Mt Maria College
Strong Mind – Compassionate Heart

Mt Maria College Mitchelton Student Technology Agreement

2027

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Marist
MARIST SCHOOLS AUSTRALIA

School Laptops are provided to students
on commencement of enrolment.
No BYOD option is available.

The following conditions apply to all students using computers, tablets, mobile phones, music players and all other electronic devices accessing the Mt Maria College computer network whether owned by the student or the school.

Section 1: 1-to-1 School Managed Student Laptops - Ownership

I understand and agree that:

a. The laptop is leased over a 3-year cycle for either Years 7-9 or Years 10-12. The school retains ownership of the laptop during that period. The laptop MUST be returned at the end of Year 9 or Year 12 in a fully operational state. Costs may be incurred for any repairs required at the discretion of the school.
b. At the end of Year 12 parents will have an option to purchase the laptop. There is no option to purchase a laptop within the 3-year cycle if a student leaves early unless expressly agreed with school leadership.
c. If the student leaves the school prior to completing Year 10 or 12 the laptop & charger must be returned to the school.
d. Year 9 students that do not return their laptop at the end of Year may not be provided with a new laptop at the beginning of Year 10

Section 2: General Use of Technology

When I use digital technologies and the Internet, I agree to be a safe, responsible, and ethical user always, by:

a. Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate, or hurtful online behaviours)
b. Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords, and images
c. Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
d. Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online.
e. Talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate, or hurtful online behaviours.

f. Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me.
g. Understanding that email is a legal document and as such senders are legally liable for its content.
h. Investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult.
i. Handling ICT devices with care and notifying a teacher of any damage or required attention.
j. Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio, and video and cite references where necessary. This includes the use of any school logos and the Mt Maria College name (or any abbreviated alternative e.g. MMC).
k. Not downloading unauthorized programs, including games
l. Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student.
m. Not installing, running, or using a Virtual Private Network (VPN) even it is disabled.

Section 3: Use of Mobile Phones and Smartphones

In addition, I agree to be a safe, responsible, and ethical user always, by:

a. Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
b. Not using my device as a wireless hotspot to connect directly to an external telecommunication provider.
c. Switching off my phone or setting it to silent mode at first bell at 8:30am
d. Storing my phone in a locker
e. Respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson.
f. Not using the device or having it visible during morning tea and lunch breaks
g. Only checking for messages at my locker at the start of each break
h. Obtaining appropriate (written) consent from the school for individuals (students or staff) who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
i. Understanding that I may be committing a crime when taking, receiving, or forwarding sexual or naked images of friends or myself who are minors and that this applies even if all participants are willing. I understand that these acts can represent the production or distribution of child pornography under Australian law.

Please Note: Students may call parents from a school phone at Student Reception.

Section 4: Use of the Internet

While accessing the Internet, I agree to:

a. Use it solely for educational purposes including research, communication, and publishing.
b. Not access games or inappropriate material
c. Not access any forms of social media including but not limited to Facebook, Skype, Instagram instant messaging, Roblox or Discord.
d. Use YouTube for educational purposes only.
e. Download or stream media for educational purposes only.
f. Not post or publish images of students or teachers.

Section 5: Use of Generative Artificial Intelligence (AI) Tools

Brisbane Catholic Education and its schools acknowledge the evolving role of generative artificial intelligence (AI) in education. These technologies may be used to support curriculum planning, instructional delivery, and professional decision making, and by students to engage with AI systems under appropriate supervision. Use of Microsoft Copilot is logged and monitored by BCE to ensure compliance and acceptable use standards and to protect student safety and wellbeing. All use of generative AI—whether BCE-provisioned or individually accessed—must align with BCE's commitment to ethical, legal, and responsible technology use. This includes transparency in usage, safeguarding privacy and data, and ensuring that AI tools are used in ways that promote equity, inclusion, and human-centred learning.

I understand and agree that:

a. I will not enter personal, sensitive, or confidential information into AI tools (such as Copilot) except as required for approved learning activities.

b. I will not use AI tools to generate or share personal, sensitive, or confidential information about myself or others.

c. I must use AI tools in accordance with the school's guidance and the BCE Acceptable Use Policy.

d. I will be cautious about interacting with AI personas or other online profiles, as they may not always represent real individuals or trusted sources. Students must not arrange to meet persons who they have met online.

e. Any unapproved AI generated representations of school staff or students is illegal and will be forwarded to the BCE Security and Legal teams for investigation.

f. I must notify a student protection contact immediately if they receive or witness this type of material on any electronic device.

Section 6: Monitoring of Technology Use

I understand and agree that:

a. While at school my computer activities may be viewed and recorded
b. I must not install a VPN or attempt to bypass or disable any computer services or security including any classroom management software.
c. That I should not switch off or reconfigure the wireless network adapter in my computer while at school
d. All devices may be checked for content at any time by teachers or the IT department.

