2020 Tablet PC Program Agreement
Years 7 to 12

Purpose:	The purpose of this document is to communicate the expectations of our learning community related to information and communication resources. By paying the nominated Technology Levy Parents / Guardians indicate acceptance of the guidelines of this agreement.
Scope:	The agreement applies to all students in Years 7 to 12 of Brisbane Boys' College that may be in contact with the Tablet PC Program provided by the College. Brisbane Boys College (BBC) is committed to supporting BBC staff, student and community access to its information and technology resources for education, communication and collaboration. Responsible use of technology is based on integrity and a common-sense approach. As a member of the community students, parents and guardians are expected to follow the guidelines of this agreement.
References:	• The Copyright Amendment Act 2006 • Australian Privacy Principles • Privacy Act 1988 • BBC Student Discipline Policy and Procedures • BBC Student Behaviour Management Guidelines • BBC Social Media (Student Usage) Policy
Review Date:	Beginning of every year to take account of new changes to Tablet Program operations. Next Review Date: 01/01/2021
Policy Owner:	Headmaster

Amendment Register

Date of Issue	Page Number	Detail of and reason for amendment
28th January 2020	All	New policy authorised by Deputy Headmaster – College Operations & Special Projects P-12 Endorsed by BBC Executive

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1.0   General Terms and Conditions

1.1 Background

- The College relies on tablet PCs to deliver many of our educational programs to students and each student is required to have a tablet computer compatible with our network.

- This agreement sets out the basis on which students will be permitted to have access to a tablet PC, including a carry bag and any accessories provided with the tablet PC supplied by the College and to use specialised educational software specified by the College in order to undertake educational studies at the College.

1.2 Agreement

1.2.1 General

- The College gives the student a limited right of access to a tablet PC through the supply of the tablet to the parent/guardian for the use of the student in accordance with this agreement, while the student is at the College.
- The policies, procedures, and information within this document apply to all tablet PCs used at Brisbane Boys' College. Teachers may set additional requirements for computer use in their classroom.

1.2.2 Control and ownership of the Tablet PC

- The student's access to the tablet PC is not an exclusive right. The College, at all times, reserves the right to:
  (a) Decide who uses the tablet PC and the use to which the tablet PC is put; and
  (b) Recall the tablet PC for any reason (including upgrading software, inspecting it to check its operational performance and software and ensuring that the tablet PC is being used only for its proper use).
- Ownership and control of the tablet PC will always remain with the College, even though the student has possession of the tablet PC at the College or elsewhere. Nothing in this agreement, nor the delivery of the tablet PC by the College, constitutes a transfer of ownership of the tablet PC to the student or parent/guardian, or an agreement to transfer ownership, or imposes an obligation for, or confers a right to, transfer of ownership of the tablet PC.

1.2.3 Obligations of Parents/Guardians and Students

- Parents/Guardians must ensure that the tablet PC is kept in good working order and appearance, and is not defaced, damaged or lost. To assist You:
  (a) The College will, on request, arrange for warranty work to the tablet PC, if accepted by the manufacturer/supplier, to be undertaken at no cost (but parents/guardians must not allow any repair or maintenance work to be carried out on the tablet PC without the College's prior written consent).
  (b) Should a tablet PC be deemed lost or stolen (after a 30 day period has elapsed from the initial report to the IT Service Desk), a report will be lodged with Queensland Police and the parent/guardian will be charged for the full replacement cost of the device (including the cost of Accidental Insurance Cover).
  (c) The College will insure the tablet PC for accidental breakage. Should an insurance claim be made in respect of the tablet PC and be accepted by the insurer, the parent/guardian will be charged an excess of $100 for students who are issued with a Toshiba Portege Z20T (this is a manufacturer stipulated charge) and a zero dollar excess for students issued with a Lenovo L380/L390 Yoga (limited to 3 repair claims in a 3 year period). If a claim is not accepted (for example for deliberate or malicious

damage) the parent/guardian will be required to meet the full costs of repairing or replacing the tablet PC (as well as ongoing hire charges for any replacement).

