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Faith Lutheran College, Redlands

eLearning

Information Booklet

28 October 2015

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*This document is accurate at the time of production but is subject to change.*

# FAITH LUTHERAN COLLEGE ELEARNING STATEMENT

## Background

Advances in technology have revolutionised the way that we think, communicate and work. Technology changes quickly, and it is essential that the 'citizens of the future' are able to effectively and ethically incorporate this emerging technology into their personal and professional lives.

Educational excellence is a priority at Faith. To achieve this, students have access to leading digital resources.

The College continues to place an emphasis on preparing students for contemporary learning. To date we have helped students unlock their learning and creative talents by providing them with computer labs, equipped with audio and visual projection, laptops, sets of mobile devices for focused purposes, projectors in every classroom and a well-equipped Information Services Centre with computers to enhance their information research skills.

To maximise their learning in today's technology context at Faith all students in Junior School have access to classroom iPads and state of the art computer labs, Middle School and Senior School students have access to their own personal digital device and computer labs.

## Commitment to eLearning

To enhance learning opportunities, Faith Lutheran College, Redlands ensures:

- Access to eLearning resources;
- Development of an appropriate ICT (Information Communication Technology) infrastructure;
- Integration of high quality learning spaces and resources;
- The adoption of contemporary pedagogies to maximise the opportunities provided by ICT; and
- eLearning opportunities to transform the educational experience of our students.

## JUNIOR SCHOOL ELEARNING DEVICE PROGRAM AT FLC,R

The College Council, Senior Administration Leadership Team and Staff require that all students in the Junior School have access to an appropriate eLearning device. Junior School students have access to a device via class sets of iPads, classroom projectors, Apple TVs and desktop computers.

Digital technologies are offering new educational opportunities, better tailoring educational choices, and providing unprecedented access to services and resources. Social media, educational games, multimedia, cloud computing and mobile learning have become a pervasive and necessary part of contemporary education.

### Rationale for iPads

- Using an iPad addresses all of the learning styles - auditory, visual and kinesthetic;
- Anywhere, anytime access to the Internet gives students the opportunity to learn wherever they are on campus;
- Using an iPad is intuitive for students, and minimal technical support will be needed;
- A variety of apps allows teachers to choose the one that best suits their students learning needs;
- iPads increase independent and self-initiated learning among students;
- iPads increase student motivation and active engagement in learning;
- iPads improve teacher's capacity to plan for and meet individual student needs;
- iPads improve student learning outcomes;
- iPads extend students learning beyond the classroom; and
- iPads instantly turn on which reduces the amount of downtime in the classroom.

### Responsibilities of Faith Lutheran College, Redlands

- Support and assist in the delivery of learning programs;
- Provisions of effective bandwidth, cabling and network switches to support the wireless network;
- Technologically competent teaching and support staff who successfully integrate ICT and digital devices with learning pedagogy whereby enabling students to meet their learning outcomes; and
- Appropriate ICT policy and procedures to ensure the digital safety of all students.

### Responsibilities of students

- Care for the device:
  - Keep device in the protective case provided at all times;
- Only use device when directed by the teacher; and
- Use the device for curriculum purposes only:
  - Parents to sign the ICT Acceptable User Agreement on enrolment.

## MIDDLE SCHOOL (YEAR 7 AND 8) ELEARNING DEVICE PROGRAM AT FLC,R

The College Council, Senior Administration Leadership Team and Staff require that all students in Middle School have access to an appropriate eLearning digital device. These devices will be leased by parents through the College. The device is for Middle School students in Years 7 and 8.

### Rationale for Microsoft Surface 3

- The Surface is more compact and less expensive than a laptop.
- The 10-hour battery life means that students can use the device the entire school day before needing to recharge it.
- Surfaces instantly turn on which reduces the amount of downtime in the classroom.
- Using a Surface addresses all of the learning styles - auditory, visual and kinesthetic.
- It allows students access to online textbooks, learning resources and apps for note taking using audio, hyperlinks and images.
- Anywhere, anytime access to the Internet gives students the opportunity to learn wherever they are on campus.
- The Surface is light and portable which makes it easily carried in the backpack during the school day.
- A variety of apps allow the students to choose the one that best suits their learning needs.
- Surface pen writes naturally so students can easily take handwritten notes.
- The Surface has 2 modes - laptop and tablet, making it a versatile learning tool.

### Responsibilities of Faith Lutheran College, Redlands

- Support and assist in the delivery of learning programs.
- Provisions of effective bandwidth, cabling and infrastructure to support the wireless network.
- Arrange distribution and maintenance of devices for students.
- Technologically competent teaching and support staff who successfully integrate ICT and digital devices with learning pedagogy whereby enabling students to meet their learning outcomes.
- Appropriate ICT policy and procedures to ensure the digital safety of all students.