Section 7: Access and Security

I agree to:

a. Not connect to any other device at school that bypasses the internal control systems.
b. Not disable settings for virus protection and monitoring that have been applied by the school.
c. Keep passwords confidential and change them when prompted.
d. Use passwords that are not obvious or easily guessed.
e. Never allow others to use my computer user account.
f. Promptly tell my supervising teacher if I suspect I have received a message that is inappropriate or makes me feel uncomfortable.
g. Seek advice of an adult if another user seeks excessive personal information, asks to be telephoned, offers gifts by email, or wants to meet a student.
h. Never knowingly initiate or forward emails or other messages containing:
    a. A message that was sent to them in confidence.
    b. A computer virus or attachment that is potentially harmful.
    c. Chain letters and hoax emails. Spam, e.g. unsolicited advertising material
i. Never send or publish:
    - Unacceptable or unlawful material or remarks, including offensive, abusive, or discriminatory comments.
    - Any material that is threatening, bullying, or harassing another person or makes excessive or unreasonable demands upon another person.
    - Sexually explicit or sexually suggestive material or correspondence.
    - False or defamatory information about a person or organization

Section 8: Privacy and Confidentiality

I agree to:

a. Never publish or disclose the email address of a staff member or student without that person's explicit permission.
b. Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
c. Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Section 9: Intellectual Property and Copyright

I agree to:

a. Adhere to the laws contained in the Australian Copyright Act 1968 & Copyright Amendment (Digital Agenda) Act 2000
b. Never plagiarize information and observe appropriate copyright clearance, including acknowledging the author or source of any information used.
c. Ensure that permission is gained before electronically publishing users' works or drawings and always acknowledge the creator or author of any material published.
d. Ensure any material published on the Internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Section 10: Care of your device

a. Damage or loss of equipment

I understand and agree to the following:

1. Laptop damage must be reported to the IT help desk as soon as possible. Damage must not be stockpiled as this complicates and slows down the repair process, meaning inconvenience to you.
2. The school will attempt to provide a loan laptop in the event the student's laptop is presented for repair if loan laptops are available unless it has physical damage.
3. If a laptop is presented with physical damage a loan will only be provided once the correctly completed Parent Paperwork form has been received back from the student's parent/carer.
4. Any problems, vandalism, damage, loss, or theft of the device must be reported immediately to the IT Helpdesk and an incident form completed.
5. Students may be required to replace lost or damaged chargers.
6. In the case of loss or accidental damage, an incident report will be sent via the Parent Paperwork system and must be signed by a parent or carer and sent back to the school. See Section 11 – IT Helpdesk Processes.
7. In the case of suspected theft, the family must make a police report, and a copy of the report provided to the school along with a witnessed statutory declaration signed by the parent or carer.
8. If a device is damaged and costs too much to repair or it is lost, the principal or their nominee may determine whether replacement is appropriate and whether the student retains access to a device for home use.
9. If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal or their nominee may determine that the student will pay the costs of repairing the damage or if necessary, the costs of replacing the device.
10. If another student has caused damage, that student may be liable for the cost of repair or replacement – this is to be mediated via the student's house coordinator.

b. Warranty

I acknowledge and understand the following information regarding the school laptop warranty:

- Dell/Lenovo provides a 3-year warranty on the laptop and a 3-year warranty on the battery.
- The warranty may cover the manufacturer's defects under normal use of the device.
- Warranty cover is up to the discretion of Dell/Lenovo. It does not cover negligence, abuse, or malicious damage. See section 10 c for Accidental Damage Coverage.

c. Accidental Damage Protection

I acknowledge and understand the following information regarding the school laptop Accidental Damage insurance policy:

Note: Every ADP claim incurs an excess fee

All devices are provided with an accidental damage insurance plan (ADP). Dell/Lenovo reserves the right to deny an ADP claim at their reasonable discretion.

Coverage for accidental damage is limited to one qualified incident per supported product per 12-month period commencing from the start date of the term of your 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 any subsequent 12-month period. Accordingly, each Qualified Incident will be applied to the 12-month period during which it is reported, even if such incident is resolved during a subsequent period.

- Any claims additional to the single ADP claim allowance may incur further fees.
- ADP may be claimed when the damage is outside the standard warranty and meets the conditions of the ADP criteria.
- Accidental damage is defined as physical damage to a product caused by or resulting from a sudden and unforeseen incident, provided such damage occurs during regular use.
- It does not cover negligence, abuse, or malicious damage such as:
  - A lost or stolen laptop
  - The following situations and damage due to:
    - Exposure to weather or other environmental conditions
    - Inappropriate storage including:
      - Leaving the laptop on top of a school locker
      - Not locking the student locker
      - Using non-recommended or defective laptop bags or no bag at all
      - Leaving on public transport
      - Leaving the laptop unattended outside
      - Leaving the laptop behind in the classroom
  - Damaged or defective LCD screens when the failure is caused by abuse, intent, or malicious action.
  - Reckless, negligent actions such as slamming the lid shut, putting the laptop on the ground, throwing the laptop, carrying the laptop with the screen open.
  - Damage caused by pets or siblings.
  - Cosmetic damage such as:
    - Putting stickers on the laptop.
    - Writing on or colouring in any parts of their laptop.
    - Deliberately scratching any laptop surfaces.
    - Removal of keys.
    - Removal of any other parts of the laptop.

