



Bundaberg Christian College
Education with Wisdom

BCC

Student Laptop

Policy

“EDUCATION WITH WISDOM”

“**Wisdom** is supreme; therefore get wisdom. Though it cost all you have, get **understanding.**”
(Proverbs 4:7)

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Respect | Integrity | Servanthood | Excellence

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PURPOSE

This document sets out the rights and obligations of students and parents / carers in relation to the *Student Laptop Program*. This document must be read in conjunction with the *BCC Acceptable Use of ICT Policy* and related College policies.

It is important to note that the College has entered into commercial arrangements with suppliers, financiers and parents / carers in order to facilitate the *Student Laptop Program*.

SCOPE

This policy applies to all students and parents / carers with a current enrolment contract with the College. This policy acknowledges that all devices a part of the *Student Laptop Program*, are Hire arrangements between Bundaberg Christian College, the Student and the enrolling Parents / Carers.

REFERENCE DOCUMENTS

BCC Acceptable Use of ICT Policy

BCC Privacy Policy

BCC Enrolment Contract

BCC Student Code of Conduct

BCC Work Health and Safety Policy

RATIONALE

We believe that the integration of digital technology into the classroom is key to transforming education and better equipping students to succeed in a highly digitized global world. By no means should, or will, digital devices diminish the value and need for quality teaching. However modern information, communication and learning technologies complement the learning environment with rich opportunities for students to generate creative solutions to current and future, real world problems. Digital devices therefore provide an additional platform upon which educational experiences and activities can be conducted. Significantly, digital devices provide opportunities to collaborate in class, locally and across the globe and access information-rich resources like no other time in history. Students can engage, create, communicate and learn anywhere and anytime.

The key objectives guiding the *Student Laptop Program* at Bundaberg Christian College are to:

1. Provide a suitable device for students in every year of learning from Years 5 – 12.
2. Provide a suitable device for students from Years 5 – 12 at an affordable price.
3. Prepare and equip positive, proactive and discerning digital citizens
4. Provide increased access to rich, authentic learning experiences
5. Develop global citizens
6. Enhance collaborative learning opportunities
7. Enhance creativity through skill development
8. Develop new, and enhance current, pathways for connecting with families.

The College will grant exclusive use of the laptop to students, which will provide them with access to online resources, digital texts and important software to support their learning program.

Participation

Participation in the *Student Laptop Program* is mandatory and a condition of enrolment for students in Years 5 to 12 at Bundaberg Christian College. Students **entering** the College at any year level, will be

required to join the *Student Laptop Program*. Students **concluding** their enrolment with the College, who have commenced participation in the *Student Laptop Program*, will be required to return their Laptop.

Period of arrangement

This hire arrangement commences on the date of enrolment thereof as set out in *Student Laptop Program User Hire Arrangement*. The arrangement is terminated at the earlier occurrence of the following events –

- the conclusion of Year 12
- the conclusion or termination of a student's enrolment prior to Year 12.

Exclusive use

The College grants exclusive use of the laptop to the student in accordance with the details in this document and associated College policies.

RESPONSIBILITIES

Bundaberg Christian College commits to:

- Striving to enhance learning through the use of ICT in the College
- Responding to enquiries from parents or students in regard to the College's *Student Laptop Program*
- Responding to any breaches of the College's *Student Laptop Program* in an appropriate manner in line with the BCC Student Code of Conduct; and
- Maintaining relevant policies.

Parents/Carers commit to:

- Being aware of and familiar with the provisions of the College's *Student Laptop Program* documents
- Supporting the College's *Student Laptop Program* by encouraging their children to abide by all conditions/responsibilities
- Compliance with the ICT policies and procedures as set out in the *Student Laptop Program*, this policy and *BCC Acceptable Use of ICT Policy*; and
- Provide direction and support for students in appropriate use of the device in the home environment.

