A goal of Rosebud Secondary College is to provide a high quality learning environment that is safe, engaging and stimulating. We aim to provide access to high quality digital technology to enhance learning experiences of our students. The Managed BYOD Program makes this goal achievable.
Key contact information

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1. General Overview

Introduction

Rosebud Secondary College is committed to providing a current, relevant and dynamic learning environment that challenges students to achieve their “best effort”. Along with the Department of Education and Training (DET), RSC aims to further enhance teaching and learning and improve outcomes in literacy, numeracy, sciences, languages as well as the use of ICT. They recognise that through the better use of technology, all students should be able to access programs in their own school and in partnership with others to assist with achieving these goals.

Following the success of the 1:1 Learning Initiative in Year 11-12, Rosebud Secondary College is proud to introduce the Managed BYOD (Bring Your Own Device) program to provide opportunity for all students to access quality laptops in a 24/7 capacity. This will enable them to expand the learning environment beyond the walls of the classroom. Students will have the capability to collaborate, share information and experiences and take control of their learning in ways not previously possible.

Building 21st Century Skills

The Managed BYOD Program provides every student access to their own laptop computer in a wireless environment at the College allowing teachers to integrate technology into their curriculum. This will foster personalised learning, allowing students to progress at their own pace and ability levels, and increase independence and self-initiated learning. The Managed BYOD Program aims to motivate students to learn by immersing them in the digital tools that they are familiar with in their everyday life and develop their 21st Century Skills to enable them to be better prepared for the ever-evolving world.

Students in today’s schools encounter a different world than that of their parents. 21st Century Skills are core skills that support students to master the multi-dimensional abilities required of them in a 21st century world.

The key skills required, and those that are strongly developed by the Managed BYOD Program are:

- Critical Thinking- students think effectively and test and question ideas, examining them from different angles.
- Digital Literacy- students understand and develop skills to use technology to research ideas, express their thoughts, design and create.
- Collaboration- students are able to help each other, share responsibility for their workload and exist in today’s team-orientated society.
- **Communication** - students are able to communicate effectively through a range of digital and non-digital media.

- **Problem Solving** - students find solutions, complete tasks and design products with initiative.

- **Love of Learning** - students have an interest and capacity to continue learning throughout their entire life.

2. The Managed BYOD Program

A *Managed BYOD Program* is a brilliant new concept. It is designed to provide parents with the convenience of online ordering and secure payment for a Lenovo laptop from a range expertly selected by the RSC ICT Team in consultation with local provider Edunet. As outlined below, the *Managed BYOD Program* boasts multiple advantages over alternative arrangements.

- Parents receive professional service from the well-renowned ICT company, *Edunet (based locally in Dromana)*, who will provide a secure web-based ordering portal, as well as thorough customer service and help desk.

- A comprehensive 1 year warranty comes standard with all purchased laptops with the option to upgrade to a 3 year warranty. An additional insurance package (iBroker) is available to purchase through *Edunet*. To ensure laptops are maintained in good working order and to maximise the time they are spent in the students hands (not the technicians), any required servicing or repair is completed at Edunet or by an Edunet technician onsite.

- A range of payment options are available including a payment option over one year which can be arranged online via ZipMoney. Devices can either be bought outright or through the finance option.

- The laptops will be configured to comply with the College’s network settings and will be loaded with the eduSTAR package which provides over 80 software applications including the Microsoft Office suite. Within the College, students will be able to connect to the internet and the intranet and will be under the governance of the DET’s Acceptable Use Guidelines.

- The laptops can be utilised at home as a learning tool. For security purposes and to ensure a high level of reliability in performance, there will be limitations to the freedom of program installation and administrative rights.

- There is one recommended device for all students, however there will be a multimedia option available for senior students studying subjects in that area.

- The learning environment across the school will consist of the same digital platform, allowing all devices to meet the learning requirements at RSC.

- The purchased laptop will remain with the student as they progress through the year levels. A renewal offer will become available after three years to upgrade the device.
3. The Laptops

Rosebud Secondary College completed in-depth research to provide its students with what they consider the best range of devices to satisfy not only learning needs but also financial needs. The recommended device is a Lenovo 11E Yoga Convertible Notebook. There is option to purchase a device more orientated to multi-media work (Lenovo 11E Yoga Convertible Notebook with active stylus) for students in senior school completing a subject that requires this type of machine. The Lenovo Yoga 11E Notebook gives students a notebook that can work in four different configurations including a touchscreen tablet mode.