### Responsibilities of students

- Care for the device.
  - Keep device in the protective case provided at all times.
- Take the device home at night for battery charge (Chargers are not to be brought to the College).
- Carry the device inside schoolbags for security and ensure the device is in the case at all times.
- Only use device when directed by the teacher.
- Store device in locker at break times.
- Use the device for curriculum purposes only. If the device is used for any other purpose, the device will be confiscated and sent to the ISC. See Acceptable User Agreement.
- Ensure the media content (photos, video and audio) stored on the device is appropriate in nature and is not accessed whilst on the College grounds unless part of an educational activity. Students who do not follow the guidelines will lose the privilege of using a device at the College. See Acceptable User Agreement.
- Sign and adhere to the ICT Acceptable User Agreement.

## Accessories

- A Microsoft Surface keyboard, pen and case will be included in the lease fee and will be issued with the Surface.
- Students are required to have their own ear buds with them at all times for use with the Surface in the educational environment.

## Cost

- The cost of leasing the device (Microsoft Surface 3) will be \$268 per semester for 2 years.
- An STM case for the device will be included in the lease fees. (Recommended retail \$69.95.)
- Apps/eBooks will be provided through the textbook/eBook levy.
- The cost of the leased device will be added to College fees.

## Warranty

- Microsoft Surface 3 (Leased device):
  - The device will have 3-year Advance Exchange Warranty;
  - Further details here: <http://www.microsoft.com/surface/en-us/support/documents>
- Student prints and completes a 'College Device Damage, Loss and Repair Form' so the College has a record and classroom teachers can be informed;
  - Present device and completed form to ISC
  - Please Note: there is no accidental damage insurance included with these devices and it is the student's responsibility to care for and protect the device. The College does not accept responsibility for damaged devices other than assisting with the processing of Warranty related cases.
  - Should there be a damaged College portal purchased or leased device, the College will provide a short term loan device whilst repairs/replacement is being undertaken.

## Student Training/Information Evening for Parents and Students

- Student device training ('Boot Camp') will be provided to ensure the device is set up and used effectively. Students are required to participate in the student training sessions offered at the College.
- An information evening is set for all parents and students to attend. The Principal Device Program and its associated policies and procedures will be explained, the College Acceptable Use Policy explained and signed.
- The device is distributed at the Bootcamp. This is subject to the receipt of signed Acceptable Use Policy.
- Bootcamp for new students will occur in the first week of school commencing.

## FREQUENTLY ASKED QUESTIONS - Microsoft Surface 3

**1. *Why are students asked to lease the device instead of purchasing them?***

The cost of the device can be spread over a number of school semesters. With rapidly changing technology, both software and hardware can be updated for all students on a regular basis,

**2. *Why can't we purchase a personal computer of our choice?***

As with College textbooks and electronic calculators, learning for students at this level is maximised when **all** students are operating with the same device and the same software. The College aims to ensure there is equity of access for all students. All students also then have access to online materials in the secure College network environment.

**3. *What happens at the end of the lease period?***

All devices remain the property of the College until the device is paid in full at the end of the lease period. The device then becomes the property of the family.

**4. *Who is responsible if the device is lost?***

Ultimately, the responsibility for the device resides with the student and their parents. For instance, where the device is used off Campus and not in accordance with the Acceptable User Agreement. It is recommended that parents consider insuring the device through Home and Contents Insurance. Should parents decide not to take up the insurance, they will be responsible for the replacement of the device.

**5. *Does the device have a warranty?***

The Microsoft Surface 3 device has a Microsoft 3 years 'Advanced Exchange' Warranty.

**6. *Do all students have to take the device home?***

Yes. Students need to use the same device each day and it must be charged each night. The College **will not** provide facilities to charge the device.

**7. *What about the security of students carrying the device home?***

The device will come with a case as part of the bundle. This will allow them to be carried in the student's backpack. If the device remains in the student's backpack during times of travel, the risk of loss or damage will be significantly reduced.

**8. *Does my child keep the same device until he/she finishes school?***

The expected life span of the device is 3 years, however, this will be reviewed closer to the end of the leasing period.

**9. *Can my child upload their own software/applications onto the device?***

Yes, however, students must ensure that:

- No illegal or illicit material is stored or otherwise loaded on to the device;
- The device remains primarily an educational tool; and
- There is adequate memory for learning materials and applications.



### **10. What does the student do when the device is lost, stolen or damaged?**

The student must immediately report if the device is lost, stolen or damaged. In the event that your device is lost or stolen you must:

- Report the loss to the child's Head of House as soon as possible, preferably before 24 hours; and
- Fill out a 'College Device Damage, Loss and Repair Form' and lodge this at the Middle School or Senior School Office.