Students commit to:

- Being aware of and familiar with the provisions of the College's *Student Laptop Program* documents;
- Supporting the College's *Student Laptop Program* by abiding by all conditions and responsibilities; and
- Compliance with the ICT policies and procedures as set out in this policy and *BCC Acceptable Use of ICT Policy*.

Conditions of Use

- By accessing and using the ICT resources provided by Bundaberg Christian College, you are agreeing to abide by the Conditions of Use of the *BCC Acceptable Use of ICT Policy*.
- These conditions apply to all Bundaberg Christian College ICT resources and networks regardless of how they are accessed. This includes access to all computers, including access via any digital device e.g. personal laptops, smart phones or other similar technology, whether wired or wireless, or remote access over the Internet through users' own resources.

Equipment

Inclusions

Students will be provided with a digital device, charger and carry bag/case.

Exclusions

- Accessories, such as headphones, mouse, printer, USB, Media (CDs/DVDs)
- Internet access beyond the College Wi-Fi environment
- Software required for personal use; and
- Excess internet and printing costs on-site or off-site.

Special note: Students commencing 'part way' through their cohort's Program

A student who commences 'part way' through their cohort's *Student Laptop Program* –

- will receive a laptop that is fully operational and in good condition
- will receive a laptop of similar condition to their year level cohort
- may receive a different Laptop model to the current year Laptop
- may receive a laptop that has been previously deployed at the College.

Software

All software required to support learning will be installed by the College. The College reserves the right to prevent any additional software from being installed on the device.

Financial Arrangements

Ownership

The College owns the laptop with parents entering into a Hire Arrangement with school termly, all-inclusive payments.

Accidental Damage Protection

The College arranges Accidental Damage Protection with the following components:

Inclusions

Accidental damage, meaning operational or mechanical failure of the computer caused by an accident, being an unexpected and unintentional physical damage causing impairment to use of device.

Exclusions

- Theft or Misplacement.
- Cosmetic damage that does not materially impair the use of the computer.
- Normal wear and tear.
- Damage resulting from neglect, reckless, abusive, wilful or intentional misconduct when handling and using the computer.
- Any damage resulting from *force majeure* events such as, but not limited to, severe weather events including lightning, flooding, earthquakes, and cyclones.

Limitations

Maximum of 1 claim per device per 12-month period commencing from the start date of BCC Service Contract. In the event you do not submit a claim for a qualified incident within one 12-month period, the qualified incidents do not accumulate or carry over to subsequent 12-month period.

Excess

An excess of \$50 per claim is payable, being made truthfully and meeting disclosure obligations. (Payable by student/parent prior to repairs being carried out).

Notification

If any of the included equipment is stolen, a police report is required to be provided prior to replacement procedures being undertaken. Parents will be required to complete necessary paperwork before replacement can commence. If lost or damaged from neglect, reckless, abusive or wilful misconduct, the outstanding value of the device will be payable by student/parent prior to replacement.

Costs

The cost of the *Student Laptop Program* is school-term based and an all-inclusive payment (note exceptions), and will be itemised separately on the student's tuition fees statement. This fee is payable by the parent/carer. This cost is in addition to any tuition fees. Payment is not a lump sum and will be collected through normal tuition fee payment arrangements.

YEAR GROUP	HIRE ARRANGEMENT DETAILS
Year 5 - 12 students	<ul style="list-style-type: none"> • Students are provided with a refurbished device in Year 5 to use for a period of 2 years. • Students are provided with a new device in Year 7 to use for a period of 4 years. • Students are provided with a new device at the commencement of Year 11 to use for a period of 2 years. • Cost – as per College fee schedule

**Hire arrangements means students/families will not automatically be entitled to ownership of the device once hire period is complete. Hire arrangements will continue to include servicing and software management by our IT Department. Please note, the accidental damage protection excess (\$50) and wilful damage is not included in these Hire fees.*

Daily Expectations**Required of Students**

- Students are required to restart their laptop every day to ensure that software is updated.
- Year 7-12 Students are to bring Laptops to school every academic day and take home at the end of each day.
- Year 5-6 students are to bring laptops to school every academic day. When students have demonstrated reasonable responsibility and care, and parents agree, students can take them home at the end of each day. When at school, laptops will be stored and charge in the classroom laptop trolleys.
- Laptops are to be charged up at home every evening to ensure that battery levels are maintained for the duration of the school day.
- We recommend students leave their chargers at home as they may pose a potential health and safety risk.