As standard, the device comes with the following specifications:

**Lenovo 11E Yoga Convertible Notebook**
- 128 GB SSD (Solid State Drive)
- Intel quad core Celeron processor
- 4 GB RAM
- Up to 6.5 hour battery life
- Windows 10
- 11.6” HD Multitouch screen
- Wireless and Bluetooth capabilities
- eduSTAR Software as approved by DET
- 1 year onsite warranty (standard)

**Lenovo 11E Yoga Convertible Notebook with active stylus**
- 192 GB SSD (Solid State Drive)
- Intel Core-M (M-5Y10) processor
- 4 GB RAM
- Up to 6.5 hour battery life
- Windows 10
- 11.6” HD Multitouch screen
- Wireless and Bluetooth capabilities
- eduSTAR Software as approved by DET
- 1 year onsite warranty (standard)

*Multi-media option*

Details of the individual devices are as follows:

- **Lenovo 11E Yoga Convertible Notebook**
- **Lenovo 11E Yoga Convertible Notebook with active stylus**
- **Lenovo 11.6” Work-In Case**

*Other case options available*
4. Additions and Insurance

In addition to purchasing the Lenovo Laptop, RSC has arranged important features to protect and prolong the life of the device. These include:

- **Comprehensive Insurance** - iBroker laptop 3 year insurance to cover against accidental damage and loss or theft Australia wide ($50 or $100 excess depending on device).
- Protective case options will be available including a Lenovo Work-In case or laptop sleeve.

*These additional features are optional and are not included in the advertised price of the individual device. You are welcome to investigate insuring your laptop through your home and contents insurance, however RSC strongly recommends opting for insurance provided through the Managed BYOD Program.*

Benefits of the recommended insurance policy include-
- Onsite repairs or local repair through Edunet
- Rapid turnaround
- Management of relevant paperwork completed by the College
- Support outside of school hours (i.e. on school holidays)

*Any laptops NOT insured through iBroker will NOT be covered even on the Rosebud Secondary College grounds.*

*For any laptop not insured through the iBroker policies, families are responsible for their own management of any damages and any associated costs. They will need to deal directly with their insurance company (if the laptop is insured) and/or repairer and not via the College. If a fault found by RSC ICT Technicians is not covered by the warranty, the laptop will be returned to the student to manage their own repair.*

5. Acceptable Use

RSC and DET regard safe and responsible use of ICT to be of utmost importance. Every measure will be taken to ensure that RSC upholds a safe ICT environment where all users comply with the guidelines set out in the *RSC Acceptable Use Agreement for BYODs, the Internet and Digital Technologies*. This agreement **must** be read and accepted prior to the deployment of any device to any student (this is done when ordering the device).

Please refer to the *RSC Acceptable Use Agreement for BYODs, the Internet and Digital Technologies* at the rear of this handbook. This will be available in electronic format and must be agreed to as part of the online ordering process.
6. Using the Laptop at RSC

Students will be expected to bring their laptop to school every day for use in their classes. It is their responsibility to ensure that the device has been fully charged before bringing it to the College. Students need to take their laptop home for charging each day. There are limited power points in the classrooms and they are generally not accessible from the classroom tables. There are also OHS issues associated with charger leads crossing thoroughfares in the classroom. The College will NOT be providing spare power adaptors at school. Battery life should be adequate particularly as it is not expected that the laptops will be used during every minute of the school day.

These laptops will be able to access the College’s wireless network and internet whilst students are at school. They will also be capable of accessing any home internet and network (at the responsibility of the parent/student).

The laptops will be configured for specific educational purposes and will be loaded with the eduSTAR program. The eduSTAR program is a standard operating environment which provides an effective mix of educational software and tools. There are currently over 80 software applications on the eduSTAR. The broad range of applications cover animation, concept and mind mapping, digital video and image creation, drawing and painting, interactive curricular resources, logic and problem solving, 3D modelling, sound and music making, presentation and multimedia tools, thinking skills, typing tutors, web authoring tools, and writing tools.

A content management system will be used across the year level to assist teachers to deliver curriculum and students to effectively manage their learning. The content management system will allow students to securely access learning tasks via the internet as well as submit work, collaborate with other students on tasks and obtain feedback.

All classes will be engaging with the technology in various ways, however it is not a given that they will be used in every class every day. Particularly in preparation for some SAC tasks and tests, handwritten tasks will be completed.

