



September 2023

Dear Parents / Guardians

**RE: LAPTOP PROGRAM AT ST DOMINIC'S PRIORY COLLEGE**

It is that time of the year when we begin to think about our plans for the following year. I am pleased to be welcoming new families to the College who are joining a rich and vibrant community of existing families. For both, new and current families, I write to inform you about the St Dominic's Priory College Laptop Program.

In 2022, the College introduced a **Bring Your Own Device (BYOD)** option for students in Year 11 and 12. Given the success of this option, from 2023 the College extended this option to include students in Years 9, 10, 11 and 12.

**Students in Years 4 to 8** are issued a College Owned Laptop.

**For students in Year 9 to 12**, they have one of the two options as outlined below.

**OPTION 1: COLLEGE OWNED LAPTOP MODEL AGREEMENT**

Current students using a College Owned Laptop will continue to retain their device, and new students will be issued a College Owned Laptop. The associated costs are incorporated into the annual tuition fees paid by families.

**OPTION 2: BRING YOUR OWN DEVICE (BYOD) MODEL AGREEMENT**

Students may opt to bring their own device (BYOD). The BYOD model has some parameters and will impact costs borne by families.

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.

If your daughter already owns a laptop or you wish to purchase a new laptop, please visit our online IT Portal. The College has completed some research to provide you with a list of recommended devices. It is important that you consider this list carefully to ensure your daughter's purchase is compatible with our ICT environment.

The following link provides you with the information you need in your considerations:

<https://store.rtg.com.au/page/sdpc-online-purchasing-portal-homes>

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As the College continues to seek ways to improve our IT services, we hope that moving in this 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 College-Owned Laptop Agreement
- APPENDIX B Bring your own device (BYOD) Agreement
- APPENDIX C Digital Responsibilities Agreement
- APPENDIX D Student & Parent/Guardian Device Agreement

Please complete and return Appendix D to the College by Friday, 20<sup>th</sup> October.

For further information, please do not hesitate to contact Joanne Willis (Director of Technology Enrichment) via email, [jwillis@stdominics.sa.edu.au](mailto:jwillis@stdominics.sa.edu.au).

Kind regards,

*Dr Helen Steele*

Dr Helen Steele  
COLLEGE PRINCIPAL

*inspiring confidence*



## COLLEGE-OWNED LAPTOP AGREEMENT

### 1. PURPOSE OF AGREEMENT

This agreement sets out the rights and obligations of students and parents/guardians in relation to the College-Owned Laptop Program. The College-Owned Laptop Agreement is subject to change without notice.

### 2. PERIOD OF AGREEMENT

- 2.1 Commences Term 1 of the school year.
- 2.2 Terminates at the end of the student's schooling at St Dominic's Priory College or if changing to the BYOD Agreement.
- 2.3 Exclusive Use: At Dominic's Priory College provides exclusive use of the laptop as a tool to assist student learning both at the College and at home. All Year 4 to Year 12 students will have the option to use a College-Owned Laptop.

### 3. ITEMS INCLUDED IN THE AGREEMENT

#### 3.1 REQUIRED EQUIPMENT:

- Laptop
- Laptop Bag
- Bag Strap
- Charger

#### 3.2 SOFTWARE AND APPLICATIONS:

- 3.2.1 **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.
- 3.2.2 Other applications and software used by students are provided by the College.
- 3.2.3 **ADMINISTRATION RIGHTS.** The College gives their students 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.
- 3.2.4 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:
  - a. Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws. This includes video and music downloads).
  - b. Are ethically and morally acceptable (including consideration of age-appropriate ratings and compliance and privacy issues).

- c. Do not effect the efficiency functioning of the laptops for educational purpose (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).
- d. Do not impact the College's network.
- e. Do not interfere with the classroom learning program (i.e. they may only be used in class under specific teacher direction).
- f. The use of network games is banned (unless authorised by the teacher for educational purposes).
- g. Ad-hoc or hotspot 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* (located in the Student College Planner).

#### **4. ITEMS EXCLUDED FROM THE AGREEMENT**

- 4.1 Peripherals such as headphones, USB and Media.
- 4.2 Off-site Internet Access.

