St Mary’s College, Hobart

STUDENT AND PARENT Digital Device Use Agreement

Conditions of Issue

Under the St Mary’s College student digital device program at the start of each year, each student from years 7 to 12 will be issued with a digital device for the time they are enrolled at the College.

Student Agreement

By signing below, you are indicating that you have read and understood the following:

The provision of the digital device is subject to the following reasonable conditions:

1. The digital device will be used in accordance with all Codes of Conduct, as established by the College, or governing authority, presently, or in the future, in particular the ICT Acceptable Use Guideline and Student Guideline for Use of Internet and Email.

2. Security of the digital device is at all times the responsibility of the student. Common sense and good judgment should determine how the digital device is secured. The student agrees they will:
   - store the digital device in a secure, safe location when used outside College or during transportation.
   - not leave the digital device unattended in their school bag, change rooms, art rooms, and sporting areas or where there is a risk of the device being stolen or damaged.

3. The physical safety and care of the digital device and its associated peripherals also needs to be managed appropriately:
   - the digital device should always be transported in the purpose built case provided by the College,
   - they are not to be used in the vicinity of food or drinks
   - power adapters should not be bent or used if frayed or damaged.

4. ICT Support staff may require my digital device for re-imaging and/or maintenance at times, particularly if any content has been loaded that is considered inappropriate or in breach of College policies.

5. The provision of the digital device is related to current enrolment and will change if conditions of enrolment change. The digital device is always the legal property of the College and must be supplied to the Principal or authorized representative when requested, either:
   a) in “as is” condition immediately upon request;
   b) not less than 24 hours prior to departure from the College subsequent to cessation of enrolment

At the end of the school year I will return my digital device in its original condition with all accessories enclosed.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Home Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Please return the signed forms to your Home Room teacher on the first day of Term to facilitate prompt issuing of the devices to students.
Parent Agreement

By signing below, you are indicating that you have read and understood the following:

The digital device is provided on a ‘user’ basis and remains the legal property of St Mary’s College at all times.

A technology levy will be added to the fee statement each year as a contribution towards the cost of this program.

1. I agree that the digital device at all times remains the property of St Mary’s College and that the digital device is provided for use by my child to assist her in her education at the College.

2. My child will keep the digital device in good working order and will notify the College Help Desk immediately of any defect or malfunction. I will assist my daughter to follow the College "conditions of use" and ensure the digital device is maintained in a clean and reliable condition.

3. St Mary’s College should be notified within 24 hours of any of the following events:
   a. Theft or suspected theft, or loss
   b. Damage [intentional or accidental]

4. My daughter will report all damage and faults to the ICT Support staff within 24 hours to permit repair under Warranty conditions if applicable.

5. In the case of total loss or theft offsite the parent will report the theft to the police and provide the College with a copy of the police report.

6. I accept that St Mary’s College may require the digital device to be returned for maintenance at particular times of the year.

7. I have sole responsibility for deciding on and implementing an appropriate level of supervision for the use of the digital device outside of regular school hours.

8. I acknowledge that if the device is connected to the Internet at home it is being used outside of the College’s internet filter and that I am therefore responsible for appropriate supervision of use.

9. The digital device will not be taken overseas or interstate without express permission of the Principal.

10. In the case of total loss and/or failure to return all components, or damage caused by misuse or through malicious intent the Parent/Guardian will incur costs for replacement and/or restoration of the device.

11. My child will receive the following items:
   - 1 x tablet/laptop PC (as selected by St Mary’s College)
   - 1 x power pack
   - 1 x carry bag

<table>
<thead>
<tr>
<th>Parent name:</th>
<th>Student Name:</th>
<th>Student Home Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/ Guardian Signature:</td>
<td></td>
<td>Date:</td>
</tr>
</tbody>
</table>

Please return the signed forms to your child’s Home Room teacher on the first day of Term to facilitate prompt issuing of the devices to students.