As the Managed BYOD program is relatively new initiative to RSC, there will be a need for teachers to establish new rules and procedures to smoothly facilitate the use of the laptop in their class. Teachers are expected to discuss with students their expectations and responsibilities that go with having their own mobile computer. It is vital that students understand that a laptop is a tool that is central to their learning at school and at home.
7. Security of the Laptop

To preserve the integrity of Rosebud Secondary College’s ICT network and to maintain the device in good working order, all student devices are set with specific security measures. While families can install software and drivers for devices such as printers, it is important that legally purchased software be installed. If laptops are found with inappropriate software or software that compromises the operation of the device, security measures will be put in place that will remove the ability to manage the device.

At the beginning of the year, all devices will need to be serviced by the technicians to provide access to the College network. The school maintains the right to not allow certain software to be installed. It is important that details of any home installed software are retained by the parent because if a device needs to be re-imaged for any reason, it will be returned to factory settings and the parents will need to reinstall the software.

Students and parents are reminded that although these devices are privately owned, their key purpose is for educational use and the installation and use of games and recreational activities is strongly discouraged. Schools have found there is less likelihood of the device being unserviceable due to such things as viruses, illegal software installation or hard drive capacity being compromised through excessive data storage of movies etc.

Students are encouraged to practice basic security measures when using the laptop at school and at home. Laptops should not be left unattended and should not be lent to any other person.

The physical security of the laptop is the student’s responsibility. When not in use, the laptop must be stored securely. **Students are recommended to purchase a new keyed padlock ($32.00) for their locker through the Administration Office at the school.** This lock can be retained for the duration of the student’s attendance at RSC. These locks are individually keyed and details stored for security purposes. For convenience, Year Level Managers and other relevant staff will have access to a master key so students can still enter their locker if they forget their key. There is a simple process for students to follow to arrange purchase of a new key or lock if they happen to lose/damage it.

8. Using the Laptop at Home

One of the biggest advantages of a Managed BYOD Program is that students can complete school work outside of the College. Students are to take their laptop home each night whether they have a need for it at home or not. It is important that charging of the laptop occurs at home as RSC will not be responsible for providing charging facilities for student’s laptops during classes.

Tasks not requiring the internet can be performed anywhere and anytime using the laptops. If a home internet connection is available, students will be able to utilise their laptop at home as they would at school, whereby they will be able to browse the internet plus have access to the College network. Internet on the laptop will NOT be restricted at home as it would at school (i.e. access
only appropriate internet sites). It is the responsibility of the parent to ensure that their child is using the laptop in accordance with the *RSC Acceptable Use Agreement for BYODs, the Internet and Digital Technologies*.

Parents can play a central role in student’s learning using the laptop. It is advised to establish ground rules for use of the device at home and encourage students to show parents how they are using the device. The RSC ICT Technician Team can provide technical support for issues relating to both school and home (i.e. advice for installing a printer at home). The following tips may also assist the safe and efficient use of the student laptop whilst at home:

1. The laptop should be used in a central and communal place in the house rather than in the privacy of a bedroom.
2. Parents should spend time with their child asking them to show how they have been using the laptop, including the online places they are visiting.
3. Parents should discuss strategies their child could use if an issue arises due to an online event. These strategies may include the child telling the parent, not becoming involved in the online issue and leaving the site straight away.
4. Time limits should be set for laptop usage.
5. Private information should not be shared online.
6. Children should be encouraged to think before they post any information online. Information is often difficult to retrieve once it has been posted.
7. Parents should reinforce stranger-danger warnings and encourage their child to be cautious about who they trust online.
8. All passwords should be kept private. The sharing of passwords is not an excuse for inappropriate use of a student account.
9. Any online profiles should be set to private to ensure their personal information is kept safe.
10. Parents should try not to use the removal of the learning device as a punishment.

9. Transportation of the Laptop

It is an expectation that students will safely transport their laptop to and from school daily. It is recommended that a protective carry case (such as the Lenovo case or similar) is used to protect the laptop from knocks. The case and laptop will easily fit into most school backpacks for ease of transport.

10. Equipment Breakdown or Loss of Data

Although the Lenovo laptop is robust and reliable, the reality is that sometimes things go wrong. All laptops are covered by a 1 year warranty (3 year warranty option available) to assist with issues if they arise. The RSC ICT Technician Team are very skilled, and along with the onsite service provided by Lenovo’s distributors, most issues can be dealt with in a timely manner. In very few cases, the student’s laptop may be out of action for an extended period of time. In this instance, RSC will maintain a small bank of laptops available for students to borrow so that their learning is not interrupted.

