Rostrevor College

College Issued Device Handbook

Junior Years

Contents

Foreword

Welcome to the Rostrevor College Issued Device Program.

This handbook is designed to assist students and parents/caregivers in navigating the details of student and school organization of the College Issued Device.

The College will provide each Year 4 and 5 student with a College Issued Device to ensure they have the best access to integrated technology in their education. We recognize that our students, as 21st-century learners, are naturally adept at using such technology.

Students are expected and supported to be responsible citizens, taking primary responsibility for the care, security, proper use, and functioning of their laptops.

The College Issued Device program fosters greater creativity, connectedness, and communication among our students, becoming an integral tool for their engagement and success.

Siobhan Paley
Head of School – Junior Years

1. Rostrevor College Digital Environment

1.1 Laptop
- o Students have access to the College Issued Device across the College and at home.
- o More flexible, engaging, digitally enabled learning spaces.
- o Integration of software for subjects in any class and available on all student laptops.

1.2 Wireless Connectivity
- o Available to school devices throughout the College.

1.3 Access to Digital Resources
- o Access to SEQTA Learning Portal
- o Access to Clickview Digital Media Catalogue
- o Access to Digital Textbook Resources, as available
- o Access to productivity tools from Microsoft

1.4 Specialist Software
- o Specific curriculum software and support in use

2. College Issued Device

The College Issued Device Program bundle for 2026 contains the following:

- o Microsoft Surface Laptop 7 14" Laptop
- o Surface connect charger
- o Neoprene Laptop Sleeve
- o Asset Management and Security Labels
- o Warranty
- o Insurance
- o On-site ICT Service

For more details, please refer to Appendix A and D.

3. Acceptable Use Agreement and Stewardship

Student Commitment
You must be aware of and abide by the 4-12 Acceptable Use Agreement.

For more details, please refer to Appendices A, C and D.

Major Guidelines for Use

3.1 Personal Use
As a school device, the laptop is a tool to support your learning at school and at home. It is not intended for use by other members of the family.

3.2 Travel
For safety and security reasons, it is advisable that the laptop be transported using the neoprene sleeve within the student school bag. It is not to be used while in transit to or from school.

Devices are to remain at the College or at home during periods of extended leave taken in term time and must not be taken away.

3.3 Care
The laptop is to be treated with care and stored in your bag when not in use. The laptop is to always remain in the neoprene case when not in use to prevent accidental damage.

3.4 Stickers and Permanent Markers

You are not permitted to place stickers on your laptop or mark it in any way, apart from a sticker with your name on it.

3.5 Software

Your laptop will have software installed. As the laptop will be attached to the College network, network security policies must be adhered to.

The College maintains the right to employ parental control features.

Software that is licensed to the College and is not part of the purchase package will be removed from the laptop at the completion of the College Issued Device agreement. This is necessary to comply with licensing laws.

Software applications that allow you to access the internet, online chat and email, should be used in a responsible manner. By reading and accepting the terms of these guidelines you and a parent/caregiver acknowledge this requirement.

The use of VPNs or security avoidance software is not allowed on school devices.

3.6 Additional Software

You are not permitted to delete any school-installed software applications or delete or rename any of the system or College folders.

You are permitted to add additional folders to assist with organising your work. In most cases, you will be able to connect your home printer and scanner without having to install additional software.

No additional security software should be added (antivirus or parental control) as these systems can interfere with the College systems.

3.7 Battery Charging

Laptops must be fully charged in readiness for each school day. A fully charged laptop is essential for your ability to engage in learning activities for the day. The laptop should only be charged with the adaptor provided.

3.8 At Home

The laptop may be used at home and connected to your home internet.

It is each student's responsibility to ensure that they do not access or download any inappropriate material. Parents/Caregivers are encouraged to supervise the proper usage of the laptop at home.

School-based email and access to the Rostrevor College network will still be monitored whilst using the laptop offsite.

The laptop should be stored safely when not in use and away from areas of heat and moisture.

3.9 Transporting and Securing the Laptop

You are expected to take full responsibility for securing your laptop both on and off-site. A laptop that is lost, damaged or stolen whilst in your care is your responsibility.

- o **Within the College:** When the laptop is not in use it is to be stored in line with teacher directions.
- o **Outside of the College:** Laptops are to be kept in a secure location at home. Do not leave your laptop in unsafe locations, such as in a car.
- o **In-transit to and from the College:** Students are to bring their laptops to and from school each day in the case provided contained within their school bag.
- o **Camps and Excursions:** Laptops are to be kept secure at home or school for the duration of the event.