Backing up

The College provides secondary students with an account to a reputable cloud storage provider in order to save their schoolwork, access digital resources and assessment anytime anywhere.

It is the sole responsibility of students to ensure their digital files, school resources and assessment are being saved within the provided cloud storage.

Laptop Usage Locations

Whilst at school, students are able to use their Laptops in supervised classrooms and areas in the library. Students are not permitted to use their Laptop within the general school grounds during lunch periods or school hours, unless they are under the direct supervision of a teacher.

Laptop and Carry Bag Care

Students are obligated to be responsible owners and treat their laptop and carry bag with appropriate levels of care. Laptops and carry bags may not be defaced, intentionally marked or altered in any manner. A unique identifier will be applied to the Laptop and case. Laptops and carry bags are considered one unit and must be used in accordance with the conditions detailed in this document. The laptop and carry bag must be well maintained and simple care procedures are to be undertaken as outlined. Students are not permitted to personalise their Laptop through the use of additional stickers or other means.

The College policy requires, when the laptop is not being used;

- on-site, it must be stored ONLY in designated locations which include locked classrooms, secure lockers, the ICT Support Office or in its protective case when being carried around the College; OR
- off-site, adequate precautions must be taken including keeping secure at home or in the boot of the car hidden from view.

A student found to have wilfully or carelessly damaged their Laptop or carry bag, or another student's Laptop or carry bag will be liable for the full cost of repairs. Students are NOT to attempt any repairs as this will be deemed to be wilful damage. Any wilful damage will result in the voiding of warranty and any insurance coverage for the device. For further specific details refer to policy conditions.

Loan Computers

Loan computers may be made available to students at the discretion of the ICT Staff subject to availability. Loan computers will generally be issued under the following circumstances -

- A student's laptop is inoperable due to gross hardware failure.
- An authorised repair, scheduled upgrade or reinstallation is required.
- Completion of critical assessment would be compromised and there are no alternatives.

If you have a loan device whilst your laptop is being repaired and damage occurs to the loan device, the same conditions and fee applies to the repair of this laptop as explained under *Insurance* and *Laptop and Carry Bag Care* sections of this policy.