    (d)   Any loan equipment that is damaged while in possession of a student will result in the full costs of repairing or replacing the tablet PC.

- The student is only permitted to have and use the tablet PC at the College, at home and at such other places as the College specifically approves.
- The software loaded on the tablet PC is licensed to the College. Parents/guardians must ensure that the software is not copied, deleted or transferred, for any reason at all, without our prior written consent from the Director of Technology Services (Mr Lee Pickering).
- Parents/guardians must ensure that-
  - (a) Only software authorised by the College is stored or otherwise loaded on to the tablet PC.
  - (b) No illegal or illicit material or electronic data is stored or otherwise loaded on to the tablet PC.
  - (c) The tablet PC is only used for educational purposes.
  - (d) The hardware case of the tablet PC is not opened, and no additional hardware (including a video card, sound card, network card, modem or disk drive) is to be installed in, or removed from, the tablet PC without our written consent.
  - (e) Parents/guardians and students take all steps that are reasonably necessary to prevent a virus from infecting the tablet PC (such steps include monitoring any data that is downloaded from the Internet or virus checking any disks loaded into the tablet PC).
- If the tablet PC is to be taken out of Australia, the parent/guardian must first advise the College and arrange appropriate supplementary insurance cover for the tablet PC to the College's satisfaction.

1.2.4 Tablet PC Problems

- Parents/guardians must within one working day report to the College if the tablet PC is lost, stolen or damaged.
- Parents/guardians should return the tablet PC immediately to the College if either the hardware or software is faulty.
- In the event of software problems, the College will arrange a complete reload of the College image at no cost. It is the student's responsibility to backup all necessary data. The College is not responsible for the loss of any data on the tablet PC.

1.2.5 Return of Tablet PC

- Parents/guardians are responsible for returning the tablet PC in good condition and working order prior to the student leaving the College or when the College otherwise requests.

1.2.6 Responsibility of Parents/Guardians

- Where there is more than one parent/guardian, you each accept full responsibility under this agreement.

2.0   Student Tablet PC Usage Requirements

2.1   Tablet PC Specifications and Accessories

The tablet PC selected for use at the Brisbane Boys' College is the Toshiba Portege (Years 9 and 12) and Lenovo L380/L390 Yoga (Years 7, 8, 10 and 11) includes the following accessories:

- Tablet PC carry bag with strap and internal protective ribbing;
- Power cord for the tablet PC;
- Stylus (pen to write on tablet);

2.2   Receiving your Tablet PC

The tablet PC is distributed each year prior to, or as soon as possible following, the start of Term 1. Parents and students should make themselves familiar with the details of this *2020 Tablet PC Program Agreement*.

The tablet PC may be collected at the end of each College year for maintenance, cleaning, and software installations and/or upgrades.

Students are given a suitable tablet PC for their year of study; the tablet PC may or may not be a new tablet PC. Returning students will receive the same tablet PC in the current year where possible.

2.3   Taking care of your Tablet PC

Students are responsible for the general care of the tablet PC. Any tablet PC that is broken or fails to work properly must be taken to the Technology Services Service Desk.

2.3.1   General precautions

- Food and beverages can damage your tablet. Students will be responsible for damages caused by food and beverage spills.
- Cords, cables, and removable storage devices must be inserted carefully into the tablet PC.
- Students should never carry their tablet PC while the screen is open, unless directed to do so by a teacher.
- The tablet PC must be turned off and put into the carry bag before being moved.
- The tablet PC must remain free of any writing, drawing, stickers, or labels.
- Students are responsible for keeping their tablet PC battery charged for each school day.
- The tablet PC battery or stylus should not be shared with other students. Students are responsible for the batteries and stylus issued to them.