3.10 The Laptop Screen

The laptop screen is susceptible to damage. The device should not be twisted or bent as this may cause the screen to crack.

3.11 Placement

When in use, the laptop should be placed centrally on a table or desk. The laptop must not be carried around whilst the screen is open.

3.12 Data Backup

Students are expected to save their work in the school-provided OneDrive synced folders. The OneDrive account is accessible on any device and in any location with an internet connection. USB drives or the laptop desktop are not considered a reliable backup medium. Loss of data resulting in late submission of assessment tasks and classwork will not be deemed an appropriate excuse for non- submission/completion of coursework.

3.13 Cleaning, Maintenance and Care

You are responsible for ensuring your laptop is kept clean. The laptop screen can be gently wiped with an alcohol-based screen wipe.

3.14 Warranty and Repair

The laptop is covered by a three-year accidental damage warranty, whilst you are a student at the College. Non-accidental damage or loss is not covered under warranty. Please refer to Appendix D for further information.

3.15 Loss or Damage of Laptop

If the laptop is lost, stolen or damaged, you must report this to iCare immediately.

An Incident Report Form must be completed. These forms are available from iCare upon request.

If the loss or theft occurs outside of the College, a parent/caregiver must inform the police promptly and you will be given a Police Event Number. This number will be required on the Laptop Incident Report Form. Personal information from you may be required by the College or the police where appropriate. Action in response to damage or loss will be determined by the College.

4. Technical Support

Rostrevor College Onsite Support

Rostrevor College has a team of IT professionals (iCare) who are onsite to provide you with technical support for your laptop. If you encounter any issues with your laptop during the school day, you can speak to an IT technician by taking your laptop to the iCare help desk.

iCare can help you with problems including wireless connectivity, email, network and internet access. printers and general software faults.

iCare Opening Hours

Monday- Friday 8.00am – 4.30pm

iCare is located in the Administration Building (Access via the Valley)

5. Information and Communication Technology (ICT) Policy and Procedures (2025)

Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video.

Students have the right to learn in a safe environment, including when they have access to ICT to enhance their learning. Rostrevor College is committed to the responsible and educational use of ICT and to the protection of students by providing secure access to these services as part of their learning experience.

It is our policy that:

- the use of ICT be managed through a "whole-of-College community" approach involving students, staff and parents/carers
- ICT education strategies be implemented within the College on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/carers to ensure appropriate use
- staff establish positive role models in use of ICT
- appropriate use of ICT
- our ICT policy is reviewed on an annual basis against best practice

5.1 ICT Misuse Prevention Strategies

The College recognises that the implementation of ICT misuse prevention strategies is the most effective way of eliminating, or at least minimising incidents of misuse of ICT within our community.

This includes:

- a structured curriculum and peer group support system that provides age-appropriate information and skills relating to ICT use to students over the course of the academic year

- education, training and professional development of staff in appropriate ICT use

- the regular provision of information to parents/carers to raise awareness of inappropriate use of ICTs as a College community issue

- the promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers

- all student login details and passwords are to be kept confidential to prevent others accessing their accounts

- access to College networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection.

Prevention of inappropriate usage by students including:

- participation in non-educational activities such as the purchase and/or sale of products or services
- illegal activities such as threatening the safety of others or engaging in criminal activity
- tampering with or damaging computer hardware or software
- making, installing or downloading copies of software that is not licensed by the College
- any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of ICTs and suspected technical security breaches must be immediately reported for investigation
- appropriate copyright clearance is sought, and the source of any information used or published is acknowledged, to avoid plagiarism
- the College reserves the right to monitor, traffic and review all content sent and received on the College systems
- breaches of acceptable usage of ICT will result in disciplinary action
- regular risk assessments of inappropriate ICT use within the College

6. Cyber Safety and Privacy Protection Policy (2025)

Rostrevor College recognises its duty to students to provide a safe and positive learning environment which includes the responsible use of information and communication technologies.

It is our policy that:

- cyber safety be managed through a "whole-of-College community" approach involving students, staff and parents/carers
- cyber safety and cyberbullying prevention strategies be implemented within the College on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/carers to recognise cyber safety issues and respond appropriately
- cyberbullying response strategies be tailored to the circumstances of each incident
- our bullying prevention, intervention and cyber safety strategies are reviewed on an annual basis against best practice.

7.1 Cyber Safety

Cyber safety refers to the safe and responsible use of information and communication technologies. This includes privacy and information protection, respectful communication and knowing how to get help to deal with online issues.

