



All Saints Anglican School

One-to-One Program Contract

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1 Purpose

- 1.1. In our quest to provide a rich learning environment, where academic achievement is a priority, we are pleased to announce our updated One-to-One program for 2020. The All Saints One-to-One Program provides students with an innovative tablet and a digital stylus to enhance opportunities for learning and enquiry, thus enabling the digital generation by nurturing individual and collaborative learning experiences.
- 1.2. Students entering Year 4, Year 7 and Year 10 in 2020 will be supplied with a new School-owned, pen equipped, tablet computer (Microsoft Surface) to be used at School and at home (Middle and Senior School students only) primarily to support the curriculum. They will retain this device throughout the next three years whilst enrolled at the School.
- 1.3. The Program is designed for students to take home their One-to-One devices; however, for Junior School students, the intention is for the device to remain at the School. Parents/guardians should consider all aspects of the contract, in case the parameters of the program change.

2 Device, Software and Program Information

After significant research for a suitable device, the School selected Microsoft's Surface Book for Middle and Senior School and Microsoft Surface Pro for Junior School. The detachable 13.5" (Surface Book series) and 12.5" (Surface Pro series) PixelSense Display is optimised for and includes a digital pen and touch screen. With the full power of a high-performance laptop and the versatility of a tablet, the devices will give our students and teachers everything they need to work with professional-grade software, anywhere they want.

In addition to the device, the program provides the following benefits:

- equipped with all the software required, including updates and upgrades.
- designed to seamlessly connect to the School's IT network both at School and at home (Junior School devices will remain at School).
- fully supported onsite by the IT Team.
- under warranty against any hardware faults for the life of the Program.
- covered by accidental damage insurance as specified in the One-to-One contract.

Device Type	Hardware Specification
Microsoft Surface Pro 6 (Year 4 and 5)	Intel Core i5, 128GB SSD, 8GB RAM, 12.5-inch touch screen, Surface Keyboard, Surface Pen
Microsoft Surface Pro 5 (Year 6)	Intel Core M3, 128GB SSD, 4GB RAM, 12.5-inch touch screen, Surface Keyboard, Surface Pen
Microsoft Surface Book 2 (Year 7 to 12)	Intel Core i5, 256GB SSD, 8GB RAM, 13.5-inch touch screen, Surface Pen

All productivity software and professional applications will be provided without any additional charge by the School under our existing licensing agreements. All software must be installed by the School as part of an image. Software is not transferable and cannot be made available for families to install on any other device (except for the Microsoft Office Professional Suite which can be downloaded and installed on a total of five devices including the One-to-One device) to be compliant with our licensing agreements and copyright laws.

All student devices in the All Saints One-to-One Program will contain the following base productivity software applications. These applications represent a total retail cost of approximately \$1500 over the three-years of the One-to-One Program.

Productivity Software Applications Included

Windows 10 Education Edition
Microsoft Office 365
Adobe Creative Cloud (Including Adobe Acrobat Pro DC)

In addition, any subject-specific software applications will be installed at no additional cost. Depending on licensing conditions, some of the applications may only be installed while the student is actively enrolled in the subject and will be removed at the completion of the subject.

3 Ownership and Costs

The package which includes the device, protective case, warranty, software, accidental damage cover and the pen is approximately \$3800 for the Surface Book and \$3000 for the Surface Pro in terms of retail value; however, the School is subsidising this investment in a significant way.

Total cost to parents will be as per the below table:

Year Level	Semester Cost	Total Cost (3 Years)	Note
Year 4	\$125	\$750	Start of the Program (new device)
Year 5	\$125	\$750	Second year of the Program
Year 6	\$125	\$750	Third year of the Program
Year 7	\$200	\$1200	Start of the Program (new device)
Year 8	\$200	\$1200	Second year of the Program
Year 9	\$200	\$1200	Third year of the Program
Year 10	\$200	\$1200	Start of the Program (new device)
Year 11	\$200	\$1200	Second year of the Program
Year 12	\$200	\$1200	Third year of the Program

Any student entering the program in years 5, 6, 8, 9, 11 or 12 is fully supported at the same per semester rate. See item 4.2 for more details and conditions.

