ENDEAVOUR COLLEGE

Device Program

Policy Document

2023

TABLE OF CONTENTS

Vision for Information Communication Technology (ICT) use at Endeavour College

At Endeavour College, through education and experience, ICTs are used effectively as part of a personalised, broad and holistic education, preparing students for future study, work and community life. Staff and students are efficient, competent, adaptable, discerning and ethical users of ICTs and are able to make informed decisions about what technologies (if any) are appropriate to use to help solve any given problem, communicate ideas in a variety of settings, and create and contribute to our local and global community.

Introduction

1 to 1 education is not about the number of devices in a school. It's about providing personalised education for every student in a digital age. It's about educating young people about digital literacy and providing the tools required for future employment.

It's not about replacing pen and paper, it's about complementing them. It's about recognising the tools available to us in society and learning appropriate and effective ways of utilising them.

It's about learning through ownership, and education through 24/7 access to ICTs and educational resources.

It's about the integration of ICTs into aspects of curriculum and education as part of the digital lifestyle that today's 'digital natives' experience.

Devices enable learning to go beyond the classroom and beyond the College to engage in global learning around the world.

Excellence in Education through Personalised Learning for Every Student

What can Learning look like with Devices?

Devices open up possibilities that go beyond what has been done in the classrooms previously, and even beyond what is possible using a 'shared desktop' model of computers in the College.

Students have the opportunity to:

- Work in the same ICT environment 24/7
- Manage their own time and electronic resources and learn to organise themselves independently with their device
- Individualise their learning by customising their own ICT environment and tailoring it specifically to their needs
- Create work with an authentic audience over the internet (e.g. publishing to the web and having experts comment / critique their work)
- Create multimedia presentations in many different subjects due to having an 'audio studio' and 'video studio' and 'animation suite' with them 24/7
- Take notes into electronic portfolios particularly that of 'OneNote'
- Access subject courses 24/7 and teacher selected materials to complement learning in the classroom
- Access learning objects / quizzes / automatically marked tests and assessments 24/7 (i.e. learning can occur whether the teacher is present or not, and students can receive immediate feedback on how well they understand a concept)

…and many other opportunities!

Laptop Program

COLLEGE USE

Devices are provided for College purposes and therefore should always be ready to be used in class and at home for school work. In this sense, 'ready' implies they are at College, with fully charged batteries (at the start of the day), enough hard disk space available and free from errors / bugs / viruses etc.

It is acceptable outside of College time that devices can be used for 'free-time' type activities (such as the internet and games) and students may install additional software as long as it is legal and does not interfere with its College use or the College network.

Devices are provided to individual students, and it is therefore that student's responsibility to ensure it is in a good functioning state at all times. The device should not be used by people other than the student to whom it has been provided.

The device remains the property of Endeavour College at all times and may be required to be handed-in at any time for inspection, maintenance or any other purpose.

Any attempt by the student to circumvent security measures, modify the device or network in any way (hardware or software) other than those permitted in these guidelines will be treated seriously and the student will have severe consequences put in place, including possible loss of the device for a period of time.

Students are encouraged to use their breaks from class time (recess and lunch) for eating, socialising, getting fresh air and exercise. It is not anticipated that students should be using their devices during recess and lunch, especially for purposes other than school work as this will have a needless impact on the battery.

OWNERSHIP

A shared ownership model has been implemented with the principle that "everyone who benefits should contribute". As such, it is seen that three key stakeholders benefit from the device program:

- The student
- The College
- The parents / family

Each of these groups should contribute to the program in order to gain maximum benefit.

Whilst one of the aims of the Laptop Program is to provide students with the experience of 'owning' their own device (and the responsibilities that comes with that – think about owning your first car!), due to a number of factors, the devices provided will technically be owned by the College until the laptop is paid for in full.

The College also does not support the use of privately owned devices on the College network. The factors contributing to this decision include:

- Licensing costs: While Microsoft Windows will come with the devices, Microsoft Office, the Adobe Creative Cloud suite and other such software is prohibitively expensive to expect each individual to purchase. College 'site-wide' licences are a far more cost-effective way of providing the important software to every student
- The ability to reimage, troubleshoot, diagnose problems quickly
- Manageability of service and repairs
- Security issues can be reduced through standard virus protection and other security software

END OF LIFE SOFTWARE

A feature of the current Microsoft–LEA (Lutheran Education Australia) software agreement is that upon graduation (end of Year 12), Microsoft will allow the students who are part of the device program to receive a perpetual licenced copy of the latest version of Microsoft Windows. This means that while some software will still need to be removed from the device at the end of Year 12 (including Adobe Creative Cloud); students will retain a legitimate version of Windows for use after their time at the College.

