



SOUTH COAST
BAPTIST COLLEGE

Secondary Device Information 2022



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Introduction

This document is to provide information to parents, of the Colleges' requirements regarding student information technology devices, and needs to be read in conjunction with the SCBC ICT Acceptable Use Policy (available on the College's website).

What device do SCBC students need and how will it be used?

All students need to have a **mobile electronic device** to enable them to complete research and create documents both at school and home.

Year 7 – 10 Students

The College will provide each new student with an appropriate device determined by the ICT Committee for an annual 'Electronic Device Levy'.

The device is intended as a productivity tool that will meet the students need for a device to browse the internet, create information literature and use simple web apps.

Students will be using Microsoft productivity tools in the form of Office365. Office365 provides web app versions of all the standard tools such as Word, Excel and PowerPoint. Although the web apps are simplified versions of the full products, they are more than adequate for the student's school needs. The devices also have built in adult content blocking that will block most inappropriate content. This will work regardless of which network the device is connected to. The College also retains full control of the device so students will not be able to install additional apps unless they are deemed to be suitable and of educational value by the College.

The devices are cloud based so there are no files or settings stored on the physical device; it is all stored in the 'cloud'. This means that if a student's device becomes unusable, they can be issued a loan device by the College and continue working with no loss of data and very little down time. The loan devices will be provided by the College until the student's own device has been returned to working order. The insurance that is included in the annual fee enables the ICT Department to take care of the whole process, freeing parents from having to deal with damaged or faulty devices.

What factors were considered by the College in choosing the device?

Choosing the best device for students involved weighing up many factors including:

- Cost of the device.
- Cost of providing ICT support.
- Ease of use for internet browsing and document creation.
- Ability to monitor and prevent inappropriate student use.
- Physical robustness of the device.
- Minimum device downtime due to repair or software issues.

What is included in the package?

- Device.
- Tough case shoulder bag.
- Management License.
- Warranty and Accidental Damage Insurance.
- Personalised sticker for the front of the device to assist students to identify their device.

Hardcover Case

Having a quality hard sided case is essential to reduce the risk of damage. The case provides drop protection when the device is being carried around during the day, as well as protection from knocks and crushing whilst being transported in the student's bag.

Management License Information

All devices used by students in the College require a Device Management License. This license allows the College to manage the device with the Google Admin console. The College is able to configure device features for your child, set up their access to our systems, force install apps, monitor student activity and much more.

Warranty and Accidental Damage Insurance Information

The Accidental Damage Insurance provides cover **for the duration of the hire** and requires an **excess of \$50** to be paid each time a claim is made. Parents are able to obtain the Accidental Damage Form from our website or ICT. Complete the form in full and pay the \$50 excess at Main Reception.

Once payment has been made, students take the form, receipt & device to ICT. The damaged device can be handed into ICT. Students will be loaned a College device to use while their device is getting repaired.

Costs due to malicious damage is to be fully covered by parents/guardians.

When and how are devices provided to students?

Parents can order the device by completing the attached SCBC Order/Authorisation Form. The annual Electronic Device Levy for the device will be added to your tuition account.

Devices are then delivered to the College and appropriate management software is uploaded onto them by College ICT staff. The devices are then handed out to students on Launch Day (Year 7 students) and the first day of school for all other students starting mid-year. If the device is purchased through the course of the year, ICT will contact the student to let them know their device is ready for collection.

Students complete the final part of the set-up process and will be trained with necessary skills to use their device. If they have any concerns after the initial set-up and training, students need to attend ICT to seek assistance.

Can I buy a device from somewhere else?

Years 7-10

To enable the College to provide guaranteed short timeframe on repairs, set-up and ongoing support for the device, **the device must be obtained through the College for Years 7 –10**. No other devices will be supported or provided with access to our systems.

Years 11-12

Students in Years 11-12 have the option of BYOD, (Bring your own Device). The recommended device would be a laptop (Windows or Mac), as we are a Microsoft 365 school. Mac devices will only have limited support. iPads are not a suitable device and will not be accepted onto the network.