Keeping student work safe on their laptop is the responsibility of the student. They are strongly encouraged to back their work up regularly and to multiple storage locations.

RSC offers digital storage for students, which means that students have easily accessible and safe storage available (on the U drive) to back up their work and data to. Additionally, a USB Pocket Flash Drive is currently on the booklist and this can assist with the backing up of important files. Students may also wish to back up to an external portable hard drive which would allow for greater storage capacity.

Students must be aware that if a major malfunction was to occur with their laptop, the technicians will re-image the device causing all data to be lost. Ultimately when this occurs the laptop is returned in the condition it was on the first day that the student received it, and without any work or programs the student had stored on it.

11. Safe Usage Guidelines

Rosebud Secondary College takes cybersafety and cyberbullying very seriously. In 2012, RSC introduced the eSmart program. eSmart is a cybersafety and cyberbullying initiative developed by The Alannah and Madeline Foundation to assist school communities to manage cybersafety and deal with cyberbullying. It is essential that all members of the College community are aware of, and adhere to, the RSC Bullying and Harassment Policy within the Student Engagement Guidelines. This can be found at the College website www.rsc.vic.edu.au. Expectations are also clearly outlined in the Student Planner.
Similar to safe online use of the laptop, physical use of the laptop should be monitored by the student, parent and teacher. The following points can guide students to safe use of their laptop, to avoid any potential health issues.

- **Posture**
  
  Students should maintain good posture whilst using the laptop, and particularly focus on a straight back, neck and shoulders, and arms and hands in a relaxed, effective position.

- **Awkward Positions**
  
  Use of the laptop in an awkward position is not recommended. The following positions should be avoided- sitting on the bed, kneeling, sitting cross legged, lying on their side, slouching whilst seated, sitting with the laptop on their knees.

- **Rest Breaks**
  
  It is recommended that when using the laptop in a sustained manner, a rest break of 5 minutes is taken approximately every 30 minutes. During these rest breaks, students should stretch their body and conduct simple eye exercise to prevent eye strain.

- **Lighting**
  
  Sufficient lighting should be available at all times when using the laptop. Additional lighting may be needed in some home environments. Glare on the screen should be avoided, particularly glare from sunlight.

The diagram indicates the recommended correct posture for safe laptop use.
12. Sustainability

Most laptops maintain optimum performance for 3-4 years. As a plan for sustainability of the Managed BYOD Program, Rosebud Secondary College intends to offer opportunity for parents to purchase a new laptop as their student enters Year 10.

13. eduSTAR

The eduSTAR software is a specifically designed package that has been created to meet the digital needs of students and enhance the learning across the curriculum. Amongst the area covered is software for maths, science, thinking, ICT, art and graphics and audio and visual. Video tutorials can also be accessed which provide tips, how-to guides and links to additional resources. The software on eduSTAR is available to schools through the Department’s School Technology Architecture and Resources (eduSTAR) standard platform. There are currently over 80 software applications available on the eduSTAR software list. The broad range of applications cover:

- animation, digital video, image creation, drawing and painting
- thinking skills, concept and Mind Mapping
- interactive curricular resources
- logic and problem-solving, 3D modelling and game-making
- presentation, multimedia tools, writing tools, web authoring tools and typing tutors
- sound and music making.

More information and tutorials can be found at:
14. Ordering, FAQs & Additional Resources

Ordering

All purchasing details are handled by Edunet. A secure online portal has been set up where information can be accessed and orders can be placed. The ordering portal is easy and convenient to access and use. Payment options (including credit card, direct debit) are available via the website including a 12 month payment option- zipMoney.

Frequently Asked Questions

Q. What happens if I cannot take up the Managed BYOD offer immediately?
A. It is an expectation that all students will be a part of the Managed BYOD Program. Purchases can be made at any stage through the year and is not restricted to the beginning of the year. There will be measures in place for those in extenuating circumstances; however this will limit access only to during school hours.

Q. After the initial purchase, are there any other costs that I will have to pay?
A. If the device is maintained in good working order there are no additional cost to parents / students. The following outlines possible payments associated with this program:
   • Insurance Claim $50 additional claims (Yoga 11E)
   • Insurance Claim $100 additional claims (Yoga 11E with active stylus)
   • Replacement key (for lock) $12
   • Replacement lock $32
   • Replacement Charger $50 (estimated)

Q. What if we don’t have access to the internet at home?
A. Your child will be able to access the internet at the College and there are many programs available on the laptop that do not require the internet.