At the end of Year 12, most likely between their final exam and the Valedictory service, students will be required to attend a "Laptop Handover Session" at which time ownership of the device will transfer from the College to the student's family. This will involve reformatting the device so students will need to have taken a copy of any data they desire to keep before this time. More instructions will be given to students prior to this event.

Once ownership of the laptop has been transferred, the device will no longer work on the College network and unfortunately the College will be unable to provide additional support for the device.

BACKUPS

Backups are critical in a digital environment. The ease at which files can be deleted or corrupted leads to huge potential for loss of data. Device hardware and software are not infallible, and issues can and will arise. In fact, while no backup system will guarantee 100% recovery (depending on the circumstances), it is critical that ICT users learn to make backups (duplicate files) and plan for unexpected occurrences.

The College will educate students about backing up their work, specifically through the use of OneDrive; however, the College will not take responsibility for lost or corrupted work, but will assist students were possible to recover work.

WIRELESS AND INTERNET

Endeavour provides an enterprise-grade wireless network and internet connection.

Students must not connect to foreign networks whilst on College property. This includes other wireless networks, internet (such as via phone / bluetooth / internet dongle / sim card) or other networks. This causes a security risk to the device and the College's network and should never be necessary.

Wireless and Internet are provided as a privilege, not a right, so while we encourage their use, their abuse will not be tolerated.

Students are NOT permitted to plug into an Ethernet port at the College. Immediate consequences will apply to this security breach.

TECHNICAL SUPPORT

Technical support for the devices will be provided by the College. While we may provide some support for home configuration (such as internet / printers / network devices) we cannot provide individualised support for all home circumstances. Students are permitted (and encouraged) to use home printers, internet etc. but must solve any problems on their own. At all times, the device must be able to function completely on the College network, so any software / devices or other configuration settings that affect the device's functionality at College must not be installed.

In summary, the Endeavour College ICT staff will not solve your home ICT problems.

It is also important to understand the implications of having a device that is no longer covered by warranty. The College maintains that all devices should have warranty coverage; however, for the small number of exceptions that do not, any hardware issues that arise will be treated as needing repair at cost to the family.

FINANCES

Participants of the device program agree to meet the financial requirements of the program, as outlined on the contract they will need to sign.

Refurbished devices will be costed appropriately in line with the age of the device.

ADDITIONAL COSTS / EXTRAS

Almost all College required software will be provided with a device. One notable exception is for Music students who may be required to purchase Sibelius software for themselves. While this is approximately two hundred dollars, it is educational (reduced cost) pricing and in the end the advantage is that students retain this license and can use the software even once they have left the College.

The College in partnership with Learning with Technologies are making available an online portal for purchasing selected additional / replacement items to complement your device. These will include chargers, active pens, mice and most importantly, an optional protective bumper case for supported tablet devices, that can be used in addition to the supplied laptop case. The College recommends the purchase of a further protective bumper case to protect your investment.

Whilst you are not restricted with purchasing exclusively from the portal, be aware that the products on the portal are the preferred options and will receive the best support from the College.

STORAGE

Students will be issued a lock for their locker where they will store their device when they don't have it with them. Devices should not be left in the locker overnight as they will require charging overnight at home.

Each device should always be kept in the device hard case it is supplied with. This is a requirement for every device, to protect it from general wear and tear and accidental damage when moving between classrooms.

A case will be provided with each new device. It is appropriate to put a simple name tag or sticker on it and is to be treated in the same manner as the College diary. If the case is lost / damaged (including graffiti or inappropriate stickers or similar), students will be required to purchase a new one from the Uniform shop.

The case is designed to hold a limited number of additional items (such as a mouse or HDMI Adapter), however it is not designed for excessive storage that may cause damage to the device (especially the screen) or that case, if unnecessary force is required to close the case.

BATTERIES

Students are responsible for ensuring their Laptop's battery has maximum charge when they arrive at College, and throughout the day. Students should not use them for non-school work in such a way as to drain the battery more than necessary.

Students are not permitted to charge their devices or run from mains power during College time. Students are not permitted to bring their device charger to College.

Students who 'forget' to charge their device overnight will be issued with a 'reminder slip', as this is an organisational matter. In these circumstances, a facility to recharge devices will be available in the Library. A scenario could be, a student forgets to charge overnight, but doesn't need the device in Lesson 1. They get a note from their teacher and take their device to the Library, who put it on to charge during that lesson as well as issuing a blue slip. If the service is overused by any student, further consequences will apply.

The devices supplied come with a battery which is considered a 'consumable item'. This means that depending on student usage of the laptop, over time, the battery may need to be replaced at student cost.

ACCESS TO THE LAPTOPS

In theory, students have 24/7 access to their device. It must be understood that there may be occasions where the ICT staff require access to the device for reconfiguration, installation of updates or software. Where possible, this will occur outside of class time but may require the use of the device overnight or over a weekend.