Rostrevor College recognises that the implementation of whole of College cyber safety strategies is the most effective way of minimising risks related to our students engaging in online activity.

The following initiatives form part of our overall cyber safety strategy within the College:

- a structured curriculum and peer group support system, that provides age-appropriate information and skills relating to cyber safety (including cyberbullying) to students over the course of the academic year
- education, training and professional development of staff in cyber safety strategies
- regular provision of information to parents/carers to raise awareness of cyber safety as a College community issue. This will equip them to recognise signs of cyber safety risks, as well as to provide them with clear paths for raising any concerns they may have relating to cyber safety and/or cyberbullying directly with the College

- promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers

- promotion of responsible bystander behaviour amongst students, staff and parents/carers (this may occur where a bystander observes inappropriate online behaviour either being perpetrated by, or targeted at, a student

- regular risk assessments of cyber safety within the College are undertaken by surveying students to identify cyber safety issues

- records of reported cyber safety incidents are maintained and analysed, to identify systemic issues and to implement targeted prevention strategies where appropriate

- promotion of student cyber safety awareness by participating in relevant cyber safety related events.

7.2   Monitoring at School
All College Issued Devices are actively monitored for inappropriate images, malicious links, spam and other security threats. All concerns are logged and investigated.

7.3 Monitoring at Home
It is important that parents/caregivers understand that the internet filter employed at the College does not extend to the home and that they need to provide for their child's online safety in the home. Whilst controls provide an ability for the College to monitor students' usage of their laptops, the College strongly suggests parents/caregivers apply appropriate levels of supervision when the laptop is used in the home.

We advocate that laptop use should be in an area of the home where the screen can be viewed by a parent/caregiver and that its use not be permitted in your child's bedroom.

APPENDIX A: Rostrevor College Laptop User Guide

Learning technologies resources are available to Rostrevor College students. Rostrevor College email accounts are provided for each student for use in curriculum-related activities and communication with teachers. The smooth operation of the school computer network relies on the proper conduct of the users who must adhere to the following agreement.

As a responsible user, you agree that:

The Rostrevor College email accounts, blogs, personal web pages or any other computer-based material are not private and may be viewed by staff at any time.

1) I will log onto the Rostrevor College network using only my own personal username and password provided by the College.
2) I will take care to check the source and reliability of any information obtained from the internet.
3) I will treat all learning technologies with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in the cancellation of my user rights and further disciplinary action.
4) I will not modify the application or operating system software provided on my laptop.
5) I will not access or store offensive images or audio on my laptop or other digital storage devices.
6) I will abide by copyright law by not copying and redistributing another's work and will acknowledge the owners of copyright works.
7) I will not use digital technologies to harass or bully another student.
8) I will fully charge my laptop each evening in preparation for the next school day.
9) I will regularly backup my data files stored on my laptop.
10) I will keep my laptop in the supplied protective case at all times.
11) My parents/caregivers will be aware of and monitor my use of computers and the internet at home as this is not the responsibility of the College.
12) I will promptly report any damage to the hardware and/or software to iCare staff.
13) I will keep my laptop clean and free of graffiti and stickers, except for a sticker with my name on it.
14) I will take all reasonable precautions to ensure that my laptop is not lost or damaged.
15) I have read and will abide by the 4-12 Acceptable Use Agreement for Laptops.

APPENDIX B: Laptop Support

Device Familiarity and distribution
Year 4 2026
Laptops will be distributed to Year 4 students at the beginning of the school year, accompanied by the necessary forms for parents or guardians. This ensures students receive their devices in a structured setting and allows families to review and complete the required documentation. Year 4 students will initially keep their devices at school to ensure they become familiar with operating them effectively. This approach allows for guided practice in a supportive environment, helping students develop the skills needed to use their devices confidently and responsibly before taking them home.

Year 5 2026
Year 5 children are required to bring their College Issued Device to school from the previous year.

Digital Literacy
As a part of the General Capabilities of the Australian Curriculum, Digital Literacy encompasses the knowledge and skills students need to create, manage, communicate information and ideas and solve problems. It involves students learning how to use the manage and operate digital devices and systems and protect the safety of themselves and others in digital environments. In the Year 4 classroom, these skills are addressed through the content of various learning areas and activities.

SEQTA Learn
SEQTA Learn is an online platform used by students to access lessons, assignments, feedback and resources. Students have direct access to their timetables, class schedules and homework details as well as the ability to upload work. Designed as a central hub for information and resources, SEQTA Learn helps to foster student independence and accountability. As part of the College Issued Device Program, students will receive comprehensive training on how to use SEQTA Learn. This introduction marks the beginning of their SEQTA journey, which will continue all the way through to Year 12.