Q. What should I do if the laptop is damaged or stops working?
A. The ICT Technician Team at the College is the first place the students should attend if there is a problem with the laptop. Most repairs are usually done onsite. For major issues, an insurance claim may be needed in which relevant processes will be followed.

Q. What should I do if the laptop is lost or stolen?
A. Action will depend on the type of insurance. If covered by iBroker, RSC will proceed with the claim after the relevant excess is paid. If private insurance is in place, the owner of the device is responsible for the process.

Q. Will a student be able to do anything they want with their laptop (especially be able to load programs, and access inappropriate websites)?
A. The laptop will be set up so that the student will have limited administrational privileges. Students will be able to access an unrestricted internet service at home (if the home has one). Legally purchased software can be installed. If software is installed that is inappropriate or compromises the operation of the device the IT technician may remove this privilege.

Q. What if I lose my work from the laptop?
A. RSC accepts no responsibility for lost data from the laptops. Students are strongly encouraged to back up their work regularly.
Q. **What should I do if I am being cyberbullied when using my laptop?**
A. Any incidents of cyberbullying must be reported to a teacher at the College immediately. The College will act in accordance to the Bullying and Harassment Policy within the Student Engagement Guidelines. Students and parents can gain further information and tips on dealing with cyberbullying from the DET website.

Q. **What happens if my child finishes or leaves Rosebud Secondary College?**
A. As you are the owner of the device, the laptop and any associated additions go with the student when they leave the College. If not transferring to a government school the software will not be available and will become inactive.

Q. **I am not confident with computers. What can I do to help my child?**
A. Students will be taught required skills at school to ensure they are best equipped to work efficiently with their laptop. It is unnecessary for them to require support from their parents. Any issues should be reported to the RSC ICT Technician Team.

Q. **Will the laptops replace textbooks?**
A. The College has already made reductions to the booklists and has implemented alternatives to hard-copy textbooks. eBooks are becoming more readily available and may be a suitable and beneficial substitute in future years.

Q. **Will students in the Managed BYOD Program be located in a separate part of the College?**
A. As all students are included in the Managed BYOD Program they will remain in their standard classrooms and will not be located in any specific area of the College.

Q. **What impact will the Managed BYOD Program have on handwriting and writing skills?**
A. Even though students will have laptops, they will still be required to handwrite at times in class. Specific tasks (particularly in English) must be hand written.

Q. **What impact will the Managed BYOD Program have on the environment?**
A. The Managed BYOD Program should have a positive impact on the environment. A key benefit is the reduced need on photocopying and printing of resources.

Q. **Will the school continue to provide computer rooms with desktops?**
A. The school will gradually phase out the use of desktops labs. We plan to only provide for multimedia requirements through desktop labs. More and more mobility of devices is crucial in learning and therefore students will be encouraged to utilise laptops as part of their learning. There will be a borrowing system in place for students who cannot purchase a laptop or their laptop is being repaired.

Q. **I have purchased a different laptop, can I use this in the school?**
A. Yes, but there are limitations regarding software and technical support. We have limited resources for technical support which is why we have a managed BYOD program (standard device). This means we are confident that the recommended device meets the learning requirements for the school and is provided with the EduSTAR software package. The school has research extensively to find a device that is lightweight, robust and reliable as required in school at a cost efficient price. Managing the fleet of student computers means there is less chance of viruses affecting the device or network. Please contact the school for further information regarding this option.
Additional Resources

Rosebud Secondary College Website
http://www.rsc.vic.edu.au/

Department of Education and Training

Edunet website

Edunet ordering portal

Australian Government Cybersmart Website

The Alannah and Madeline Foundation eSmart Website
http://www.amf.org.au/eSmart
Rosebud Secondary College believes the teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at RSC and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

**Part A - School support for the safe and responsible use of digital technologies**

Rosebud Secondary College uses a CMS (Content Management System—Edmodo, Xuno), the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use a CMS, the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Rosebud Secondary College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development’s search engine, FUSE, www.education.vic.gov.au/secondary, which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home
- work with students to outline and reinforce the expected behaviours in a CMS.
Part B - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user wherever and whenever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- treat the College’s equipment respectfully and not act in a way which may cause damage to equipment such as mark or deface, eat or drink near, attempt to repair, unplug, move or replace peripherals, remove covers or panels, attempt to disassemble, delete, add or alter any configuration files.
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- use the Internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users’ intellectual property and how I use content posted on the Internet
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