WARRANTY / SERVICING / REPAIRS / INSURANCE

New devices will come with a 3-year warranty. Faults should be covered by this warranty, although the specific terms and conditions of this warranty would be available from the provider.

Insurance will be purchased as well with the devices. An excess of $500 (subject to change) will payable by the family for any claims. This insurance covers the device for loss or damage (including accidental damage or theft).

Where damage occurs to a device it is important that it is reported as quickly as possible. Unreported & unrepaired damage, will likely cause further damage over time at a greater cost to the family. Where possible, repairs will be undertaken as quickly as possible under warranty (if applicable), although in some cases this might take some time. Depending on availability and circumstances, a replacement device may be loaned to the student for the period of time required.

Damage is rarely covered by warranty and in the case of repairs that do not fall under warranty, the repair will be performed by a qualified service technician as soon as is practicably possible, at cost to the student. Repair costs will be billed to the family account.

Laptops out of warranty will need to be repaired at cost to the family. Students will not have access to the Hotswap facility at the College and may be without a device until repairs are completed. Repairs on out of warranty laptops may take longer than usual as parts are harder to source. In the case that parts cannot be sourced, the family will need to purchase a new laptop from the College portal. In very rare circumstances a refurbished laptop may be available for purchase from the College.

All reasonable care should be taken in order to avoid loss. Devices should be kept in a locked locker when not in use and should not otherwise be left unattended. Care should be taken if not travelling immediately home after College. In the case of a lost or stolen device, it is important that the College is notified immediately and if stolen, the police will need to be notified.

LAPTOP LICENCE

New students at all year levels will be required to participate in specific training to obtain their Laptop Licence.

Some of this training will be 'face to face', but some will also be completed 'online'. Students will be expected to use some homework time for completing this training and this will need to be done within a few weeks of being issued with the device. Satisfactory completion of the relevant activities will constitute completion of the licence,

While it is a last resort to remove access to a device from a student, in severe or continued cases of misuse or abuse this may be considered.

Upon satisfactory completion of the device licence the student will have the option to request 'administrator' privileges on their device.

Students who 'lose their device licence' may be required to recomplete the appropriate parts of the device licence before regaining administrator privileges on their device.

LEGAL ISSUES

No illegal material (including, but not limited to music, videos, software, images which breach copyright or are illegal in Australia) is permitted on a device.

Similarly, unethical / immoral material such as pornography, violent or inappropriate documents or other such material that breaches the general guidelines of the College is strictly prohibited.

Breaches of such issues will not be tolerated and while initially it may require the student to remove such material, it may require the need to have the device reformatted, potentially losing all documents and work a student has stored on it. In severe cases it may result in the confiscation of the device.

File sharing (such as peer-to-peer or torrent) software or usage on the device is NOT permitted at all; as a large percentage of such files are illegal and downloads may contain viruses, spyware or breaches of copyright laws.

PERSONALISATION OF THE LAPTOPS

As the device is owned by the College, no personalisation of the external appearance of the device is allowed. Students will be responsible for any cleaning / maintenance required to remove any graffiti or stickers or anything else and may be charged the full price of a new device if it is not possible.

As well as not adding any stickers or labels to the device, all existing stickers and labels MUST NOT be tampered with in any way whatsoever.

Students are welcome to place a sticker / nametag or something appropriate on the outside of their device case, as this is their own. The same guidelines for customising student diaries apply to customising of device cases.

ADDITIONAL SOFTWARE

After completion of the device licence, students will be permitted to install / run additional software on their devices. This must be done outside of College time and a few guidelines must be followed:

- Only legal software may be installed (no pirated or illegal software allowed) – plus see the 'legal issues' section for further legal considerations
- Students must understand the implications and usage of any software they install (ie. they should know exactly what the software does before installing it). The device is NOT to be used as a 'testing environment'.
- Additional software may slow down the system or use its resources and therefore should be kept to a minimum to allow for the efficient use when at College.
- Additional software must NOT be used in the classroom except where approved by the teacher. This includes but is not limited to games. At all times, students must adhere to guidelines and expectations of their teacher.
- Additional software installed should NOT be set to run automatically or in the background. This will have an impact on the performance and battery life of the device while at College. For example, if a student chose to install Skype on their device, they must configure it to NOT run automatically.

If in any doubt, please don't install the software (or speak to the ICT Systems Team first).

If any of these guidelines are not followed, the student can expect to receive a blue slip and have their device reformatted. This may result in loss of data and therefore students should take the guidelines seriously.

ROLE OF PARENTS AND FAMILIES

The role of parents and families in this program cannot be underestimated. There are significant implications for families and as such, a **compulsory information session ("Out of the Box") contained within the Parent Information Night** will be held prior to students receiving their devices.