#### **5. FINANCIAL ARRANGEMENTS**

- 5.1 **OWNERSHIP:** St Dominic's Priory College owns the laptop. The laptop remains the property of the College throughout the period of the student's schooling.
- 5.2 **COSTS:** The associated costs are incorporated into the annual tuition fees paid by families. This excludes additional costs associated with theft, loss, or damage.
- 5.3 **REPORTING OF LOSS/THEFT:** Loss or theft of laptop must be reported to an IT Support Technician immediately. In the case of theft, it must also be reported to the Police.
- 5.4 **ACCIDENTAL DAMAGE CLAIM POLICY:**
  - 5.4.1 **REPORTING OF DAMAGE:** Any damage to the laptop is to be reported to an IT Support Technician immediately. Early attention resolves issues quickly. Any delays may be costly to the student and the College.
  - 5.4.2 **CLAIM:** \$500 payable to the College by the Parent/Guardian.
  - 5.4.3 **ADDITIONAL CLAIMS:** Bag replacement \$50 and charger replacement \$50.

#### **6. RETURN OF LAPTOP**

- 6.1 The College-Owned Laptop will need to be returned to the College in the following circumstances:
  - 6.1.1 A student leaves the College during the year.
  - 6.1.2 A student completes Year 12.
  - 6.1.3 A student is absent for a length of time.
  - 6.1.4 At the request of the College for re-imaging and maintenance.
  - 6.1.5 In the case of a student moving to the BYOD Program.

- 6.2 The items that must be returned in good order and working condition include the laptop and laptop charger.
- 6.3 Upon receipt of these items a member of the IT office will sign the *Student Exit Form*. Failure to return any of these forms will result in the billing of the unreturned items at the replacement costs itemised in 5.4.2 and 5.4.3 in this Agreement.

## **7. ICT HELP**

The College ICT Help Desk will provide service between the hours of 8:00 am and 4:30 pm, Monday to Friday. The ICT Help Desk is not available during School Holidays or on Public Holidays.



## BRING YOUR OWN DEVICE (BYOD) AGREEMENT

### 1. PURPOSE OF AGREEMENT

This agreement sets out the rights and obligations of students and parents/guardians in relation to the College's Bring Your Own Device (BYOD) Model. The BYOD Agreement is subject to change without notice.

### 2. PERIOD OF AGREEMENT

- 2.1 Commences Term 1 of the school year.
- 2.2 Terminates at the end of the student's schooling at St Dominic's Priory College.

### 3. PURCHASING OF A DEVICE

It is acceptable for parents/guardians to source a device from their preferred vendor or through the St Dominics Device Portal. The following section includes Student Commitment (3.1); Acceptable Devices (3.2) and Specifications (3.3).

#### 3.1 STUDENT COMMITMENT

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. Ensuring appropriate virus protection is installed on their laptop.
- 3.1.4 Taking full responsibility to ensure the laptop is protected.

#### 3.2 ACCEPTABLE DEVICES

The SDPC BYOD Model requires laptops with the following specifications:

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

### 3.3 SPECIFICATIONS

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 charged / replaced to ensure all-day computing is possible.
- 3.3.2 WEIGHT AND PORTABILITY. This needs to be appropriate for the user and 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 OneDrive.
- 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.

## 4. ITEMS INCLUDED IN THE AGREEMENT

### 4.1 SOFTWARE AND APPLICATIONS:

- 4.1.1 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.
- 4.1.2 Other applications and software used by students are provided by the College but will need to be downloaded onto each personal device.
- 4.1.3 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.
- 4.1.4 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:
  - a. Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws - this includes video and music downloads).
  - b. Are ethically and morally acceptable (including consideration of age-appropriate ratings and compliance and privacy issues).

- c. 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).
- d. Do not impact the College's wireless network.
- e. Do not interfere with the classroom learning program (i.e. they may only be used in class under specific teacher direction).
- f. The use of network games is banned (unless authorised by the teacher for educational purposes).
- g. Ad-hoc or hotspot 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* (located in the Student College Planner).

## **5. ICT HELP**

- 5.1 The College ICT Help Desk will provide service between the hours of 8:00 am and 4:30 pm, Monday to Friday. The ICT Help Desk is not available during School Holidays or on Public Holidays.
- 5.2 If you elect to use or buy your own device, please be aware of these important limitations:
  - 5.2.1 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.
  - 5.2.2 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.
  - 5.2.3 If a device requires repair, some devices will be available on loan from the College for a limited time period.
  - 5.2.4 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.
  - 5.4.2 All chargers must be electrically tagged and tested by the College, before being used onsite.