When I use my BYOD (purchased laptop) I agree to:

- use the device primarily for educational purposes
- not attempt to alter or manipulate the pre-loaded settings of the device
- not attempt to breach the security of the school’s computing facilities
- complete the request form for the installation of any genuine software purchased by the owner to be loaded onto the device
- assist the RSC IT Technicians with any necessary servicing requirements by ensuring the device is delivered to the technicians when necessary or requested
- insure the netbook through iBroker insurance offer through EDUNET or through my own private insurance arrangement (e.g. home and contents insurance). If I chose not to do this I understand I will be required to pay any cost not covered by the warranty for repair

When I use my mobile phone, iPod or other mobile device I agree to:

- keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.
Rosebud Secondary College is providing students with access to a digital device on the expectation that they will make good decisions with regard to their personal use of technology.

The acceptable use agreement must be agreed to through the online Edunet Ordering Portal before the device will be issued or used on the RSC network.

1. Purpose
The Managed BYOD Program laptop is intended to be a tool to assist student learning both at school and at home.

2. Equipment
   2.1 Ownership
   2.1.1 The student must bring portable devices fully charged to school every day. Power cords should be left at home.
   2.1.2 The parent/student retains ownership of the device at all times.
   2.1.3 Parents/carers and students should be aware that files stored on the device or on the school’s server are not private.
   2.1.4 If the student exits the school at any time, the device will remain in the possession of the student. There will be some technical servicing provided by RSC that will be necessary for the device to be used outside of the RSC environment.

   2.2 Damage or loss of equipment
   2.2.1 All devices and batteries 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.
   2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
   2.2.3 For devices insured through iBroker, in the case of suspected theft, a police report must be attained by the family and a copy of the report provided to the school in a timely manner.
   2.2.4 For devices NOT insured through iBroker, in the case of suspected theft, the parent/carer is wholly responsible.
   2.2.5 For devices insured through iBroker, in the case of loss or accidental damage, RSC must be informed of the loss or damage immediately, where it will assist on the parent’s/carer’s behalf to lodge an insurance claim with iBroker. The insurance excess must be paid by the parent for the claim to proceed.
   2.2.6 For devices NOT insured through iBroker, in the case of loss or accidental damage, the parent/carer is wholly responsible.
   2.2.7 Students will be required to replace lost or damaged chargers.
   2.2.8 If a device is accidentally damaged, lost or stolen and an insurance claim is made through iBroker insurance, the parent/carer of the student is responsible for funding the excess cost per netbook per claim.

   2.3 Substitution of equipment
   2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer’s warranty.
   2.3.2 When a device is replaced by the insurance company, its type of replacement will depend upon the replacement policy of the insurance company.

3. Standards for device
The student is responsible for:
   3.1.1 Taking care of the digital device/s in accordance with school guidelines, including using the recommended lock on the school locker when storing the laptop.
   3.1.2 Adhering to the school’s Acceptable Use Agreement when using the machine at home
   3.1.3 Backing up data securely and regularly
   3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.
4. Consequences for non-compliance with agreement

Students must acknowledge and agree to follow these rules and understand that their access to the internet and mobile technology at school will be renegotiated if they do not act responsibly. Additional possible consequences for non-compliance with the Agreement are:

4.1.1 Notification of parents
4.1.2 Detentions
4.1.3 Removal of internet privileges
4.1.4 Suspension from the College
4.1.7 Criminal charges may be laid

By ticking the appropriate box on the Edunet online ordering portal to accept the terms and conditions outlined in the Rosebud Secondary College Acceptable Use Agreement for BYODs, the internet and digital technologies:

I, the student, have read the Rosebud Secondary College Acceptable Use Agreement for BYODs, the internet and digital technologies carefully and understand the significance of the conditions and agree to abide by these conditions. In signing this agreement, I agree to behave in a certain way online and to take appropriate action when and as required. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

I, the parent/carer, have read the Rosebud Secondary College Acceptable Use Agreement for BYODs, the internet and digital technologies carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

I agree to support my child in the appropriate use of their digital technology at home and agree to pay relevant excess charges if an insurance claim through iBroker is made on my child’s device and any other associated charge in order to replace missing equipment. I will take full responsibility for the maintenance of the device if it is not insured through or iBroker.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/careers can call Parentline 132299 or visit http://www.cybersmart.gov.au/report.aspx

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