In the event that the device is damaged you must:

- Student prints and completes a 'College Device Damage, Loss and Repair Form' so the College has a record and classroom teachers can be informed.
  - Present device and completed form to ISC.
  - Please Note: there is no accidental damage insurance included with these devices and it is the student's responsibility to care for and protect the device. The College does not accept responsibility for damaged devices other than assisting with the processing of Warranty related cases.
  - Should there be a damaged College portal purchased or leased device, the College will provide a short term loan device whilst repairs/replacement is being undertaken.
- Where the damage is deliberate or malicious or careless, it must also be reported to the Middle School or Senior School Office.
- A temporary loan may be given once paperwork is completed depending on the cause of the damage.

### **11. How will my child back up their data?**

Each student will be responsible for backing up their own data. Loss of data **is not** the responsibility of the College. Students will undertake training in the area of file management and back up using cloud technology.

### **12. Can students print from their device?**

There is a printer server setup at the College so students can email their print job from their device, or Web Print from their device. Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers.

Students can also send themselves files to be printed from their device to their College email account or use their OneDrive account to share files. They can then open their file at the College and print to the ISC printer. Students will undertake training in the area of file management and back up using cloud technology.

### **13. How will students let the College know that they are having problems with their device?**

If a student is having difficulties with their device, they are to seek support from the ICT support staff located in the ISC.

If there is serious damage to the device, parents and students must complete a 'College Device Damage, Loss and Repair Form'. This form is attached to this policy and can be downloaded from the College's website. After the form is completed and signed by parents, students return their signed document to the ISC where they can pick up a loan device if available. Repairs will then be followed up.

**14. *Will students have access to the internet at home?***

The Microsoft Surface 3 is designed to be used with a wireless network. If students and their families have a wireless network set up at their homes, the device can be set up to use with it. The major eLearning programs that the students use on the Surface 3 will be web-based and accessible through any web-enabled computer.

**15. *What additional support will be offered to students to assist them in getting the most from their device?***

Parents can contact the College if additional support is required and a meeting/training workshop can be arranged.

Each student will participate in a 'Bootcamp Program'. This program will enhance the student's knowledge and skills when using the device.

Ongoing support and training will be given to students throughout the year.

## MIDDLE SCHOOL (YEAR 9) AND SENIOR SCHOOL (YEAR 10, 11 AND 12) ELEARNING DEVICE PROGRAM AT FLC,R

The College Council, Senior Administration Leadership Team and Staff require that all students in Senior School have access to an appropriate eLearning device. All students in Years 9 – 12 are expected to bring their own device to school each day from Term 1, 2016. It is expected that these devices will meet the College's minimum specifications. As this will be the students own personal device there is the personal responsibility for purchase and arrangements around warranty, insurance and software requirements.

The College does provide a leasing option. This will be for students at an educational price, through a Faith portal with a third party provider.

### Rationale for Devices

- Laptop devices have been found to be more productive;
  - Using technology can be motivating for students in the classroom;
  - Students have access to Wi-Fi, online textbooks, learning resources and the Microsoft 365 suite;
  - Anywhere, anytime access to the Internet gives students the opportunity to learn wherever they are on campus; and
  - The device can be used with peripherals such as a mouse, keyboards and printers.
- **Rationale for Microsoft Surface 3**
    - The Surface is more compact and less expensive than a laptop.
    - The 10-hour battery life means that students can use the device the entire school day before needing to recharge it.
    - Surfaces instantly turn on which reduces the amount of downtime in the classroom.
    - Using a Surface addresses all of the learning styles - auditory, visual and kinesthetic.
    - It allows students access to online textbooks, learning resources and apps for note taking using audio, hyperlinks and images.
    - Anywhere, anytime access to the Internet gives students the opportunity to learn wherever they are on campus.
    - The Surface is light and portable which makes it easily carried in the backpack during the school day.
    - A variety of apps allow the students to choose the one that best suits their learning needs.
    - Surface pen writes naturally so students can easily take handwritten notes.
    - The Surface has 2 modes - laptop and tablet, making it a versatile learning tool.

### Responsibilities of Faith Lutheran College, Redlands

- Support and assist in the delivery of learning programs;
- Provisions of effective bandwidth, cabling and infrastructure to support the wireless network;
- Arrange distribution and maintenance of leased devices, or devices purchased through the College portal;
- Technologically competent teaching and support staff who successfully integrate ICT and digital devices with learning pedagogy whereby enabling students to meet their learning outcomes
- Appropriate ICT policy and procedures to ensure the digital safety of all students.

## Responsibilities of Students

Students who bring a device must comply with the following College expectations:

- Care for the device;
- Carry the device in a protective case;
- The device is only to be used when directed by the teacher;
- The device is to come to school fully charged (chargers are not to be brought to the College);
- The device is to be stored in lockers at break times;
- The device is to be used for curriculum purposes only, if the device is used for any other purpose, then (see Acceptable User Agreement):
  - Minor infraction/first time offence – in school consequences, for e.g. detention, plus notification to parents; and
  - Ongoing misuse/major offence – temporary withdrawal of Internet privileges, possible confiscation of device, meeting with parents, negotiation of reintegration.
- The media content (photos, video and audio) stored on the device should be appropriate in nature and should not be accessed within the College grounds unless part of an educational activity. Consequences for not following the Acceptable Use Guidelines will apply. See Acceptable User Agreement; and
- Sign the ICT Acceptable User Agreement.