Servicing

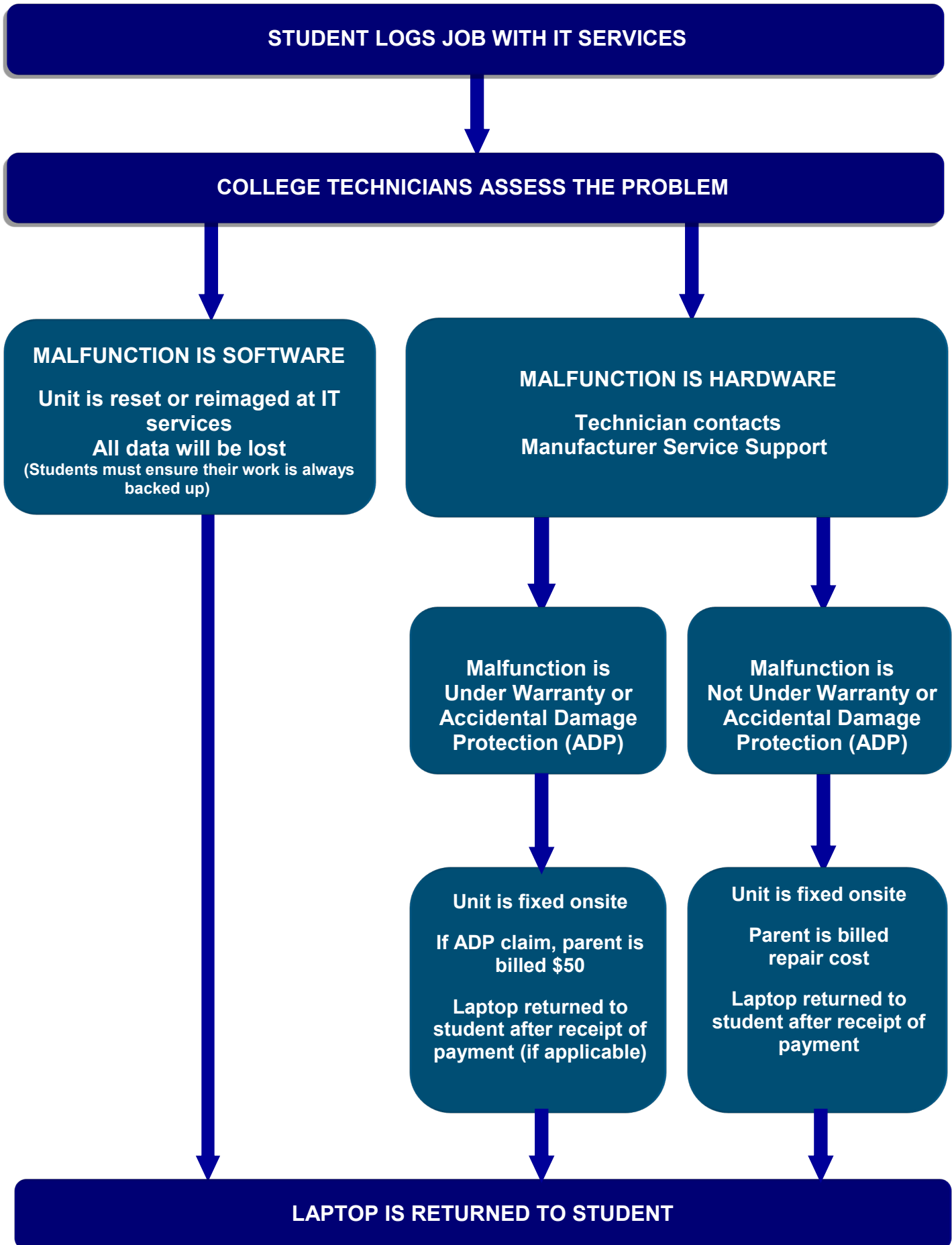
All servicing is to be carried out by Bundaberg Christian College staff or its agents. ICT Support is located near the Secondary Undercover Area and provides service in person during normal school hours, 8.15am to 3.30pm Monday to Friday (except public holidays or days when the College's administration offices are closed). Please note ICT Support will unfortunately be unavailable during the school holidays due to other ICT priorities in the College. It is the responsibility of the student to contact College IT services to submit or collect equipment. Students should not leave equipment at the ICT Support Office when it is not attended. The College will endeavour to have the laptop returned to the student as soon as possible.

Returns

At the time of departure from the College, the laptop, charger and carry bag must be returned in 'good condition and working order', as determined by an inspection by Bundaberg Christian College or its contractors. If deemed necessary, repairs will be undertaken and any excess charges will apply.

The College reserves the right to recall the device for routine or unforeseen maintenance and servicing at any time, with reasonable notice.

APPENDIX 1 - IT Service Flowchart



APPENDIX 2 - Frequently Asked Questions

General Questions

Q) What are the costs?

The hire costs are as per the College levies schedule. Payment is not a lump sum and will be collected through normal tuition fee arrangements.

Q) Are there any additional costs?