The new devices designated for Year 4, 7 and 10 will be delivered directly to the School. At this time, our IT staff will image all machines to ensure software is consistent. The devices will be connected to the School's wireless network, and serial numbers for the device and power supply will also be recorded for security purposes. Students will then be issued with their Surface device when classes commence in the new academic year.

4 Conditions of Ownership:

- 4.1. The School retains ownership of the All Saints One-to-One device.
- 4.2. The One-to-One Program is a 3-year program with primary intakes of Year 4, 7 and 10. Any student entering the program outside these intake years is fully supported at the same per semester rate.

Please note in these cases, the devices will not necessarily be brand new, rather a unit from the School's spare fleet.

- 4.3. At the end of Year 6 and Year 9 (third year of the One-to-One Program for Junior and Middle Schools), the One-to-One device is returned to the IT Department.
- 4.4. At the end of Year 12 (third year of the One-to-One Program for Senior School), students can take ownership of the device. The device must be returned to the ASAS IT Department for technicians to remove all School software, a retail version of Microsoft Windows will be installed. No other School software will remain on the device.
- 4.5. If the student leaves All Saints at any time or their enrolment is cancelled, the One-to-One device is to be returned to the IT Department.
- 4.6. In the event the device is not returned in accordance with items 4.1, 4.2, 4.3, 4.4 and 4.5 above, the parent/guardian will be billed the replacement cost of the device.

5 Insurance, Damage, Theft or Loss

Students use all computer hardware with respect and due care. To help the School and parents manage uninterrupted access to the technology the device is covered by a manufacturer's warranty and accidental damage insurance detailed below:

- 5.1. All One-to-One devices are covered under the manufacturer's warranty for manufacturer's defects and normal use of the One-to-One device. The manufacturer's warranty does not cover negligence, vandalism, loss, theft or malicious damage.
- 5.2. For damage incurred because of an accident, the School's accidental damage protection (ADP) insurance policy can be accessed. An Incident Report Form needs to be completed and signed by the student (Middle and Senior School students only) to initiate the insurance process. A copy of that form will be provided to the student for parents' information. In Junior School, Head of School will be handling the incident and associated notification to the parents. Any assessment as to the whether the damage constitutes accidental damage, under the conditions of the accidental damage cover that is included in the cost of the device, will be at the sole discretion of the repairer. Where damage is assessed as being accidental, the excess payable by parent for the cost of repair work is capped at \$100 per incident for up to a maximum of two incidents over the life (3 years) of the device. This fee will be charged to the parents' account once the insurance claim is processed.
 - 5.2.1. If the device is damaged for a third or subsequent time, parents will be required to pay the minimum fee to repair the unit. In 2020 the Out of Warranty cost schedule is as per below:

School	Device Type	Cost (ex. GST)
Junior School	Surface Pro 5 and 6	\$716
Middle School	Surface Book 2	\$954
Senior School	Surface Book 2	\$954

- 5.2.2. The cost schedule will be updated each year as per manufacturer's fee schedule.
- 5.2.3. Devices with liquid damage do not qualify for the Out of Warranty service.
- 5.2.4. The Out of Warranty service is not available for accessories.
- 5.3. If a One-to-One device is damaged or lost through neglect, abuse or malicious act, the School will determine whether a replacement is appropriate and/or whether the student retains access to a School One-to-One replacement device for home use.
- 5.4. The parent/guardian is responsible for repairs to the extent that they have not arisen from reasonable wear and tear and/or not covered by warranty or accidental damage insurance.
- 5.5. Students will be required to replace lost or damaged chargers, digital styluses, cases and accessories at their own cost. Replacement items can be purchased from the uniform shop.
- 5.6. It is also strongly recommended that the One-to-One device be added to the parent/guardian's household contents insurance and include cover for outside the home for loss or theft. The retail hardware cost should be \$1400 for Surface Pro devices and \$2200 for Surface Book devices. This policy will be the first point of call for a claim arising from loss or theft.
- 5.7. In the event a claim is made on the School's insurance policy for loss or theft, the excess, currently \$750, will be payable by the parent/guardian. In the case of suspected or actual theft, a report to police must be made by the parent/guardian.
- 5.8. When a One-to-One device is replaced, all efforts will be made to replace it with one of similar age.