## What is BYOD?

Bring Your Own Device program allows students to bring personal devices to school for use in academic work in the classroom. This enhances students to interface with digital educational resources which in turn enhances learning and student productivity.

At Faith the BYOD policy stipulates that:

- The device must meet the minimum specified standards;
- Parents have a choice to purchase through the portal or a vendor of their choice; and
- The College can provide a leasing arrangement for the recommended device.

## BYOD – College purchased / leased devices

### Lease model

The College provides a leasing option. This will be for students at an educational price.

- Microsoft Surface 3 128/4GB
  - Microsoft tablet is suitable for all of the specialist subjects offered by the College which have specific software requirements, for example Graphics, Music, Business and Information Technology Studies.
  - The device will run Windows 10 and the same software configuration as used in our computer labs.

## Warranty

- Microsoft Surface 3 (Leased device):
  - The device will have 3 year Advance Exchange Warranty;
  - Further details here: <http://www.microsoft.com/surface/en-us/support/documents>

In case of a damaged leased device, students must follow the following procedure:

- Student prints and completes a 'College Device Damage, Loss and Repair Form' so the College has a record and classroom teachers can be informed;
  - Present device and completed for to ISC
  - Please Note: there is no accidental damage insurance included with these devices and it is the student's responsibility to care for and protect the device. The College does not accept responsibility for damaged devices other than assisting with the processing of Warranty related cases.
  - Should there be a damaged College portal purchased or leased device, the College will provide a short term loan device whilst repairs/replacement is being undertaken.

As these devices will be purchased by the College and provided to students under a leasing arrangement, the College software can be provided in this arrangement.

## Cost Principal Device Laptop (Microsoft Surface 3) – Lease

- The cost of leasing the device (Microsoft Surface 3) will be \$268 per semester for 2 years.
- An STM case for the device will be included in the lease fees. (Recommended retail \$69.95.)
- If a lease is taken out at Year 12, students may purchase the device at the end of the year by paying the remaining lease fees to the College.
- eBooks will be provided through the Textbook/eBook levy.
- The cost of the leased device will be added to College Fees.

## IT Support – College leased

Technical support and advice provided for device to assist with:

- Wi-Fi;
- Network access;
- Printing; and
- Other issues relating to College installed programs as per the standard operating environment supported by the College.

Where purchased through the BYOD program FLC,R IT Support will liaise with vendor support where required and provide workshop space and support for on-site repairs and reimage laptops where required.

- The College will not support personal software installed on the device, and it will be the responsibility of the student to ensure that it has been backed up prior to being given to FLC,R IT Support for repair.

## Devices not leased through the College

As the device is a student's own personal device, students and families are personally responsible for all purchase, warranty, insurance, software and service arrangements.

### IT Support

Basic technical support only provided:

- Check Wi-Fi connection;
- Email setup;
- Office 365 support; and
- Any additional support will be on the onus of the user.

### Minimum Specifications

- Tablet or laptop device only (due to screen size and word-processing capabilities);
- Device must have 5GHz 802.11n support;
- Up-to-date operating system –Windows 8.1 or 10 (free upgrade), MacOS X 10.8 or newer;
- Access to Office 365 applications;
- Latest version of an Internet Browser such as Google Chrome, Internet Explorer, or Safari;
- Appropriate and up-to-date virus scanning software (provided by College); and
- PC – core CPU technology, 4GB Ram, 6 hours battery life (a normal school day's usage for College related tasks).

### Software – all devices

- All students will have access to Office 365 and the suite of software that includes; Word, Excel, PowerPoint and One Note. This will provide for the bulk of the student learning needs;
- Students will need a PDF reader (OneNote, which is part of the Office 365 suite has this functionality);
- For more specialised subjects, such as Business (MYOB), Music (Sibelius) and Information Technology Studies (Adobe Creative Cloud), software will be provided to install on personal devices. They will also be available through specialist devices in College labs or classroom based computers; and
- Graphics software will be made available for students to load onto their personal machines.

## Device Specifications and Minimum System Requirements

Students in Years 9 to 12 are required to bring their own Personal Digital Device to school each day from Term 1 2016. This personal digital device needs to meet the device specifications that are recommended by the College as listed below. These device specifications identify the minimum system requirements/hardware specifications for student devices and offer guidance on some suggested makes and models so that parents are fully informed about requirements.

### Device Type Recommendation

While all devices meet the minimum system requirements/hardware specifications, the College strongly recommends that students choose a Microsoft Surface device to ensure that their device maximises their learning experiences.

## Recommended Device

Below is the Personal Digital Device available for lease through the College.