2.3.2   Carrying the Tablet PC

Each tablet PC is supplied with a protective carry bag which has sufficient reinforcement and padding to protect the tablet PC from damage and provides a suitable means for carrying the tablet PC. The guidelines below must be followed: -

- Tablets should always be within the protective carry bag when carried.
- Nothing is to be put into the carry bag with the tablet computer; there are pockets on the outside of the carry bag for small items.
- The tablet must be properly closed and powered off before placing it in the carrying bag.

2.3.3   Screen care

The tablet PC screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. The guidelines below must be followed: -

- Do not lean on the top of the tablet PC when it is closed.
- Do not place anything near the tablet PC that could put pressure on the screen.
- Do not place anything in the carrying bag that will press against the cover of the tablet PC.
- Wiggling and excessively moving the screen will cause damage to the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. *Do not use commercial glass cleaners.*
- Wrist jewellery and watches can scratch the screen.

2.4   Using your Tablet PC at School

The tablet PC is intended for use at school each day. In addition to teacher expectations for tablet PC use, College messages, announcements, calendars, schedules and the Student Record Book will be accessed using the tablet PC.

2.4.1   Learning in the Classroom

Unless specifically advised not to do so by their teacher, students must be responsible for bringing their tablet PC to all classes, and for ensuring that it is ready for use. Failure to do so is not a reason for not engaging in the lesson activity. In such instances, students will be required to work with pen and paper and scan the outcome into their electronic files. Failure to do so will result in disciplinary action at the teacher's discretion.

2.4.2   Tablet PCs left at home

'Tablet left at home' is not an acceptable excuse for not submitting work (see above Section 2.4.1 – Learning in the Classroom).

2.4.3   Tablet PC undergoing repair

A loan tablet PC may be issued to a student when they leave their tablet PC for repair at the Technology Services Service Desk. Students are responsible for the care of the loan tablet PC while in their possession and the same policies outlined in this document apply.

2.4.4   Charging your Tablet PC Battery

- The tablet PC must be brought to school each day with the battery in a fully charged condition.
- Students need to charge their tablet PC each evening.

2.4.5   Screensavers and Desktop Image

- Inappropriate media may not be used as a screensaver.
- Presence of pornographic materials, inappropriate language, alcohol, drugs, and inappropriate related symbols or pictures will result in the material being deleted and disciplinary action issued in line with the *BBC Student Behaviour Management Guidelines* and *BBC Student Discipline Policy and Procedures*.

2.4.6   Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Some subjects may also require the student to use headphones. Please ensure they are in your carry bag at all times.

2.4.7   Printing

Students may only use printers in classrooms, the library, and office area with teachers' permission during class or breaks.

2.5 Managing your files and saving your work

2.5.1 Saving to Microsoft OneDrive
- Students can access Microsoft OneDrive from their tablet PC anytime that they have a connection to the Internet. Students can also access a web-enabled version of OneDrive on any computer available to them by visiting https://onedrive.live.com/about/signin/.
- Students have their own user account which is tied to their school email address in the format StudentNumber@bbc.qld.edu.au.
- The tablet PC is issued with OneDrive loaded.
- OneDrive allows for additional folder space to aid in file organisation.
- It is recommended that all files are saved to the student's OneDrive rather than the computer's hard drive.

2.5.2 Saving data to removable storage devices
- It is the responsibility of the student to backup all of their work on an external hard drive.
- This should be done at least once each week using removable file storage.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

2.5.3 Saving personal items
- All personal music, pictures, and videos may be stored in the relevant media folder on the local hard drive of the tablet PC. These items will not be backed up and are the responsibility of the student.

2.6 Software on the Tablet PC

2.6.1 Originally installed software
The software originally installed by the College must remain on the tablet PC in usable condition and be easily accessible at all times. The tablet PC is supplied with the manufacturer's proprietary version of Microsoft Windows 10 operating system and with additional software. Licensed software provided with all tablet PCs includes:
- Adobe Creative Cloud (all associated Adobe software)
- Google Chrome Browser
- Microsoft Edge Browser;
- Microsoft Office 2016 including Word, Excel, Access, PowerPoint & Publisher;
- Microsoft Windows 10
- Mindjet Mindmap;
- CiteAce 6.0

From time to time, the College may add or change software applications for use in a particular course.