## DIGITAL RESPONSIBILITIES AGREEMENT

### 1. PURPOSE OF AGREEMENT

This agreement sets out the rights and obligations of students and parents/guardians in relation to the College Owned Laptop Agreement and the College's BYOD Agreement.

There are several areas of responsibility that all students must take regarding their digital use. The following provides a list of student responsibilities; Internet Use (Section 1); Virus Protection (Section 2); Backup and Data Storage (Section 3); Battery and Charging (Section 4); Caring for your Laptop (Section 5).

### SECTION 1: INTERNET USE

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.

- 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.
- 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.
- 1.3 External networks such as 4G, 5G 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.
- 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.
- 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.

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## **SECTION 2: VIRUS PROTECTION**

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

- 2.1 Windows Defender Antivirus is already pre-installed on all Windows laptops and is a suitable virus protection.
- 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 mobile phones, Bluetooth devices, USB memory sticks, emails, the internet (including web browsing, File Transfer Protocol (FTP) programs, online games, and chat rooms).
- 2.3 To ensure protection against Viruses the College provides the following tips that students must follow:
  - 2.3.1 Not open any files attached to suspicious or unknown emails.
  - 2.3.2 Exercise caution when downloading files from the Internet.
  - 2.3.3 Save downloaded files to the laptop's hard disk and run the virus scanner on the files before opening them.
  - 2.3.4 Delete chain and junk emails. Do not forward or reply to any of these.
  - 2.3.5 Never reply to junk email, commonly referred to as 'Spam'.
  - 2.3.6 Be aware that hundreds of viruses are discovered each month. Run your virus scan regularly.
  - 2.3.7 Remember that if in doubt, they can ask the St Dominic's Priory College IT Support Staff for advice.

## **SECTION 3: BACKUP AND DATA STORAGE**

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.

- 3.1 The use of Office 365 OneDrive is required for storing files as it is secure cloud storage and gives ease of access to all stored information both on and off campus. The school OneDrive account (not personal) must be used.

## **SECTION 4: BATTERY AND CHARGING**

- 4.1 Students must bring their laptop to school each day fully charged.
- 4.2 Students may need to adjust their power settings to ensure that their device will last the full day.
- 4.3 If the laptop battery has reached EOL (End of Life) a replacement battery/laptop will need to be considered. This can range from 3-4 years from new.

## **SECTION 5: CARING FOR YOUR LAPTOP**

The following provides useful information for caring for your laptop.

- Always store your laptop in a bag/case when not in use.
- Make sure to fully shut down the laptop when not in use long term.
- Be careful when putting the laptop in the car or bus; that no other items are on top of it, and nothing will roll onto 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, dust, dirt, rain, 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.

# SIGNED DEVICE AGREEMENT APPENDIX D



**ST DOMINIC'S  
PRIORY COLLEGE**  
EDUCATING GIRLS, INSPIRING CONFIDENCE

## STUDENT & PARENT / GUARDIAN DEVICE AGREEMENT

1. I/We confirm that I/we have read and understood the *College-Owned Laptop Agreement* and *Bring Your Own Device (BYOD) Agreement*.
2. **For students in Years 4-8:** I/We confirm that we will be accepting the College-Owned Laptop Agreement.
3. **For students in Years 9-12:** I/We confirm that we will be accepting the following agreement (please tick):

College-Owned Laptop Agreement




OR

Bring Your Own Device (BYOD) Agreement

4. I/We confirm that I/we have read, understood, and agree to abide by the *Digital Responsibilities Agreement* and the *ICT Acceptable Use Policy* (located in the Student College Planner).
5. I/We acknowledge that this agreement is valid for the duration of my/your daughter/s enrolment at St Dominic's Priory College, and that the accidental claim charge 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:	
YEAR LEVEL:	DATE:	ACCOUNT CODE <i>(if known)</i> :

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139 Molesworth Street, North Adelaide SA 5006 | phone: +618 83315100 | email: admin@stdominics.sa.edu.au | stdominics.sa.edu.au   

*We acknowledge St Dominic's Priory College is situated on Kaurna Land and we pay our respects to Elders past, present and future.*

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