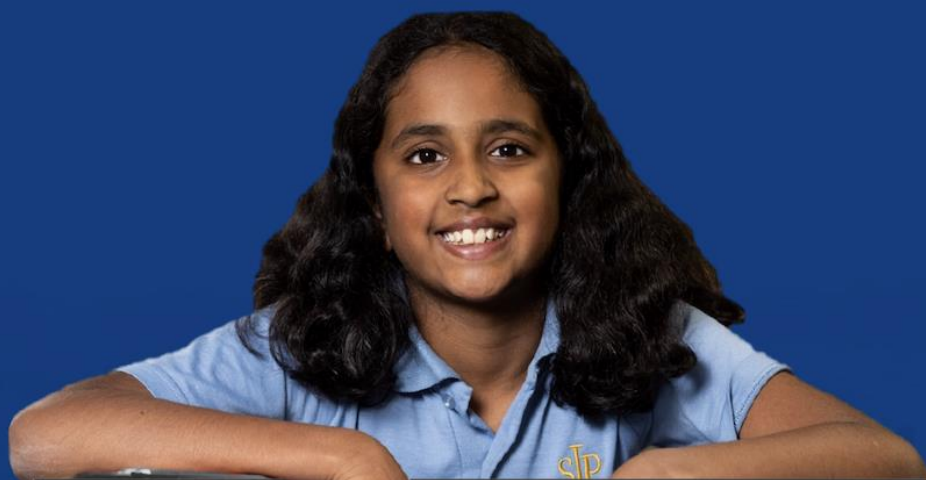


# 1:1 MacBook/iPad **POLICY**



**ST JOSEPH'S PAYNEHAM**



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### **VISION FOR LEARNING**

St Joseph's School is committed to constantly striving to provide our students with a future-focused education that is built upon higher-order thinking skills, incorporating problem solving, communication, creativity and innovation.

In an ever-increasing digital world, we must strive to ensure that our children are well equipped to take their place as leaders and positive contributors in our society. Our children's ability to manipulate and utilise the latest technologies available today will be integral to their future success in the workplace and contribution to their communities.

St Joseph's School is also committed to the ideals and beliefs of 21<sup>st</sup> Century learning, based around the three pillars of:

1. Providing contemporary classroom learning environments that provide greater versatility and flexibility in structuring the learning environment to cater to the needs of the children at the time.
2. Providing increased opportunities for children to integrate the use of technology into their day-to-day learning, which the 1:1 MacBook/iPad program will facilitate.
3. Teachers implementing 21<sup>st</sup> Century learning pedagogy in the classrooms, based around the use of 1:1 technology allowing for increased focus on research, collaboration amongst students, individualised and group learning, higher order thinking skills, open-ended tasks and problem solving, more creative solutions to tasks and enhanced presentation skills.

**The perceived benefits for the students of implementing this initiative include:**

1. Greater engagement and increased motivation to learn.
2. Increased flexibility to engage with the technology anywhere in the school.
3. The iPad/MacBook are small lightweight device and therefore, easy to carry and to use at the students' desks.
4. Both iPad/MacBook are tools that allows for greater personalisation and organisation of learning tasks.
5. The use of the iPad/MacBook as a collaboration tool in the classroom.
6. Enhanced opportunities for creative expression in solving tasks and the presentation of work.

## **WHAT IS A 1:1 DEVICE INITIATIVE?**

The 1:1 MacBook (laptop)/iPad initiative is an exciting opportunity to provide "anywhere-anytime. learning" for our students and to develop the ICT capabilities that are required for them, to be confident and competent digital citizens. Students will be engaged in learning activities which will enable them to construct knowledge, collaborate and communicate, problem-solve in a real-world context, be innovative and self-regulate their learning. At the same time, they gain valuable 21<sup>st</sup> Century skills that will be beneficial throughout their lives and careers.

## **AUSTRALIAN CURRICULUM**

The Australian Curriculum reflects young people are entitled to develop the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

Catholic Education is called to meet the challenges of learning in a digital age. Expressed in the words of Pope Francis, "The revolution taking place in communications media and in information technologies represents a great and thrilling challenge; may we respond to that challenge with fresh energy and imagination as we seek to share with others the beauty of God" (Pope Francis, 2014).

## LEASING

Ownership of all MacBooks/iPads remain the property of St Joseph's School for the duration of the program. St Joseph's School leases the devices; at the end of the lease, (3-year cycle) all devices must be returned in the original box with all accessories, to the School. At the end of our three-year lease, the devices are sent back to be sold. If a student leaves the school prior to the completion of their lease, they must return the MacBook/iPad and all accessories in its original box, to the school. Any damage to the MacBook/iPad will incur a repair cost. MacBooks/iPads must be in a reasonable condition with fair wear and tear. Cracked or damaged screens or casings will be repaired with the cost of the excess applicable paid by Parents /Caregivers.

New students to St Joseph's Payneham who enrol at the school after the MacBook/iPads have been assigned, will be given the opportunity to commence a lease for a MacBook/iPad soon after their commencement upon availability (conditions apply).

