



MT ST MICHAEL'S COLLEGE

UNDER THE STEWARDSHIP OF MARY AIKENHEAD MINISTRIES

Tel 3858 4222
Fax 3858 4299

67 Elimatta Drive, Ashgrove Q 4060
PO Box 208, Ashgrove Q 4060

admin@msm.qld.edu.au
www.msm.qld.edu.au

Tablet Agreement

Terms and Conditions

This is an agreement between Mt St Michael's College (herein referred to as the 'College') and the parent/career giver(s) accepting this agreement (here in referred to as 'the Parent') to outline the terms and conditions associated with the provision of a tablet to the student (herein referred to as the 'student') by the College.

Preamble

The College confirms that the tablet program has been developed to ensure Mt St Michael's College students remain at the forefront of education. Policies relating to the program are located on the College website and may be updated from time to time at the discretion of the College.

College Responsibilities

1. The College agrees to provide a tablet model computer for use by the student at school and home.
2. The tablet always remains the property of the College and is provided for use by the student to assist in her education at the College.
3. The duration of the agreement will be from the date this document is accepted, and for the period of the enrolment of the student at the College.
4. The student will have exclusive use of a tablet for the duration of the agreement provided that she remains a fully paid up student of the College.
5. The College is not responsible for home setup, internet connection, attachment of peripherals, configuring of home software or associated costs.
6. The student use of the tablet, software and computer network is subject to the College Digital Citizenship Policy that is available for viewing on the College Intranet.
7. The College may exchange the tablet for alternative models during the life of the agreement.
8. The tablet provided will not always be new and may have been previously used by other students. The tablet may also be used by future school students and/or staff.
9. At the end of the agreement, the tablet and all associated equipment will need to be returned to the College Help Desk.
10. If any of these terms or conditions outlined in this document are breached the College reserves the right to terminate this agreement immediately.
11. The College will arrange for the immediate repair/rectification of warranty, superficial, accidental and/or other damage to equipment as soon as it is reported to the College Help Desk (refer Item 15 below) or as soon as it becomes evident to Computer Services staff.

Program Acceptance

I/we, confirm that I/we have read and understood the terms and conditions of use and are willing to participate in the program subject to these and such other policies as are determined by the College. I/we will:

12. Ensure the student is aware of all aspects of this agreement and that the tablet is not accessed by any other person.
13. Be responsible for all for home setup, internet connection, attachment of peripherals and configuring of home software and associated costs.
14. Ensure the student follows the “Caring for your Tablet Computer” instructions located on the Computer Services site and ensure the tablet is maintained in a clean and reliable condition.
15. Undertake to keep the tablet in good working order and to notify the College Help Desk immediately of any defect or malfunction (the Help Desk will advise of the relevant Warranty arrangements).
16. Ensure the tablet is transported in the protective bag provided (including between rooms in a single building).
17. Not sell, assign, transfer or otherwise dispose of the tablet.
18. Not adjust or alter the tablet package by the addition or deletion of any hardware (excluding peripherals) unless the consent of the College is obtained in writing. Any such adjustments or alterations will be rectified before the tablet package is returned (if required).
19. Ensure the student does not leave the tablet unattended and unsecured in a public place or unsecured in a classroom or other place in the College.
20. Ensure the tablet is not left in plain view in an unattended or unsecured vehicle.
21. Ensure the tablet is not opened, interfered with, tampered with or altered by the student, third party or otherwise.
22. Allow the student to participate in any evaluation/s of the Tablet program if requested.
23. Ensure that all data is backed up on a regular basis through a College approved backup technique and not stored solely on the tablet.
24. Be required to return the tablet package to the College Help Desk on occasions for the configuration of the system to be adjusted and/or the system to be inspected.
25. Ensure that the student will not allow other people to use the tablet computer (other than parents and teachers providing support) and will not allow her network user account and password to be used by anybody other than herself, unless required by the College Help Desk.
26. Ensure the tablet package is not be used for any commercial purpose.
27. Return the tablet package to the College in good working order (with any warranty, superficial, accidental and/or other damage rectified) on or before the end of the agreement.