Training will be integrated into the classroom learning areas. Students will learn how to navigate the SEQTA Learn platform, access learning resources, submit assignments, and track their progress. Teachers will provide ongoing support and answer any questions students may have as they become familiar with the platform.

Managing and Operating Microsoft Office 365
Students will be introduced to the Microsoft Office Suite, focusing on fundamental management skills such as saving, organising and retrieving documents from networked OneDrive cloud space. Students will learn to use key applications such as Word, Excel, PowerPoint, and Teams. They will learn how to create and edit documents, spreadsheets, and presentation using key applications, as well as managing and operating content using appropriate conventions.

Accessibility tools
Accessibility tools in the Microsoft Office Suite will be used to support and enhance students' learning experiences. Tools like Immersive Reader will help improve reading comprehension for all learners by adjusting text size, spacing, and background colour, and can also read text aloud for students who struggle with reading. Dictation and voice commands allow students to write and edit documents using their voice, making it easier for those who have difficulty typing. The Accessibility Checker ensures that all documents and presentations are accessible to every student, promoting an inclusive learning environment. Screen readers provide audio descriptions of on-screen content for students with visual impairments, helping them navigate and understand the material.

Keyboarding Skills
Students will focus on developing their keyboarding skills, helping students become more efficient and confident in using technology for learning.

APPENDIX C: Classroom Procedures – Students and Teachers

To maintain consistency of the learning experience for students using College Issued Devices, a series of classrooms procedures have been established for teachers and students to use in the classroom.

1) Laptops are not to be left unattended. When not in use, laptops must be stored appropriately as directed by the teacher
2) There will be times, determined by the teacher, when it is not appropriate to use the laptop.
3) Laptops are to be brought to school fully charged every day (refer to Acceptable Use Guide and Stewardship).
4) Hardware or software issues that require technical support require the laptop to be taken to iCare at the teacher's discretion.
5) There will be times when tasks will be submitted online. Teachers will determine the method of submission of tasks.
6) It is essential that students make use of their Rostrevor College email account and access it daily.
7) When communicating online to teachers (eg - for further curriculum support) students will still need to follow appropriate 'etiquette' - that is, polite and realistic expectations.
8) Teachers will only be expected to reply to student emails during school hours. Any additional arrangements are at each teacher's discretion.
9) Teachers can perform random 'spot checks' to ensure that a laptop is being used appropriately.
10) Ensure that the sound volume on your laptop is set to a level that does not disrupt students and teachers around you.
11) Be honest and respectful of other students' files in shared places.
12) Show respect to any person (teacher or student) who is leading learning by closing or tilting the lid on your laptop.
13) Use the laptop to complete the appropriate activity rather than using it for your recreational enjoyment (e.g. - listening to music).
14) Use email only when you are asked to or during appropriate times.
15) Use the print preview. Consider the environment before you print.
16) Keep your laptop safe when not in use.

APPENDIX D: College Issued Device Program

Background
1) The College Issued Device Program is an integral component of education at the College.
2) All students who are enrolled in Year 4, 5 ,7 or 8 in 2026 will access the College Issued Device program.

General
1) In consideration of you paying the College the annual IT levy and signing the Receipt of Laptop Agreement, the College agrees to provide the student with the means of access to a College Issued Device (being the supply of the device and the services) for use by the student in accordance with the school policies.
2) Ownership and control of the device always remains with the College (even though the student has possession of the device). You agree to return the device to the College, if requested by the College.
3) You acknowledge that the software is licensed to the College and not to you or the student. You and/or the student must not modify the software.
4) The College reserves the right to recall the device (including upgrading software, inspecting it to check its operational performance and software, and ensuring that the device is being used only as provided).