A condition of device lease is that the lease is paid via Direct Debit, or payment in full, up front. An agreement to lease must also be signed.

## LOSS, THEFT AND ACCIDENTAL DAMAGE

It is an expectation that students will handle their MacBook/iPad in a safe and responsible manner. Warranty faults and accidental damage will be covered by the school insurance policy. If any damage to a MacBook/iPad is determined to be deliberate, accidental, or deemed beyond normal wear and tear, and not covered by the manufacturer warranty, it will be the responsibility of the parent/caregiver to pay the repair/replacement/excess costs. MacBooks/iPads are always sent away for independent assessment of damage and quoted for repair.

Upon taking possession of the MacBook/iPad, parents/caregivers/students take responsibility for the care of the device and resulting repair costs, if any. Stolen/lost devices must be reported immediately to the police and the school must be provided with a report number. Please note theft, accidental loss or accidental damage insurance is covered within Australia only. All repairs must be carried out through the IT department at St Joseph's School. All MacBooks/iPads are fitted with a protective cover upon being issued. Do not attempt to remove the cover as incorrect removal can lead to damage.

Note: The manufacturer device warranty is void if attempts are made to change the hardware configuration of the device in any way. If this occurs, all costs of repair to the device will be the responsibility of the parent/caregiver.

## INTERNET USAGE

Students can access the internet through the school's wireless local area network whilst on site. This is monitored and subject to strict filtering. Students are reminded that inappropriate download attempts can be detected when the devices are connected to the school's wireless network. This could result in breaches to the St Joseph's School ICT Policy and subsequent disciplinary action. Parents/caregivers need to carefully consider how they allow access to the internet at home. Please refer to *iParent*, a website that provides online safety resources targeted to the specific needs of parents and caregivers: <https://www.esafety.gov.au/parents>

External networks (3G/4G hotspots) are not permitted whilst students are on school grounds. All internet access is provided by the school through password-protected wireless access points. Phone tethering and sim-related dongles are not to be used on the school site.

## **VIRUS PROTECTION**

No computer is fully safe from malicious malware. Whilst Apple's built in security features of OS X (software updates) go a long way to reducing the risk of a malware attack, they are not and never will be complete protection. Malware is a problem of human behaviour, not machine behaviour, and no technological fix alone is going to solve it. Trusting software to protect you will only make you more vulnerable.

The best defence is always going to be your own intelligence. The threat therefore amounts to a battle of wits between you and internet criminals. If you're better informed than they think you are, you'll win. That means, in effect, that you always stay within a safe harbour of computing practices. How do you know when you're leaving the safe harbour? Below are some warning signs of danger.

- *Using software from an untrustworthy source.*
- *Using software that is plainly illegal or does something illegal.*
- *Unsolicited offers of advice from strangers.*
- *Unexpected events i.e., automatic download of a file.*
- *Looking for help in the wrong places.*
- *Be wary of opening unexpected emails and attachments.*

## **INAPPROPRIATE USE**

The school's IT services maintain computers and the school's network so that they operate effectively, and that resources needed are available. This ensures that the school's computers operate in a consistent way. The following guidelines are outlined to ensure all users can access the latest resources available with the latest technology in an acceptable and safe learning environment.

- Users will avoid websites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way.
- Engaging in social media discussions or downloading files is not permitted unless forming part of legitimate class activity guided by the teacher of that class.
- Inappropriate use of the internet and email is a serious matter and can have significant consequences i.e., sending a message over the internet using someone else's name.
- Passwords should remain confidential. No user should log-on as another student using their password or use of a computer that is logged onto the network with another student's log-on credentials.
- Do not remove files or folders that have been installed to the network.
- Do not engage in cyber-bullying or e-crime.
- Under privacy legislation it is an offence to take photographs or video of

individuals without their expressed permission and place this media content on the internet or in the public domain. Therefore, the taking of images or video with a device is strictly forbidden.

It is a requirement of St Joseph's that any student device can only be used in designated lesson time at the direction of that teacher. Devices must be stored securely in the student's bag and/or classroom, closed at recess and lunch breaks. Devices are not to be used at this time unless under teacher supervision/discretion.

Should a student use their device in an inappropriate way or breach St Joseph's ICT Policy, sanctions may occur.

## **Non-School Applications, Games and Music**

St Joseph's does not allow the installation of non-school recommended applications, games, music and files on these MacBooks/iPads.

## **Microsoft Office 365**

Students will have access to the Cloud Based Service, Microsoft Office 365. Students will have access to Microsoft Office Suite on their MacBook Air/iPad, as well as new innovations including OneDrive, a tool which will allow students to access their saved files from school, home and anywhere they have a stable internet connection.