### Microsoft Surface 3



- Atom 1.6Ghz Quad Core CPU
  - 4GB Memory
  - 128GB SSD, with 64GB micro SD card
  - 10.8' screen
  - IEEE 802.11a/b/g/n/ac WLAN
  - Bluetooth
  - Webcam
  - Windows 10
  - Bundled with Keyboard, Pen and Case
  - 3 Years 'Advanced Exchange' Warranty
- 
- This device is the cheaper version of the surface pro 3 and has been tested with the College applications to be a competent and economical device for our students.
  - The surface device is more affordable and lower power than other devices, it will run quieter and longer on battery than the surface pro 3 and other laptops.

This device can be purchased outright through the College portal or leased through the College.

**The following devices are available through the College purchasing portal and Accidental Damage Protection as an optional extra for the following devices.**

<b>MS SURFACE PRO 3 BUNDLES</b>
Microsoft Surface Pro 3 128GB i5 EDU Bundle - with Type Cover Black
Microsoft Surface Pro 3 256GB i7 EDU Bundle - with Type Cover Black

<b>MS SURFACE PRO 4 BUNDLES</b>
SP4 128GB i5 4GB Commer EDU Bundle - with Type Cover Black
SP4 256GB i7 8GB Commer EDU Bundle - with Type Cover Black

\*The purchasing portal will display the current price.

If you are bringing another device, it must meet the minimum specifications as listed previously.

## Functional Software Specifications

<i>Software</i>	<b>Description</b>
<i>Management Agent</i>	FLC,R will require that a software management agent and certificate is installed onto the laptop device to ensure that the device is conforming to the College BYOD minimum requirements. This agent must remain on the device for the duration of the use of the device at the College.
<i>Browser</i>	Internet Explorer 10 or newer, Google Chrome, Mozilla Firefox, Safari 6 or newer.
<i>Microsoft Office</i>	Office 365 provided by the College using College account
<i>PDF Reader</i>	Adobe Acrobat Reader or compatible
<i>Flash and Java</i>	Latest versions
<i>Backup</i>	Cloud or USB hard drive based backup solution (All students have Cloud based storage included with their College Office365 account and can use the Microsoft OneDrive software to sync files to their computing device.) Students must ensure that their files are regularly backed up.
<i>Security Software</i>	Provided by the College
<i>Adobe Creative Cloud</i>	Provided by the College
<i>Autodesk (Graphics)</i>	Provided by the College
<i>Sibelius (Music)</i>	Provided by the College



## FREQUENTLY ASKED QUESTIONS

### ***1. Which device should I buy for my child?***

The College has a recommended device list. Please see the document relating to the student portal, these devices will come standard with 3 year onsite warranty and have been tested to meet all of our minimum requirements. When purchasing a device outright through the portal accidental damage cover insurance is optional.

For all other devices the following should be considered minimum requirements:

- 6 hour battery life;
- Should be lightweight;
- At least a 10 inch screen;
- Preferably touchscreen and pen input; and
- An 'i series' or comparable processor and minimum 4 GB of ram (laptops).

Please check with the manufacturers' websites for the latest information about particular devices feel free to contact ICT support for further information at [help@fclr.qld.edu.au](mailto:help@fclr.qld.edu.au)

### ***2. Why should I use the purchasing portal?***

The purchasing portal has been setup as a service to parents, this will provide high quality devices at discounted education / government pricing for students. The advantages other than the cost are 3 year advanced exchange warranty, loan devices for warranty support and as it is a common device ICT Support can provide a higher level of support to students.

### ***3. How will students be able to access the Internet with his/her device?***

Firstly, students and parents will need to read, sign and return their BYOD User Agreement package to the College. Secondly, students will need to bring the device to College and take it to the ICT Office for the College technical staff to register it on the network. Then your child will be able to join the BYOD Network.

### ***4. Why does the College need to register my child's device?***

The College is required to keep a record of all devices that can access the College network. Keeping a record of all student devices will offer a better management system for the College and your child.

### ***5. What happens if the device is accidentally damaged at the College?***

Each student will be provided with access to lockers in designated areas in the Middle and Senior School. Students will store their devices in their lockers when not in use. The College cannot accept any responsibility for the protection or security of any BYOD equipment. The College will provide reasonable assistance to help your child to protect and secure their devices, but it is your child's responsibility to care for their own possessions. Most equipment can be covered by normal household insurances, so please check with your insurance provider. Students must follow the designated College procedure to access repairs and maintenance.

### ***6. What if the device is stolen or wilfully damaged at the College?***

The College will follow through with an investigation of theft or wilful damage to any student's BYOD, and will apply the appropriate consequences in line with the Student Behaviour Management Policy. The College will involve the police where necessary.

***7. What happens if we can't afford for my child to have his/her own device?***

The College is committed to providing reliable access to ICT for all students. A lease option will be available on the Principal Device laptop.