The intention of the Laptop Program is that the College is working in partnership with parents and students to provide a better education via 24/7 access to a device. The College recognises that families need to manage the device at home and that there are different approaches to this. For example, if parents would like to install additional security software on the device for home use, this can be negotiated via the ICT Systems Team at the

College. Another example may be if the student is consistently abusing the privilege of having a device (whether at home or at College) the parents may request further consequences (such as removal of administrator rights) via the ICT Systems Team. Unfortunately, the College may not be able to comply with every individual request.

If parents would like further information about possible management tools for the device at home, they are welcome to contact the College and request this.

CARE FOR THE DEVICE

Some important advice regarding appropriate care for your device is below. Failure to follow this advice may result in damage and a family may be charged the full price of a replacement where insurance / warranty does not cover it.

- Always store your device in its case, while in use and when moving around. No Exceptions!
- Turn the device off (or hibernate / sleep) before moving it around. Devices contain moving parts which may be damaged if jolted while turned on.
- Don't leave the device on while it is enclosed in its case or your bag. Heat will build up and may cause damage to the device and the case.
- Don't store excessive peripherals / items in the device case. This is particularly bulky items such as a mouse, as this can cause damage to the screen when needing to 'force' the case to close.
- Do not wrap the power cord too tightly around the power adapter or the cord will be damaged.
- Avoid extreme heats for the device – it requires air flow to cool itself down. Take notice of when the fan is running and if it continues to run for an extended period it may indicate that it's not getting adequate airflow.
- Avoid dirt, dust, rain etc. This is not to say that it should never be used outside, but care should be taken.
- Be extremely careful with food and drink around a device. The most common cause of damage to a device is spilling onto the keyboard, and while the keyboard itself can be replaced, further damage to the inside of a laptop may also occur. An appropriate rule to follow is to not eat or drink around your device or if you must, place your drink well away from the device.
- Don't slam the screen down roughly. The hinge is all that keeps the screen in place and being rough with it reduces its ability and may lead to it not functioning appropriately.
- Clean your devices regularly:
  - LCD screens – turn the device off and use a lightly dampened, non-abrasive cloth with water. Do not spray anything directly to the screen and avoid applying too much pressure to the screen.
  - Keyboard – dust and clean keys. Keyboards are notorious for spreading germs and should be cleaned regularly. Do not spray anything directly on to the keyboard, instead use a lightly damp cloth. If you accidently remove a 'key top' it can be replaced quite easily without having to replace the entire keyboard.
  - Outer casing – keep this clean, using a non-abrasive cloth. Do not spray anything directly onto the laptop.
  - Air vents – dust the air vents regularly to avoid build up and to allow air to flow. Devices need good ventilation and permanent damage can occur from something as simple as dust restricting the flow.
- Accessories, such as a mouse and stylus are important additions to your device and need to be looked after with the same vigilance as you would the device itself.

STAFF PROFESSIONAL DEVELOPMENT

Ongoing training and coaching for staff is part of the College's Professional Development program.

ACTION AND CONSEQUENCE

Below is a summary of some of the standard actions and consequences related to the usage of devices.

(Please note that these consequences may vary slightly at the discretion of the College.)

Action	Consequence	Notes
Forgotten to charge the device overnight	Blue slip given by the Library staff but student can leave the laptop with the library staff in the Library, in order to get enough charge to get through the rest of the day.	A limit of one lesson duration usually applies, and is also dependant on availability and timing.
Using a charger at College	The charger is to be removed immediately and a blue slip is given.	Devices are to be fully charged before coming to College.
Misuse of the device (such as playing games, watching movies etc. while at College)	This issue will be dealt with in the classroom as a behaviour management issue. Where this continues to be a problem, discussions with Year Level Coordinator and other appropriate consequence may occur.	
Misuse / abuse of the internet	At the first level, this will be dealt with in the classroom by the classroom teacher. For more serious abuse (or continued misuse) discussions with the Year Level Coordinator and an Internal Suspension plus loss of internet privileges (for a period of time) may result.	There are many (varying) types of misuse and abuse of the internet – so circumstances will need to be assessed in each case Loss of admin privileges may result depending on the intent of the action
Connecting the device to the College network via means other than the student provided wireless network	Internal Suspension (one day during lunch and recess only)	Loss of admin privileges may result depending on the intent of the action
Connecting the device to networks other than the student provided wireless network while at College.	Internal Suspension (one day during lunch and recess only)	Loss of admin privileges may result depending on the intent of the action
Use or possession of tools or concepts with purpose of malicious intent on the College network	Full Day Internal Suspension plus, loss of admin privileges	
Use or possession of tools or concepts with purpose to circumvent College authentication methods or security protocols	Full Day Internal Suspension plus, loss of admin privileges	