6 Standards for Device Care

Students engage positively with all School computer systems and adhere to the School guidelines detailed in the ASAS Student ICT Acceptable Use Agreement. In addition to these guidelines on equipment use and expected behaviour, the student is responsible for the following for the care of the One to One device:

- 6.1. If the device or any of the accessories (e.g. pens, charger) are not working properly, no other technician or persons other than the School IT staff are authorised to repair the device. This includes changing batteries in the stylus/pen. Please bring the device and accessories to the IT Helpdesk as soon as possible for assistance.
- 6.2. The device is provided in a protective case and will not be removed from this case except by the School IT technicians.

- 6.3. The device is assigned to the student and no one else should use it.
- 6.4. Backing up all data securely. Loss of assignment work due to technical failures is never accepted as a valid reason for non-submission or late submission of assessment materials. Primary backup location should be the student's School OneDrive. Student's personal data including photos and movies should be stored on a personal external storage device. Students must also be aware that during repairs, the contents of the One-to-One device will be deleted, and the storage media reformatted.
- 6.5. For Junior School students: The device will not be taken from the classroom without the permission of the teacher.
- 6.6. For Middle and Senior School Students: Bringing the One-to-One device fully charged to School every day, along with the digital stylus.

7 Further Information

A comprehensive list of 'frequently asked questions' can be found at the following address:
www.asas.qld.edu.au/academic/technology.

If you have any further general questions or concerns about the One-to-One Program, please contact:

Mrs Amanda Worley, Head of ICT (Pedagogy) aworley@asas.qld.edu.au or 5587 0300

If your questions or concerns are of a technical nature, please contact:

Mr Mohsen Farahi, ICT Projects and Service Team Leader mfarahi@asas.qld.edu.au or 5587 0369

IT Department Information

The IT Department is open during School term time and during holidays except public holidays and the December/January School closure period.

IT Helpdesk hours:

Before School from 8.00am

Morning tea and lunch at any time

After School until 4.00pm

Or at any time with the permission of the class teacher.

Email: helpdesk@asas.qld.edu.au

Tel: 07 5584 0331



All Saints Anglican School

One-to-One Program Contract

One-to-One Program Contract (2020)

Before a student is issued with a School device, the One-to-One Program Contract must be signed by both the student and the parent/guardian and returned to the School. The student also must attend a One-to-One Program briefing session which will be held in the first weeks of the academic year. Both Parents and Students must carefully read the terms of this document, sign this contract sheet only and return to the School.

This contract also outlines the purpose of the program, ownership costs, warranties and standards for device care.

Before being issued with an All Saints One-to-One device, the following must occur:

- The student must attend the School One-to-One Program briefing session which is held on the day that the computers are handed over to students; and
- The All Saints One-to-One Program Contract must be signed by the student and the parent/guardian and provided to the School prior to deployment.

Students and parents/guardians must carefully read this Contract prior to signing it. Any questions should be addressed to the School for clarification before the Contract is signed.

We have read the All Saints One-to-One Program Contract and acknowledge that we understand our responsibilities.

Student Details			
Last Name	First Name	Student Number	Year Level

Student Signature

Parent/Guardian Signature

Parent/Guardian Name (Please Print)

Please sign and return this page only to the School's IT Department