***8. What software will my child need? Am I going to have to buy anything?***

Our licensing will provide the students with Office 2016 installed on their devices. Where we have specialised applications, there will be lab-based provisions for these common applications, plus a range of other programs that will be updated to meet the needs of students and teachers.

***9. Will my child be able to print his/her work out to give to the teacher?***

Laptops on the BYOD Network will be able to print easily. For other devices there is a printer server setup at the College so students can email their print job from their device, or Web Print from their device. Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. Students can also send themselves files to be printed to their College email account or use their OneDrive account to share files. They can then open their file at the College and print to the ISC printer.

The College is very conscious of the environmental impact of printing and most systems support electronic lodgement and this is the preferred method.

***10. What happens if the device has an issue?***

If it is one of the College recommended devices we will liaise with the support vendor and provide basic technical support where practical, for non-recommended devices the student will need to contact the correct support agent where applicable for their device.

***11. What is to stop a student from going to inappropriate websites?***

All devices are monitored by our existing network security policies, where inappropriate sites are filtered, monitored and restricted.

**Summary**

The College appreciates that this policy is a result of a fundamental change in the way in which we acquire and use ICT in the classroom. We believe this is the most positive solution that we can provide for all our current and future students.

This policy will provide greater opportunities for your child to maintain and build upon the high standards of ICT skills and innovation at Faith Lutheran College, Redlands.

# Purchasing Portal

<https://myschoolshop.qld.datacom.com.au/faithlutherancollege>

## To login

Username: faithlutherancollege

Password: flcr2015

The screenshot shows the top section of a web browser. At the top left is the 'DATACOM Education' logo with the tagline 'Learning never stops'. To its right is the text 'Faith Lutheran College BYOD'. On the far right is a circular logo with a cross and the word 'FAITH'. Below this is a navigation bar with links for 'HOME', 'MY ORDERS', and 'LOG OUT', and a shopping cart icon showing '0 ITEM(S)'. The main header features the 'FAITH LUTHERAN COLLEGE, REDLANDS' logo and the tagline 'Faith in Christ...prepared for life'. Below the header is a large banner image of the college building. Underneath the banner are three promotional tiles: 'Why Datacom?' with an image of a Datacom building, 'Free Shipping' with a 'FREE SHIPPING' sign, and 'Payment Options' with an image of hands using a laptop and a credit card.



# Faith Lutheran College, Redlands

*Faith in Christ ... prepared for life.*

## College Device Damage, Loss and Repair Form

Students: Please carefully complete and sign this form yourself and take it to your PCG teacher and Head of House for their signatures before meeting with the eLearning Coordinator.

You are then required to take this form home and have it signed by a parent or guardian. Please return this signed form to the ISC the following day.

A copy of the form should be given to students for their parents/caregivers.

Student Name	
Year level/PCG class	
Head Of House	
PCG Teacher	
Date	

Describe the exact damage that has occurred to your iPad in detail including time and date

Explain in detail how this damage occurred

Student Signature		Date	
PCG Teacher Signature		Date	
Head of House Signature		Date	
Parent Signature		Date	

# ICT ACCEPTABLE USE GENERAL POLICY

## INFORMATION AND COMMUNICATION TECHNOLOGY NETWORK, EQUIPMENT AND FACILITIES

### MISSION STATEMENT

*Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.*

#### **Preamble:**

This policy details the appropriate use of the ICT network, equipment and associated facilities.

The ICT network, equipment and associated facilities (including email and internet access) at Faith Lutheran College, Redlands is provided solely for use:

- that clearly aligns with the Mission and aims of FLC,R;
- in the learning program approved by the Principal and by delegation to the Heads of School; and
- in the completion of any duties and /or responsibilities assigned by the Principal and by delegation to the Heads of School or the Business Manager.

This policy applies to all members of the FLC,R community, invited contractors, volunteers or associated users of the FLC,R ICT network, equipment and associated facilities.

The following details more specifically acceptable use.

#### **In regard to the FLC,R ICT network, equipment and associated facilities users must:**

- ✓ observe all copyright laws;
- ✓ respect the rights and privacy of other users;
- ✓ report any misuse of the network to their class teacher or the IT staff;
- ✓ abide by the rules for using the resources provided by the Faith Lutheran College, Redland computer network and current State and Australian laws; and
- ✓ comply with all associated College policy and procedures.

#### **In regard to the FLC,R ICT network, equipment and associated facilities users must not:**

- access any newsgroups, links, web pages or other areas of the internet that would be considered offensive in the judgement of the College Principal or his delegate because of pornographic, racist, violent, illegal, illicit or other content. Accordingly, all members of the Faith community are responsible for monitoring and appropriately rejecting material, links, dialogues and information accessed/received;
- damage computers, (including wiring and peripherals), computer systems or networks. This includes the intentional introduction of viruses and corruption of system and other files. Furthermore, if methods of causing such damage are discovered they are to be reported to a member of the Faith Lutheran College, Redlands staff and will not be demonstrated to others;
- download any material without permission from a teacher;
- download software, games, music, graphics, videos or text materials that are in breach of copyright or breach any copyright laws by posting or distributing copyrighted material;
- reveal personal information including names, addresses, credit card details and telephone numbers for themselves or others;
- install any program on the Faith Lutheran computer network without permission from College staff; and
- use the College network inappropriately outside of the set learning program (eg. playing games, political or personal commercial purposes).