- In the event the student laptop is completely lost
  - You will be issued another laptop of similar standard depending on the level of stock held at the IT helpdesk.
  - A flat fee of $650 will be incurred.

Note: A copy of the detailed Accidental Damage Protection terms and conditions can be requested by sending an email to the IT department inbox at mmcmithelp@bne.catholic.edu.au

d. Student Laptop User Responsibilities

Students are responsible for:

1. Not losing or damaging their laptop – it is solely the student's responsibility to look after their laptop.
2. Bringing their laptop fully charged to school every day even if it may not be needed.
3. Always storing their laptop in a locked locker if not needed during the day.
4. Leaving their chargers at home to avoid trip hazards in the classroom and to avoid theft.
5. Regularly checking their BCE email inbox.
6. Maintaining virus protection, spam, and filtering settings, set as standard on the device.
7. Backing up data securely by storing it in BCE OneDrive.
8. Always carrying their laptop in its zipped-up case when moving around the school.
9. Not using their laptop in the rain or in locations where there is dirt, dust, or sand.
10. Restarting their laptop at least once a day to keep it up to date.
11. Ensuring Windows, Office and Dell/Lenovo updates are current.
12. Only using the laptop for school and education related purposes.
13. Adhering to this Acceptable Use Agreement when using the laptop, both at home, at school and in transit, including during breaks or when not in the classroom.
14. Keeping the laptop screen and chassis clean by occasionally using a microfiber cloth and either a 50/50 mix of white vinegar and distilled water or an approved laptop screen cleaner.

e. Laptop Charging

1. Students are responsible for charging their laptops fully each night.
2. A loan laptop will not be provided if a laptop is brought to the school flat.
3. Laptops can be left at the IT helpdesk to charge and picked up during open times.
4. A loan laptop will not be provided while a laptop is being left to charge.
5. If a laptop is not charging even though it is plugged in, then the laptop and its charger should be brought to the IT helpdesk for diagnosis.

f. Laptop Bags

1. The school provides a laptop bag, but it is the student's responsibility to ensure they use their bag or an approved laptop bag that is in workable condition.
2. Laptop bags are available from the IT helpdesk. Second-hand bags may also be purchased if available.
3. You may use your own laptop bag if it has been approved by the IT helpdesk.
4. If an unsuitable bag is used and the laptop is damaged, we will review the situation on a case-by-case basis.
5. The laptop must be carried in its case to and from the IT Help Desk to receive service.

Section 11: IT Helpdesk Processes

a. Accidental Damage

On receiving an accidentally damaged laptop at the IT helpdesk:

1. A ticket is created in our IT helpdesk system – no loan is given at this stage.
2. A Parent Paperwork slip "Laptop Incident" is sent to the parent/carer email address listed in the School Information System.
3. The parent/carer completes and returns the parent slip via return email and pays the insurance excess fee.
4. Once the completed slip is received and the school has received the insurance excess fee, the student receives a loan laptop. (The faster we receive the completed paperwork and the fee the sooner the student can have a loan)
5. The ADP insurance claim is sent to Dell/Lenovo and the laptop is repaired. (Note that the time for this may vary depending on availability of parts)
6. Where Dell refuses to accept an ADP claim and the damage is excessive or negligent an additional administrative fee may be incurred.
7. Once repaired the laptop is returned to the student and the loan laptop returned in the condition it was given out.
8. The ticket is updated and closed.

b. Warranty Repair

On receiving a laptop for a warranty repair at the IT helpdesk:

1. Damaged/Faulty laptop received from student and a ticket is created in our IT helpdesk system.
2. A loan laptop is supplied.
3. A warranty claim is sent to Dell/Lenovo.
4. Dell/Lenovo organizes the parts and a technician (Note that the time for this may vary depending on the availability of parts)
5. Once the laptop is repaired, the laptop is returned to the student and the loan laptop returned in the condition it was given out.
6. Ticket is updated and closed.

c. Loan laptop provisioning

The IT helpdesk reserves full discretion when choosing whether a loan laptop will be supplied. Some schools charge for the use of a loan laptop. Currently we do not.

1. Loan laptops may be provided in the following scenarios:
   - An ADP repair is being undertaken (if damage claim excess has been paid and the paperwork returned correctly)
   - A warranty repair is being undertaken.
   - The laptop battery is flat, but a laptop is needed for assessment.
2. Loan laptops are not provided (unless it is an assessment requirement - ratified by the assessment teacher for a specified lesson on a specified date):
   - If a student has not taken reasonable steps to ensure their laptop is charged and it has gone flat.
   - A student has forgotten to bring their laptop to school.
   - A student has misplaced their laptop or claims it has been stolen (a loan will be provided after 48 hours have elapsed).
   - If a student has been repeatedly negligent with their laptop.