Students also have the option to join the Chromebook Hire Scheme, returning the device at the end of the schooling.

Who owns the device?

The College owns the device.

In the future, can I buy a Secondhand Device from another SCBC student?

For Year 7–10 students, the short answer is no. For Years 11-12 students, please contact the ICT Department for updated information. Please note that secondhand devices may be out of warranty and if it's the case, we will be unable to assist with repairs.

Is there any software I need to purchase?

The device comes with all the software students require.

Do I need to buy Microsoft Office?

No, you will not need to purchase Microsoft Office for the device. The College will provide students with full access to Office365. Using their school account, students can also download and install the full Microsoft Office suite on their device. Training in Microsoft Office will be provided to students in their ICT classes.

Removing the Device Management License

If you have a Chromebook that was purchased in full prior to the introduction of the Electronic Device Levy, and is not needed for use at SCBC anymore, the Chrome Device Management License will need to be removed. Please note the Chrome Device Management License can only be removed by the SCBC ICT Department.

Your student will need to bring their Chromebook to the ICT Department Helpdesk (located in the Library) to have it removed on the last day that the device will be used at the College. Once removed, the Chromebook's software will be left in the state it was when first removed from the box. Please ensure you save any photos, documents, etc, on a thumb drive prior to bringing the device to ICT.

Accidental Damage Insurance Information

Below are some examples of what types of damage are considered accidental:

- Notebook or tablet device accidentally damaged by a beverage (e.g. tea, coffee, water, etc) spill.
- Notebook or tablet device accidentally damaged by electrical surge or lighting.
- An accidental bump, dent or scratch has left a sharp edge or other risk or threat to safety.
- Notebook or tablet device accidentally damaged by the device being dropped in school, at home or travelling between school and home or medical appointment.

- Notebook or tablet device accidentally damaged during an incident where a student or teacher was attacked by another person, and where the student or teacher did not provoke the incident.
- Notebook or tablet device accidentally damaged when a teacher or parent unknowingly leaves the device on the roof of a car, and then proceeds to drive away causing the device to fall to the ground.
- Notebook or tablet device accidentally damaged by leaving an object (e.g. a pen, pencil, etc) and then closing the lid of the device.
- Notebook or tablet device accidentally damaged when somebody accidentally trips over a cable.

Below are some examples of what types of damage are not covered as accidents:

- Data recovery and other software or setup costs resulting from notebook or tablet being damaged in an accident.
- Notebook or tablet device accidentally damaged whilst overseas.
- An accidental bump, dent or scratch not affecting the safe use of the device.
- Notebook or tablet device damaged by a person or party intending to cause harm to an individual, and/r their property.
- Notebook or tablet device damaged during an act of spite or civil unrest.
- Notebook or tablet device damaged by an animal urinating on the device or by chewing at the cable or casing, or being used as a shield against rain, or damaged from being left in a hot vehicle or beside a heater.
- Notebook or tablet device damaged by inserting a tool or instrument into a port (e.g. LAN/USB port etc).
- Notebook or tablet device damaged by a car running over the device.
- Notebook or tablet device damaged by another student, sitting, kicking or jumping on a school bag.
- Notebook or tablet device damaged in part due to the student not actively using the school mandated laptop bag.
- Lost or stolen notebooks or tablets.
- Power supply failures (surge or otherwise).
- Loss or damage to Styli.

What happens after the 3 year Accidental Damage Insurance expires for old Chromebooks?

Students will be able to continue using the Chromebook if it is in good working order and compatible with the College ICT infrastructure (this will be at the discretion of the ICT Department) and a \$100 per year Insurance Premium. For students who require a replacement or updated device, further information will be provided each year as to what device will be available and recommended.

Student/Parent responsibilities.

Parents are reminded that it is the responsibility of the student to care and maintain their Chromebook device. Any willful damage, including lost or stolen devices need to be paid for in full. This includes any temporary loan device and/r battery packs loaned from the ICT Department.

All queries regarding this document should be sent to secondary@scbc.wa.edu.au.