Loan Tablet Policy

28. A loan tablet (hotswap) may be provided if the student laptop needs to be sent away or worked on by School Technicians. (This will depend on the availability of loan machines in stock at that time).
29. Special care should be taken with loan tablets as they must be returned in the same condition as provided as they will be covered by the same warranty and insurance arrangements as your standard tablet and are provided under the same agreement as accepted for the original tablet.

Superficial Damage

30. Ensure that the student does not apply stickers, adhesives, write on, engrave, scratch or mark the tablet and supplied carry bag in any way. I/we acknowledge that I/we may be liable to cover the costs of rectifying any superficial damage to the tablet and/or bag.
31. Ensure that the student will not remove, conceal or alter any tablet package markings, stickers, tags, screen protectors (if applicable) or plates.

Accidental Damage outside the scope of standard warranty

32. Notify the Help Desk as soon as possible in the event where the tablet is damaged and fill in appropriate claim forms.
33. Ensure a **\$120 excess** will be paid on the first (3) accidental damages claims. Any claims after this will be charged at full cost to repair.
34. While any excess repair or rectification fees remain outstanding, the College reserves the right to withhold the use of the equipment at its discretion.

Damage outside the scope of accidental damage policy and warranty

35. Ensure that if damages to the tablet outside the scope of the warranty and accidental damage policy occur then I/we will be liable to cover the costs of such damage.

Loss

36. Notify the Help Desk as soon as possible in the event where the tablet is lost, stolen or destroyed; and report lost & stolen tablets to the police and fill in appropriate claim forms.
37. Cover the excess costs of a replacement tablet under those circumstances noted at Clause 32 according to the following schedule:
 - First Loss **\$200 excess**
 - Subsequent losses **\$300 excess**
38. Ensure that if the loss of the tablet is due to my daughter's failure to adhere to her duty of care or outside the scope of the Loss Insurance; then I/we will be personally liable to cover the costs of replacement.
39. In the event that any component (i.e.: bag, power adapter, pen) is lost or damaged, you will be personally liable to cover the cost of the replacement.

Monitoring, Logging, Data Loss Prevention and Filtering

40. Users are permitted to use the Mt St Michael's College network and systems for educational purposes only.
41. Users email, internet and computer usage may be automatically logged and/or remotely monitored by staff as they use the computer systems including but not limited to recording of programs executed, websites visited, keystrokes entered, messages sent/received and viewing of live screen activity.
42. College Staff may remotely access and control machines to assist with technical support, install software applications, update systems and ensure machine security is appropriately configured.
43. Execution of various programs and sites maybe filtered, limited, disabled and/or enabled at various times through a day depending on educational needs and requirements.
44. I authorise the College to accept End User License Agreements (EULAs) and Terms & Conditions on my behalf and for my daughter for cloud based services that the college uses for the provision of educational services including but not limited to plagiarism checking, monitoring, cloud file provision, content delivery, assessment, feedback, messaging and communication.

Other applicable policies

45. I/we, acknowledge the following policies also apply to the acceptable use of the tablet computer:

- a) Digital Citizenship Policy
- b) Cyber Relationships Policy
- c) Other college policies and procedures may apply

Tablet Program Documents on the College Website

46. I/we, have read and understood the following documents including the details, limits of service, exclusions, terms and conditions:

- a) Laptop Program – Introduction Video
- b) Caring for your Laptop instructions
- c) Warranty statement
- d) Assured service program agreement (Accidental Damage)

By accepting this Agreement, I/we agree to the above and allow our daughter to accept delivery of the Tablet.

Document No: 2011.01A
Effective: January 2021
Last Revised: November 2020
Authorised by: IT Planning Committee