2.6.2 Virus Protection
The tablet PC has anti-virus protection software installed. This software will scan the hard drive and removable disks for known viruses on boot up. Virus software is regularly upgraded from the network.

2.6.3 Inspection
Tablet PC's will be selected at random for inspection by Technology Services staff.

2.6.4 Procedure for re-loading software

- If technical difficulties occur or illegal software is discovered, the hard drive may then be re-imaged.
- Authorised software will be installed and the data files re-instated back to its original handover condition.
- The College does not accept responsibility for the loss of any 'student-installed' software deleted due to a re-image.

2.7 Acceptable Use Guidelines

2.7.1 General Guidelines

- Students will have access to all available forms of electronic media and communication which is used in support of education and research and in support of the educational goals and objectives of Brisbane Boys' College.
- Students are responsible to the College for their ethical and educational use of the technology resources of the College.
- Access to the College technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the *2020 Tablet PC Program Agreement*.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: breaches of privacy, copyrighted material, threatening or obscene material and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, College administration, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the *BBC Student Discipline Policy and Procedures.*
- Hard drive passwords and/or encryption are forbidden. If used, students may be responsible for the cost of replacement hardware.
- Teachers have a right to manage and/or restrict student use of the tablet PC, software, and internet within the confines of their class.
- The College retains the right to monitor, and/or record, all electronic transmissions to ensure the guidelines of the College are met.

2.7.2 Privacy and safety

Students are not permitted to:
- Go into chat rooms or send chain letters.
- Open, use, or change computer files that do not belong to them.
- Reveal their full name, phone number, home address, credit card numbers, password or passwords to other people.

In addition:
- Students should remember that storage is not guaranteed to be private or confidential.
- If the student inadvertently accesses a web site that contains obscene, pornographic or otherwise offensive material, he should notify a teacher or IT Director immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

2.7.3 Legal propriety

- Students and parents must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or the Director of Technology Services.
- Plagiarism is a violation of the Copyright Amendment Act 2006 and is therefore considered a violation of the *BBC Student Discipline Policy and Procedures*. Acknowledge all

- sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking or illegal software is strictly prohibited and violators will face disciplinary action.

2.7.4   Email
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- High integrity is to be used with regard to email content.
- Students are not permitted to use email in class without permission.
- The College email is subject to inspection and monitoring by the school.

2.7.5   Wireless Modems/Dongles
- The College has instituted internet filtering for all students and staff through a combination of hardware and software mechanisms.
- This is provided to protect both staff and students from dangers on the internet such as cyber-bullying, accidental access to inappropriate websites and scamming or phishing attacks.
- If a website is blocked but is required for for research, students are to consult their teacher. If the teacher deems that the website is appropriate and is required for research purposes, they will request the release of the website through the Technology Services Service Desk.
- Students are not to use either hardware or software to attempt to circumvent the College's internet filtering policies under any circumstances.
- In particular, the use of wireless modems is strictly forbidden by any student while at the College. This includes, but is not restricted to, USB broadband wireless modems and mobile phones used in modem mode.
- The possession or use of any software that attempts to duplicate or disguise IP addresses, or through any other means attempts to circumvent the College's internet filtering, is also forbidden.

2.8   Protecting and storing your Tablet PC
2.8.1   Tablet PC Identification
The tablet PC will be labelled in the manner specified by the school. The tablet PC can be identified in the following ways:-
- Record of serial number;
- BBC Barcode;
- Individual User account name and password;
- ID number engraved into base of machine.
- Students must not tamper with, or alter, either form of identification in any way.

2.8.2   Password protection
Students are expected to use and keep their logon password confidential to protect information stored on their tablet PC. Disciplinary action may result due to actions of an unauthorised user.