**Those who breach this policy will be subject to the full range of disciplinary action as determined by the Principal which includes:**

- being denied access to the FLC,R ICT network, equipment and associated facilities;
- for more serious or ongoing breaches suspensions and termination of their enrolment; and
- in the case of staff, sanctions, referral to the relevant statutory body, and ultimately dismissal for serious or ongoing breaches of this policy.

Student enrolment at the College will be dependent upon parents and students completing the following written agreement.

All staff through the terms of employment and appointment contracts are subject to this policy.

## **ICT ACCEPTABLE USE POLICY** **College-Owned, Leased or Personal Computers and eLearning Devices.**

### **POLICY STATEMENT**

The use of ICT network equipment, associated facilities, electronic devices, access to email and internet services (College devices and services) are provided to students in order to support their educational and administrative needs.

These College devices and services are necessary educational tools and must be used in a responsible manner. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This policy is intended to inform parents and students of our College's expectations when students are using the devices and services provided by the College and when using their personal equipment to communicate to or about members of the College community. If a student acts in a way that is against the contents of the policy, he/she will be subject to consequences.

The College reserves the right to capture, store and review all Internet browsing, media, apps data and emails across our College network.

**Devices both leased and personal may be confiscated or accessed if it is believed that:**

- there has been or may be a breach of the College rules or policy;
- there may be a threat of harm to a student or others or system security; and
- the device is not being used for education purposes while at the College.

### **Annexure A: Specific Terms and Conditions: STUDENTS ISSUED WITH LEASED A DEVICE**

Students issued with leased eLearning devices must agree to the following conditions. Information about leased devices can be found in the Principal eLearning Device Information Booklet.

#### **1. Summary of Expectations:**

- to care for the device to the best of their ability;
- to keep the device in the provided case at all times, where applicable;
- to keep the device secure and protect it from any deliberate, malicious or careless damage;
- the device is only to be used for educational purposes during school hours or as directed by staff;
- to bring the device to the College each day in readiness for use in the classroom – this includes having the battery charged and data effectively managed;
- **in the event that the device is damaged, lost or stolen, parents are responsible for any repair costs that fall outside of the insurance arrangements and warranty** (refer to Principal Device Information Booklet);
- the student is the only authorised user of his/her assigned device. Never share or swap devices with another student;
- participate in device training and information evenings when required; and
- to return the device (and any inclusions such as power cords and carry case) in good order when leaving the College, entering periods of extended leave as approved by the Principal and at other times when requested by the College.

## 2. General Care and Maintenance of your device:

- The device is an educational tool and should be used in that capacity only. Once issued, you are responsible for the device at all times;
- The student is responsible for the device throughout the school day and it is to be stored in a locker when not in use. The College will not be responsible for devices that are left in classrooms, hallways or the school yard;
- The device should not be used to copy, download, upload or share copyrighted materials without the owner's permission. This includes the reproduction of music, files, and software applications;
- Use the device on a flat, stable surface;
- Do not eat or drink near the device;
- When cleaning the device, wipe the screen surface lightly with a soft cloth. Never use any cleaner, such as Windex, or water to clean the screen;
- Do not rest pencils, pens or other items on the screen;
- Do not mark the device in any way with markers, stickers, etc;
- Do not insert objects into the ports (openings) of the device that are not intended to be inserted; and
- Devices must come to the College fully charged daily.

### Annexure B: Specific Terms and Conditions

#### STUDENTS ISSUED WITH LEASED DEVICES and USE OF PERSONAL DEVICES AT THE COLLEGE

Students issued with leased devices and students who use personal devices at the College must agree to the following conditions.

1. When using the College devices and personal devices at the College, students will:
  - ensure that communication through internet and email services is related to learning;
  - keep passwords confidential, and change them when prompted, or when known by another user;
  - use passwords that are not obvious or easily guessed;
  - promptly tell their teacher if they receive a message that is inappropriate or makes them feel uncomfortable;
  - seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student;
  - ensure that copyright permission is gained before electronically publishing the works or drawings of others;
  - always acknowledge the creator or author of any material published;
  - keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private;
  - ensure that College services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose;
  - ensure that personal devices such as mobile phones are placed in lockers or bags during the school day, including break times) and only used with teacher permission;
  - all use of personal wearable technologies must comply with the College ICT Acceptable Use Policy; and
  - all personal devices are brought to the College at the owners risk, with the College accepting no liability for loss or damage.
2. When using the College services and personal electronic equipment students will not:
  - allow others to use their personal accounts;
  - deliberately use the electronic identity of another person to send messages to others or for any other purposes;
  - enter 'chat' or 'social networking' internet sites without the permission of a teacher;
  - use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member;
  - disclose personal information about another person (including name, address, photos, phone numbers);
  - distribute or use information which is copyrighted without proper permission;
  - play or download games that are not educational; and
  - take photos or videos of members of the College community without their consent.

