



1-TO-1 PROGRAM | DEVICE USER CHARTER (version 4)

- 1. Purpose**

The device is to be provided to assist student learning both at the College and at home.
- 2. Ownership**
 - 2.1 The College will retain ownership of the device at all times.
 - 2.2 All material on the device is subject to review by College staff. All inappropriate files and software will be deleted. If there is a police request, Thomas More College will provide access to the device and personal network holdings associated with the use of your device.
- 3. Parent/Guardian Commitment**
 - 3.1 On signing the enrolment application as an Enrolling Parent/Guardian and accepting a position at the College, you accept to abide by College policies and be responsible for the payment of any fees or charges associated with the education of your child.
 - 3.2 Agree to take care of the device in accordance with the College 1 to 1 Program Handbook and adhere to this Charter and the Handbook.
 - 3.3 When your child leaves the College or when the College requests for the device to be returned, the device must be returned to the College in reasonable working condition with all accessories.
 - 3.4 Payment options will be offered by the College in line with the Fee Policy and Procedure. A commitment will need to be made in regards to paying all fees, levies and charges.
- 4. Damage or loss of equipment**
 - 4.1 All devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
 - 4.2 Any problems, vandalism, damage, loss or theft of the device and accessories must be reported immediately to the College and further reports may be required.
 - 4.3 You will be responsible for any costs relating to the replacement or repair of the device or accessories. Costs must be paid before a 24/7 device is provided to the student.
 - 4.4 If an insurance claim is required and approved the family will be responsible for the insurance excess and any other relevant costs associated with the repair or replacement of the device or loan device. Costs must be paid before a 24/7 device is provided to the student.
 - 4.5 Devices, loan devices or accessories that are damaged or lost by neglect, abuse or malicious act, will require reimbursement if not covered by insurance. The Principal will determine whether the student retains access to a device for home use.
- 4.6** When a device is replaced, it will be replaced with one of similar age organised by Thomas More College.
- 5. Standards for device care**

The student is responsible for:

 - i) taking care of the device in accordance with the College guidelines stated in the *1-to1 Program Handbook*.
 - ii) adhering to Network and Online Communication Services: Acceptable Use Policy and 1-to1 Program Handbook. The Principal or delegate can decide to withdraw access to a device or the permission to take a device home for any breaches of these policies.
 - iii) backing up all data securely. This should be on the Thomas More College OneDrive, or for personal data, including photographs or music, on an external storage device. Students must be aware that the contents of the device will be deleted and the storage media reformatted in the course of repairs.
 - iv) ensuring the device is fully functional at all times and reasonable care is taken with the device.
 - v) bringing the device fully charged with pen/stylus to the College every day. Battery chargers must be left at home.
- 6. Acceptable computer and Internet use**
 - 6.1 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place at the College including personal hotspots.
 - 6.2 Upon the start of each year, parent/guardian permission is sought to allow the student to access the Internet at the College based on the Network and Online Communication Services: Acceptable Use Policy. Extracts are provided below. This policy forms part of the Device User Charter.
 - 6.3 The Network and Online Communication Services: Acceptable Use Policy and 1-To-1 Program Handbook applies to the use of the device and Internet both on and off the College grounds.

This document is a College Policy and was updated November 2021. Changes may be made to this document without notice. Up to date policies can be located on the College Website