

Mobile Device Agreement 2018

Short Term Loan for BYOD Program

Student Name

Family Name

Given Name

Parent/Carer Name

Family Name

Given Name

1. *Parties to the Agreement*

This agreement is between St Mary's College and:

Student: _____

Parent/Carer: _____

Date Issued: _____

Date Due for Return: _____

2. *Purpose of Agreement*

This agreement sets out the rights and obligations of students and parents/carers in relation to the Borrowing a loan device under the Bring Your Own Device (BYOD) Program. This agreement should be read in conjunction with the Digital Citizenship Policy.

3. *Period of Agreement*

This device is on loan to the student and family for the period of 30 days. The College will issue a loan device to a student under the BYOD program if their Mobile Device is not able to be used for School. This may be where a student's own device is damaged, lost or being repaired under warranty.

The agreement is also terminated should a student cease enrolment at St Mary's College.

4. *Exclusive Use*

St Mary's College provides exclusive use of the Mobile Device as a tool to assist student learning both at school and at home.

5. *Responsibilities with respect to the Loan Mobile Device*

St Mary's College will aim to:

- Enhance learning through the use of ICT in the College curriculum.
- Respond to enquiries from parents or students in regard to the College's program.
- Respond to any breaches in the use of the Mobile Device and the Digital Citizenship Policy in an appropriate manner.
- Maintain a copy of the relevant policies and signed agreements on file.
- Provide maintenance of mobile devices.

- Provide quotes for repairs not covered under Warranty and Accidental Damage Repairs.

Responsibilities of Parents/Carers include:

- Awareness of, and familiar with, the provisions of the College's Mobile Device Program documents and Digital Citizenship Policy.
- Support of the College's Mobile Device Program by encouraging students to abide by the conditions/responsibilities.
- Compliance with the Mobile Device Program and Digital Citizenship Policy.
- Provision off-site Internet access if required by your daughter.
- St Mary's College will not provide technical assistance in the setting up and maintenance of home Internet services.
- Signing and reading all necessary documentation.
- Making payment to the College for any damage not covered under the Warranty or Accidental Damage cover as deemed by the manufacturer.

Responsibilities of the Student include:

- Being aware of and familiar with the provisions of the College's Mobile Device Program documents and Digital Citizenship Policy.
- Supporting the College's conditions/responsibilities.
- Complying with the Mobile Device Program and Digital Citizenship Policy.
- Charging Mobile Devices overnight at home, leaving the charger at home.
- Bringing Mobile Devices to school fully charged. There are no provisions for charging Mobile Devices at the College.
- Backing up data on a regular basis to an external storage device and/or the St Mary's College Network and understands that data on the Mobile Device may be deleted in the course of repairs or maintenance.
- Ensuring that no items other than the laptop are secured in the laptop bag.
- Not maliciously damaging the mobile device.

Student Mobile Device Care. Students have a responsibility to:

- Care for the Mobile Device so that it is not damaged, lost or vandalised in any way.
- Report any problems, vandalism, damage loss or theft of the Mobile Device to the IT Office.
- Ensure that the College Tekskin is not removed from the laptop. If removed, a replacement cost will be incurred.
- Not place items e.g. stickers of any sort other than the official College Tekskin
- The College supplies each student with an official College Laptop bag and charger. This bag must be used at all times. If either is lost/damaged, a cost will be incurred to replace them.
- Bring the laptop to school secured in the supplied laptop bag at all times

- Not disable Virus protection, group policies or spam filtering
- Ensure that use and online communication is related to learning.
- Keep passwords confidential.
- Use passwords that cannot be easily guessed.
- Do not allow others to use their Mobile Device.
- Report to the IT office with their Mobile Device if they suspect if there is a virus on the Mobile Device.
- Not install software, files, music, peer to peer sharing etc. that is not College approved. Any software that is not College approved e.g.: movies, games etc. will be removed by the College.
- Not partake in illegal or unethical online activities.

6. Breaches of User Agreement and Digital Citizenship Policy

Adherence to the guidelines will help ensure a positive, supportive and productive learning environment for all students. Depending on the seriousness of a particular breach of the agreement or policies, the College may undertake to:

- Discuss the breach of the Agreement with the student
- Inform parents/carers
- Recover costs to repair or replace mobile devices, if a claim under Accidental Damage or Warranty Repairs, is deemed by Lenovo to not fall under these policies.

7. Equipment

The following items are included as a part of the loan:

- 1 Lenovo 13 inch Laptop
- 1 13 inch Case
- 1 Lenovo charger
- College approved software

The following items are not included in the user agreement:

- Peripherals such as headphones, mice, USB, Media (CDs/DVDs)
- Off-site Internet Access
- Software required for personal use
- Costs associated with on-site and off-site printing

8. Financial Arrangements

St Mary's College will own the Mobile Device.

9. Warranty Repairs

An example of a warranty claim could be hard drive failure, unless it is deemed at the discretion of Lenovo that it is due to physical damage.

10. Loss & Theft

If a Mobile Device is lost or stolen, a police report must be made immediately by the family. The police report number should be provided to the College to enable an insurance claim to be made by the College. Parents will need to fill out a College Incident Report form.

If a mobile device charger or bag is lost or damaged and is no longer fully functional then a new one must be purchased by parents/caregivers. Students will contact IT to find out the replacement cost. This amount must be paid in full to Student Services who will issue a receipt of payment.

Students will take this receipt to IT who will issue students with either a new laptop bag/charger.

11. Servicing

The College IT department will provide service via an online system or in person between the hours of **8.30 am and 4.00 pm**, Monday to Friday (except public and school holidays).

**Please note that the IT Department does not provide Mobile Device support during the school holidays.*

12. College IT Help Desk

Daily IT issues concerning the Mobile Device can be logged onto the IT Help Desk or it can be brought to the IT Office.

A job status update can be checked by students online via the IT Help Desk if the job has been logged online. Upon completion job, students will be notified to collect their device.

13. Return of Laptop

The Mobile Device must be returned in good condition and in working order prior to the student leaving St Mary's College. All items associated with the device (charger, laptop, bag) must be returned, otherwise parents/caregivers will be invoiced for the unreturned item/s.

14. Travel

If a mobile device is to be taken outside of Australia, parents must:

- Advise the IT Department
- Arrange appropriate supplementary insurance cover to a level of the College's satisfaction
- Provide written evidence of appropriate supplementary insurance to the IT department.

- Once all of the above have been satisfied, written permission will be given by the College.
- If devices are taken overseas without going through the above, it must be noted that the current Loss and Theft Insurance and Accidental Damage Warranty Protection Policy are null and void outside of Australia and any replacement or repair costs will be charged in full to parents/caregivers.

15. Mobile Device Program College Contact Details

laptopprogram@stmaryscollege.catholic.edu.au

Parent Signature: _____

Student Signature: _____

I have read and will comply with the terms and conditions as set out above.