The only additional costs that may be incurred are in the event of damage to the device. These costs are either:

- \$50 fee in the event of an accidental damage claim
- Full cost of repair in the event of wilful or negligent damage
- In the event of loss, the replacement cost of the hardware, which will be:
 - \$800 for Year 5 & 6 laptops, as these are 'refurbished' devices
 - \$1600 for Middle and Senior Years students.

Q) Is the cost of the laptop added to school fees or does it appear separately in the invoice?

The hire cost of the laptop will appear as a separate item on your account from the College.

Q) Who owns the laptop?

The College. Students have exclusive use of a laptop for the duration of their schooling at BCC and return the laptop to the College at the end of their enrolment, or when being issued a new device.

Q) What happens if the laptop is damaged or needs repair?

The laptop is covered against accidental damage only. A \$50 service fee is applied in cases of accidental damage.

Q) Can I purchase my own laptop?

Only the College supplied laptop is able to be used.

Q) Who supplies and what software is included?

The College installs a standard suite of software which it will maintain and upgrade. The laptop will be installed with a Windows operating system, Office, plus a range of other educational and productivity software packages.

Q) Can students install their own software?

Devices are locked to prevent the installation of additional software and browser extensions. There are a selection of self-service applications that students may install from a pre-approved list (e.g. via Intune Company Portal or Adobe Creative Cloud).

Students may make a request to IT services to install additional software. The software must be compatible with the device, must not impede upon the operation of the laptop and be educational in nature. IT services reserve the right to decline the request.

Q: What are the expectations for bringing to and from school each day?

Students are expected to carry devices in the provided case when outside of the classroom. This includes transit to and from the College.

Q: What style of bag will be provided?

The college provides a branded STM Ace Vertical Super Cargo with the devices. This case has similar protective features of the Targus TANC case previously issued by the College, but in a slightly smaller package, and with a better zipper design.

Q: Are the students able to personalise the laptops in an appropriate way to easily identify them in the classroom?

No. The devices will have a personalised and College-branded 'Tekskin' applied with the student's name. Stickers and other markings tend to damage the coating on the devices.

Junior School Specific Questions**Q: Is there an expectation that the Yr 5 & 6 cohort need to carry the laptops around campus during the day?**

While at school, devices will be stored in laptop charging bays inside the classroom when not in use. If students transport the devices between rooms at school (such as the STEM room), the expectation is that they are carried in the supplied case while in transit.

Q: Can I opt out of the 'take home' aspect of the laptop program?

There will be facilities for charging the device at school, so parents may opt to have the device left at school. However, there is an expectation that homework, assignments, and so on will be completed, which in some cases will be rely on access to a device.

Q: What work does the school do with students regarding cyber safety?

In JS, the students will undergo a 'digital license' program before being able to take their laptops home. This program will cover aspects of cybersafety as per the Australian curriculum, as well as general principles regarding appropriate use and care of the device.

Cybersafety and Monitoring**Q: What is the name of the monitoring software on the laptops and is there a link to where I can read more about it?**

The College has engaged with a new filtering partner for 2025, Linewize Connect. You can read more about the solution here: <https://www.linewize.io/>

Q: What alerts do the teachers get from the software?

Linewize alerts Student Support staff when certain categories of website are visited (e.g. adult content), as well as when flagged searches are made in popular search engines like Google, Bing, or YouTube. Additionally, staff receive weekly reports with usage summaries and 'digital distraction' ratings. During school hours, teaching staff can also view the screens of students in a dashboard.

Note: this is based on time of day, not location. If a student is at home on a school day the screen may be visible to staff at the school.

Q: What alerts will I as a parent get from the software?

As a parent you will be able to utilise the Qustodio app to manage the school device, as well as 1 *personal* device (such as a phone or tablet) for each child enrolled at the College. The Qustodio app provides similar alerts to parents as what staff at the school get, but only outside of school hours.

Read more about parental controls here: <https://www.linewize.io/solutions/parentalcontrols>

Q: Can I have different settings for the monitoring software when they are at home?