3. When using College services or personal electronic equipment at the College students will never knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence;
  - a computer virus or attachment that is capable of damaging the recipients' computers;
  - chain letters and hoax emails; and
  - spam, eg unsolicited advertising material.
  
4. When using College services or personal electronic equipment students will never send or publish either through internet sites, email or mobile phone messages:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
  - threatening, bullying or harassing material or make unreasonable demands;
  - sexually explicit or sexually suggestive material or correspondence;
  - false or defamatory information about a person or organisation; and
  - the College name or logo without the written permission of the Principal.

Those who breach this policy will be subject to the full range of disciplinary action and may be liable for costs incurred, as determined by the Principal.

### **Annexure C: Specific Terms and Conditions STUDENTS WITH LEASED OR PURCHASED DEVICES AT THE COLLEGE**

The following terms and conditions must be agreed to by the student and parents/guardian before a BYO device can be supported by IT Support Staff at FLC,R.

- Use of all devices must comply with FLC,R ICT Acceptable Use Policy.
- FLC,R IT Services will support only the software-image that is loaded on student selected primary devices.
- Support by FLC,R IT Services will be limited to that specified in the information booklet.
- All other devices will be considered as self-serve and Wi-Fi access support can be provided at the discretion of IT services case-by-case. Self-help guides will be referred to and provided where possible.
- Hardware issues can be reported to FLC,R IT Services, although we will only help assist students in assessing and logging valid warranty calls and/or arranging on-site visits by vendor service representatives, when the device has a valid and active warranty agreement available. We cannot provide this support for devices that do not have an active warranty agreement available from the vendor.
- Issues that are not considered as warranty; such as insurance claims or parts, orders must be organised by the student.
- FLC,R IT Support can provide a workspace on-site, if parts orders or insurance claims require a vendor supplied service representative to install or service a device, under these circumstances.
- FLC,R IT Support can be used as a point of reference/contact for any work orders arranged by students or parents during business hours.
- FLC,R IT Services will take no responsibility for hardware, software or personal data damage/loss caused on a student owned device.
- All College licensed software must be removed when a student leaves FLC,R. Network policies and restrictions must be removed upon exit or when a device is replaced.
- FLC,R is not liable for copyright or pirated software found on a BYO device. All software used must comply with the software vendor's license agreement.
- We have read the above terms and conditions and agree to abide by them.





# Faith Lutheran College, Redlands

*Faith in Christ ... prepared for life.*

## **FLC,R ICT ACCEPTABLE USE POLICY – STUDENT and PARENT AGREEMENT**

*This agreement addresses the use of the Faith Lutheran College, Redlands ICT network, and all College owned, leased, or personal electronic devices (eg laptops, mobile phones, personal devices) the students bring to the College.*

### **Student Agreement**

Student's name: \_\_\_\_\_

1. I have read and discussed this policy with my parent/caregiver and I agree to be a cybersafe student and always abide by the terms and conditions of the Faith Lutheran College, Redlands ICT Acceptable Use Policy, both within and outside of the College.
2. I agree to care for all ICT facilities, equipment and devices in the required manner.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parental Agreement**

As the parent/guardian of \_\_\_\_\_;

1. I/we have discussed this policy with my/our child and we agree to uphold the expectations of the College in relation to the use of electronic devices and services both at the College and, where relevant, outside of the College.
2. I recognise that, while every effort will be made to monitor student use of the Internet, through filtering software and firewalls, it is impossible for Faith Lutheran College, Redlands to fully monitor and restrict access to all controversial materials. I further acknowledge that, while questionable material exists on the net, the user must actively seek it and therefore is ultimately responsible for bringing such material into the College. I therefore do not hold the staff or Principal of Faith Lutheran College, Redlands responsible for any such materials acquired from the Internet.
3. I understand that while all attempts will be made to adhere to the above policy, there may be particular circumstances (such as technological advancements) that may require the Principal to update or amend and therefore depart from this the stated policy.
4. We understand that a breach of this policy will incur consequences and that we will be responsible for the cost of repairs to a College-issued device in the event that the device is deliberately damaged or damaged through misuse or non-adherence to the College policy.

_____	_____	...../...../.....
Parent/Guardian Name	Parent/Guardian Signature	Date

- ◆ On receipt and processing of this signed agreement, access to the College computer network (and hence Internet) will be activated and a College email account may be provided.
- ◆ These electronic services will continue to be provided for the duration of the student's enrolment at the College, subject to their continued compliance with this agreement.