred to as 'Spam'.

4.2.3.6 Be aware that hundreds of viruses are discovered each month. Run your virus scan regularly.

4.2.3.7 Remember that if in doubt, they can ask the St Dominic's Priory College IT Support Staff for advice.

4.3 It is important for each student to keep backups of their critical work. The College will not be held responsible for lost work due to a failure to backup. There are a number of options students can consider:

4.3.1 Work can be stored on the laptop C Drive and this should be regularly backed up.

4.3.2 Work can also be stored on the student's personal drive on the school network.

4.3.3 The use of Office 365 OneDrive is now a viable option for storing files and as it is cloud storage, it gives ease of access to all stored information both on and off campus.

4.4 Battery and Charging

4.4.1 Students must bring their laptop to school each day fully charged.

4.4.2 Students will not be permitted to recharge laptops at school. Loan chargers or batteries will not be available.

4.4.3 Students may need to adjust their power settings to ensure that their device will last the full day.

4.5 The following provides useful information for caring for your Laptop.

- Always store your laptop in a bag/case when not in use.
- Be careful when putting the laptop in the car or bus; that no other items are on top of it and nothing will roll on to the laptop.
- Laptops should be stored carefully in your locker when not in use. Do not to leave your laptop in an unattended or unsecured location.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.
- Try to avoid moving your laptop around when it is on. Before switching it on, gently place your laptop on a stable surface and then switch it on.
- Connect your power adapter only to your laptop.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Avoid exposing your laptop to:
    - Direct sunlight or sources of heat such as desk lamps.
    - Dust, dirt, rain, liquids or moisture.
    - Heavy shock or vibration.
- Laptop screens are delicate and they do not like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Do not slam the screen closed and always be gentle when putting your laptop down. Ensure that nothing is left on the keyboard before closing the lid. Serious, expensive damage to the screen may result.
- To clean your LCD screen:
    - Switch off your laptop.
    - Lightly dampen a non-abrasive cloth with water and gently wipe the screen.
    - Do not directly apply water or cleaner to the screen and avoid applying pressure to the screen.

APPENDIX C
YEARS 9, 10, 11 AND 12 STUDENTS REPLY

Parents and students are asked to complete and sign the REPLY and return to the College by Tuesday 1 November. From 2023, students in Years 9, 10, 11 and 12 will have the choice of two Laptop options:

OPTION 1
Students will continue to retain their current owned College - Owned laptop device. The current laptops are thick clients, allowing more autonomy for students to personalise their settings.

Please note the associated costs incurred for the College – Owned Laptop Agreement are incorporated into the annual tuition fees paid by families.

☐ I/ We consent to **OPTION 1** and wish to continue with our daughter accessing the College – Owned Laptop device.

- I/We are aware and have completed the paperwork, committing to the **College Owned Laptop Agreement (APPENDIX D).**
- I/We confirm that I/we have read, understood and agree to abide by the **ICT Acceptable Use Policy – Appendix A.**
- I/We acknowledge that this agreement is valid for the duration of my/our daughter/s enrolment at St Dominic's Priory College, and that charges may be subject to change in line with inflation and/or provider cost increases during that time.

OPTION 2
Students in Years 9, 10, 11 and 12 have the option to bring their own device (BYOD). The SDPC BYOD Model is outlined in **APPENDIX B, The BYOD Agreement – Years 9, 10, 11 and 12 Students.** Students who choose the BYOD Model must understand and adhere to all sections of the Agreement.

☐ I/We consent to **OPTION 2** and will provide our daughter/s with a device that meets the College's minimum specifications requirements as outlined in The BYOD Agreement – Years 9, 10, 11 and 12 Students.

- I/We confirm that I/we have read, understood and agree to abide by **The BYOD Agreement – Years 9, 10, 11 and 12 Students – Appendix B.**
- I/We confirm that I/we have read, understood and agree to abide by the **ICT Acceptable Use Policy – Appendix A.**

I/We acknowledge that this agreement is valid for the duration of my/our daughter/s enrolment at St Dominic's Priory College, and that charges may be subject to change in line with inflation and/or provider cost increases during that time.

Student's Full Name:				Parent/Guardian's Full Name:	
Student's Signature:				Parent/Guardian's Signature:	
2022 Year Level:		Date:		Account Code (if known):	

APPENDIX D
STUDENT & PARENT/GUARDIAN
THE COLLEGE-OWNED LAPTOP USER AGREEMENT
YEARS 9, 10, 11 AND 12 STUDENTS REPLY

1. I/We confirm that I/we have read, understood and agree to abide by the College-Owned Laptop Use Agreement.

2. I/We confirm that I/we have read, understood and agree to abide by the ICT Acceptable Use Policy.

3. I/We understand that the Laptop will be tested before individual students take possession of it and will be in full operational order with respect to both hardware and software.

4. I/We acknowledge that if the following is not received in good condition and working order I/we will notify the College Technology Solutions Leader or IT Assistant immediately:
    a. Laptop
    b. Charger
    c. Laptop Bag
    d. Laptop Strap

5. I/We understand that I/we will appropriately label the laptop bag.

6. I/We understand and acknowledge the Accidental Damage Claim Policy to be as follows:

Reporting of Damage	Any damage to the laptop is to be reported to the Technology Solutions Leader immediately.
First Claim	$200 payable to the College by the Parent/Guardian for the first claim made per annum. This cost is subject to change each year.
All Further Claims	The full cost of repairs is payable to the College by the Parent/Guardian for any further claims made per annum.

7. I/We acknowledge that this agreement is valid for the duration of my/our daughter/s enrolment at St Dominic's Priory College, and that the charges may be subject to change in line with inflation and/or provider cost increases during that time.

Student's Full Name:				Parent/Guardian's Full Name:	
Student's Signature:				Parent/Guardian's Signature:	
2022 Year Level:		Date:		Account Code (if known):	