Yes. The school sets a baseline internet filtering policy. Parents can further customise these settings to apply further restrictions via the Qustodio app.

Q: Can I lock the laptop from using the internet during selected time periods?

With Qustodio, you can disable internet access on the device via the app, set screen-time limits, and apply different filtering policies for different times of the day or week.

The College policy already blocks internet access on the devices:

- between 8pm and 6am for students in Years 5-6
- between 10pm and 5am for students in Years 7-9

Q: Does the software monitor for sentiment of messages and language consistent with bullying and/or poor mental health and self-harm?

Linewize/Quostodio monitors for searches and website visits of this nature. Currently, social media and personal messaging services are always blocked by school policy on the school devices for students in Year 10 and below.

Q: Will the students have access to email on the laptops and is the sender and receiver list limited? If it's limited, what is the limitation put in place?

Students will have access to school-issued email accounts. Students in Year 9 and below can only send and receive email from college staff with this account, as well as a small whitelist of approved domains (usually for the purpose of receiving notifications from a service, such as the Canvas LMS application).

Caring for Your Laptop

There are a number of things you can do to ensure the reliability of your laptop and to avoid incurring repair charges either during its life or when it is returned.

Q) What should go in your laptop bag?

Please be careful not to store anything except your laptop in your laptop bag's main compartment. The extra pressure could result in damage to your laptop.

Q) How should you pack away your laptop?

Always store your Laptop bottom down and with the LCD facing away from the pocket. Wrap the cord loosely around the power charger or the cord will become damaged. Remove all USB devices, headphones and the charging unit from the ports before storing.

Q) How should you handle your Laptop?

- Try to avoid moving your laptop around when it is on.
- Do not lift or carry the laptop by the screen.
- Be gentle – a series of small knocks can slowly dislodge components and cause the device to fail.
- Before switching on, gently place your laptop on a stable surface and then switch on.
- You still need to be careful with your laptop while it is in the bag.
 - Do not drop the bag from your shoulder. Always place the laptop bag gently down.
 - Laptops should be switched off before placing into the bag.

Q) How do I care for the laptop bag?

The bag should be fully zipped up before being carried and must be fully unzipped before removing the laptop to avoid non-warranty bag damage. Take care when operation the zip on the bag.

Q) What are the best operating conditions?

Avoid exposing your laptop to:

- direct sunlight or sources of heat such as desk lamps,
- dust, dirt, rain, liquids or moisture,
- heavy shock or vibration.

Use your laptop on a hard surface (e.g. desktop) to avoid blocking the cooling fans.

Q) How do I take care of the LCD screen?

LCD screens are delicate. Always be gentle when putting your laptop down or closing the screen and avoid lifting the laptop by the screen. To clean your LCD screen: Switch off your computer. Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion. Do not directly apply water or cleaner to the screen. Avoid applying excessive pressure to the screen. Do not carry your laptop by the screen.

Q) How do I take care of A/C power charger?

Connect your charger only to your laptop. Keep your cord away from heavy traffic areas and avoid placing heavy objects on top of it or stepping on it. Be careful not to roll the wheels of an office chair over the cable. When unplugging the power cord, pull on the plug itself, rather than the cord. Avoid wrapping your cord tightly around the charger box.

PLEASE NOTE: Intentional damage, major cuts, breakages or exposed cables are not covered and will attract a replacement charge. Please report minor damage before it becomes significant.

Q) How do I take care of the battery pack?

Once a week fully flatten your battery. Then re-charge the battery fully. This will extend the life of your battery cells. Do not tamper with the connections.

Q) How do I take care of the keyboard?

Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt. If any key tops are missing or keys are damaged, take your laptop for repair immediately. We can replace a single key top but continuing to use the keyboard with a missing key top can result in us having to replace the entire keyboard.

Q) How do I clean the case?

Take a non-abrasive cloth and spray Windex or similar cleaner on to cloth to moisten. Gently rub your laptop casing with the moistened cloth to remove any dirty marks.