Your Obligations
1) In relation to the care, use, repair and maintenance of the device and the services, you will ensure that the student is fully aware of, and complies with, school policies and College Issued Device Program Handbook and the R-12 Acceptable Use of Mobile and Laptop Policy. You will be responsible for any failure of the student to comply with the terms of this agreement.
2) The device and the services must only be used for the educational purposes required to enable the student to undertake the courses in which the student is enrolled at the College.
3) You must ensure that the student has the device available for each class he attends at the College.
4) You must ensure that the device is kept in good working order and is not defaced, damaged or lost.
5) You must not allow any repair, service or other work to be carried out on the laptop otherwise than as provided in the College Issued Device Handbook without the College's prior written consent.
6) You must ensure that:
    a) the software is not modified, copied, deleted or transferred for any reason at all, without the College's prior written consent.
    b) only software authorised in writing by the College is stored or otherwise loaded onto the device, including but not limited to the software.
    c) no illegal or illicit material or electronic data is stored, accessed via or otherwise loaded onto the device.
    d) the hardware case of the device is not opened and no additional hardware (including a video card, sound card, network card, modem or disk drive) is installed.
    e) you and the student take all steps that are reasonably necessary to prevent a virus from infecting the device (such steps include monitoring any data that is downloaded from the internet, or virus checking USB drives attached to it).
7) In the event the software is faulty, the College will reload the necessary software at no cost to you.
8) You are responsible for taking backups of all data stored on the laptop. The College is not responsible for the loss of any data on the device.
9) The College is not responsible for any claims, losses, injury and damage arising from the supply and/or use of the laptop and the services. Except for repairs, loss and damage not covered by warranty, the total cost payable each year will not exceed the amount of the annual levy.

Insurance

1) You must immediately inform the College if the laptop is lost, stolen or damaged. Where the laptop is stolen, lost or damaged, all relevant circumstances and other information required must be reported by you to the College. If required by the College, you must notify the Police of the incident and provide the College with the report prepared by the Police recording the incident. iCare staff will advise you of what action is required.

The College will insure the device, the cost of which is included in College fees. Should a claim be made in respect of the laptop and accepted, the first repair will be fully covered by the College.

- o **First repair** – no cost to families (covered by the College).

- o **Second and third repairs** – an insurance excess of **$150 per claim** will be charged.

- o **Any repairs beyond the third** – families will be responsible for the full cost.

A temporary device will be provided until the laptop is repaired or replaced.

If accessories are lost, they can be repurchased at the user's cost.

2) If a claim is not accepted and repair work is not covered by a Warranty, you will have to meet the College's costs in repairing or replacing the device. We will notify you of the estimated cost of the repair work or replacement and will then arrange for the laptop to be repaired or replaced, where appropriate. You will be charged the repair cost (parts and labour) or replacement cost.

Repairs, Loss and Damage Not Covered by Warranty and Not Insured

You understand and acknowledge that a claim may not be accepted in particular circumstances. These include:

Natural Disaster events	Damage caused directly or indirectly by flood, earthquake, natural disasters, atmospheric conditions (other than lightning or rainstorm).
Deliberate acts or omissions	Damage caused directly or indirectly by: • Fraud or criminal activity on your part • Unforeseen loss caused by you, or a person authorised to use your product • Any deliberate act or negligence by you or a person authorised to use your product.
Theft or unexplained loss	Damage caused directly or indirectly by theft, mysterious disappearance, unexplainable and/or unprovable loss event.
Wear and tear and scratching	Damage caused directly or indirectly by: • Wear and tear, marring, scratching or other cosmetic damage • Mechanical or electrical breakdown, discolouration, or any type of damage or failure that does not affect how the product functions • Gradual deterioration or dismantling of any part of the product or damage to any part whilst removed from its normal working position, rust or corrosion
Failure to service, clean and maintain	Damage caused directly or indirectly by damage caused by failing to take reasonable care to routinely service, inspect, adjust, maintain, or clean the product as recommended by the manufacturer.

Payment

1) The annual IT levy for College Issued Devices will be billed at the commencement of each academic year.
2) The annual IT levy sits outside any College tuition fee support that may be applied and is required to be paid in full.
3) The annual IT levy is a non-refundable payment. The College will not be required to refund part or all of the levy on termination of the student's enrolment.

Purchase of the Device

1) If a student departs from the College prior to completion of the three-year agreement, they may be offered the device for purchase at a price to be determined by the College. Acceptance of the offer must be made in accordance with the written notice of the offer from the College. When ownership passes to you, the device with be factory reset. Rostrevor College does not offer any ongoing form of warranty, support or software licensing.

2) At the end of the three-year period, families will have the option to purchase the device for a fee of $150.00, allowing it to be retained for personal use only. This fee includes a maintenance check, cleanup, and factory reset of the laptop.

Collection of New Device

Laptops will be distributed to students at school, accompanied by the Receipt of Laptop Agreement. A device cannot be issued without the signatures of the student and a parent/caregiver.

Components Provided Under the College Issued Device Program Agreement

1) **Detailed Description**
   - Microsoft Surface 7 Laptop 14"
   - Surface connect charger
   - Neoprene Laptop Sleeve