2.8.3   Storing your Tablet PC during School times

- When not in use outside of the classroom the tablet PC must be stored in students locker with the lock securely fastened. Nothing should be placed on top of the tablet, when stored in the locker.
- Students are required to take the tablet PC home every day after school, regardless of whether or not they are needed, as the batteries need to be charged each night.
- The tablet PC should not be stored in a vehicle at College or at home.

2.8.4   The Tablet PC left in unsupervised areas during School times

Under no circumstances should the tablet PC be left in unsupervised areas at any time. Students are expected to exercise every precaution to guard against theft. Any unsupervised tablet PC will be removed and taken to the School Sergeant who will then hand the tablet PC to the Technology Services Department for safekeeping until claimed.

2.8.5   Tablet PC security before or after school

The tablet PC may be taken to training or rehearsals before or after school. Where possible the tablet PC should be stored in a secure area, and the College will endeavour to provide a secure area wherever possible. If a secure area is not available, please leave the tablet PC hidden from public view, for example in a school bag, in an area that is in open view of the students and instructors.

2.9   Warranty and Insurance Cover for your Tablet PC

2.9.1   Warranty on your Tablet PC

This warranty is included by the College as part of the purchase price of the equipment. The manufacturer warrants the tablet PC from defects in materials and workmanship. This three-year limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet PC or tablet PC replacement.

The manufacturer warranty does not warrant against damage caused by misuse, abuse or computer viruses.

Please report all tablet problems to the Technology Services Service Desk.

2.9.2   Accidental Damage Insurance Cover for your Tablet PC

The tablet PC is covered by accidental breakage insurance for three years.
For Toshiba Portege Z20 tablet PC's the insurance is limited to the following: -

- Two LCD Panels;
- Two Internal Hard Disk drives;
- Two Optical Disk drives;
- Two PCBs;
- Four Keyboards;
- One complete unit replacement if the damaged unit is uneconomical to repair;
- An excess of $100 per claim applies.

For Lenovo L380 Yoga tablet PC's the insurance is limited to the following: -

- 3 x Repair claims in a 3 Year period at $0.00 excess for each claim.

2.9.3 Deliberate, Intentional or Malicious Damage

In cases where the vendor-designated repairer assesses the damage to the tablet PC to be of a deliberate, intentional or malicious nature, the insurance policy does not cover the repair costs and the full cost of repair will be borne by the parent(s) / guardian(s).

2.9.4 Maintenance, Repairs and Modifications

- Students must not modify, upgrade, or attempt to repair the tablet PC issued under this policy without the express written permission of Brisbane Boys' College.
- A loan tablet PC may be issued to students when they leave their tablet PC for repair at the Technology Services Service Desk

2.10 Tablet PC Technical Support

2.10.1 Technology Services Service Desk

The Service Desk coordinates the repair work for the tablet PC. Services provided include the following: -

- Filing trouble tickets for hardware maintenance and repairs;
- Distribution of loan tablet PCs;
- Password identification;
- User account support;
- Operating system or software configuration support;
- Re-imaging hard drives;
- Updates and software installations;
- Coordination of warranty repair;
- Oversee suspended tablet PC privileges.

Brisbane Boys' College Technology Services is not responsible for any configuration or support for any hardware or software installed by the student for use outside of the College. This includes home wireless/network connections, software installations, attached devices such as printers, scanners, faxes, cameras, phones, etc. The tablet PC is configured by the College to allow students to configure their own home wireless environments.

2.10.2 Passwords

Password sharing is explicitly prohibited. A person's password is confidential and is not to be shared with any other person, except the student's parent(s). If an individual's password has been compromised or believed to be compromised, the student is required to report the incident to the Technology Services Service Desk and a new password will be assigned to the student. A student's password will not be documented by Technology Services Service Desk or by the person possessing the password.

2.10.3 Software downloads/installations

Downloading and/or installation of Freeware, Shareware, public-domain software or other executable and/or installable software is explicitly prohibited unless deemed 'educational' and appropriate by the College administrators.