Students will also have remote access to shared resources and will have the ability to collaborate with other students on documents using Microsoft Word, PowerPoint and Excel. Students may use the internet and Cloud Based Services for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or property and students must not access inappropriate material. This includes, but is not limited to:

- Support others by being respectful in how students communicate with each other and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate, hurtful or threatening online behaviour).
- Not knowingly create or send any viruses, worms, Trojans or anything similar.
- Not tamper or interfere with the Cloud Computing Services.
- Obtain permission (where applicable) to establish contact with participants not associated with the school.
- Not use non-approved file sharing technologies (i.e., Torrent).
- Not use non-educational related streaming video and audio.

ICT support staff, through the Catholic Education Office, monitors the use of all internet activity at school. While St Joseph's School will make every attempt to provide a safe and secure online learning experience for students, internet filtering is not 100% effective, and it is not possible to guarantee that students will not be exposed to inappropriate material unintentionally. Internet traffic is monitored and students making unreasonable downloads or inappropriate use of a school device will be held accountable.

## **'Frequently Asked Questions'**

- 1. What will be the cost to lease/hire a laptop/iPad?**  
The cost will be \$300 for a MacBook Air and \$200 for an iPad (per year). This fee has been heavily subsidised by the school.
- 2. What would the laptop/iPad lease/hire fee cover?**  
MacBook Air/iPad with cover/case, protective screen (iPad), full warranty, all software and licenses, insurance (\$250 excess) and technical support onsite and remotely. Does not include headphones and mouse.
- 3. Can families purchase the laptop/iPad at the end of the lease period?**  
Only at the end of the three-year period (fee to be determined at the time).

**4. When is the payment due?**

The laptop/iPad fee will be invoiced at the beginning of the year. Payment can be made upfront in full, or via direct debit over three equal payments on 5 February 2024, 5 May 2024 and 5 July 2024. The first instalment will need to be paid by 5 February 2024, prior to the laptop being made available to students in Week 2 of Term One. If payments are declined, equipment will need to be returned until payment is made.

**5. What does the warranty cover?**

Apple warranty covers the Apple-branded hardware product and any Apple-branded accessories contained in the original packaging against defects in materials and workmanship when used normally.

**6. If the laptop/iPad is damaged (either at home or at school) and a claim upon the insurance policy is taken out by the school, what is the family's obligation? How much will the excess be?**

Parents/caregivers will be asked for the full excess of \$250 for the MacBook and \$100 excess for the iPad. The school will always notify families when a laptop/iPad is presented as damaged.

**7. If the laptop/iPad is lost or stolen at home what happens?**

Parents/caregivers will report the device missing to police and present a police report number to the School. Parents will be asked for the full excess.

**8. Why did the school choose Apple MacBook/iPad rather than another device?**

MacBooks/iPads represent best technology available at present for security, virus protection, speed, ease for children to use, multimedia capabilities and access to Apple best practice programs. Additionally, we are also an Apple Mac School.

**10. Why is the school implementing this program?**

The school believes that providing students with individual devices fosters personalised learning, encourages digital creativity, and equips them with essential skills for the modern world.

**11. Why introduce the 1 to 1 device initiative in Year 4-6?**

St Joseph's School believes that by introducing the device initiative at this stage, it will help students become familiar with technology and develop their digital literacy skills. In today's digital age, being proficient with technology is crucial for success in various fields. By providing Year 4-6 students with devices, the school aims to equip them with the skills needed to navigate and utilise digital resources more effectively. By also introducing it to our Year 4 students they will have the devices for exactly 3 years (the life of the lease).

**12. How much time will the students spend on the devices during class time?**

The devices will be used at diverse times during the day, for different lessons, depending on the learning requirement and intent. The laptops/iPads are not used at the expense of other learning experiences such as speaking, listening, writing, reading/researching through books, etc. In fact, devices are used in conjunction with these activities.

**13. How much training and development will occur to prepare teachers for the proposed rollout?**

All our teaching staff are already involved in training and development in both the Digital Technologies curriculum and ways in which to use technology to enhance student engagement and outcomes. It will continue to be a focus in professional learning for staff.

**14. How will my child benefit from having their own laptop/iPad?**

Your child will have access to digital resources, interactive learning materials, and educational apps tailored to their curriculum. This personalised approach enhances engagement and helps them develop critical thinking and problem-solving skills.

- 16. Is the proposed laptop/iPad program compulsory?**  
No, keeping the laptop and iPad programs optional respects the financial diversity and/or wishes of families. It promotes and encourages a positive and cooperative relationship between schools and parents/caregivers.
- 17. Are there going to be educational programs provided on the laptop?**  
Yes, the school will purchase licenses for different programs used in different year levels which are loaded on all computers and children can use at home.
- 18. Can my child download games/applications onto their laptop/iPad?**  
No, your child won't be allowed to download games/applications on the school devices.
- 19. Can students bring their own device from home?**  
No – the 1 to 1 proposed laptop/iPad program leasing arrangement allows all students to be using the same devices with current software and licenses, the same warranty and insurance and security. This scheme allows teachers to manage class work without issues.
- 20. How will the laptops/iPads be identifiable?**  
Student names and unique codes will be on each unit to identify the owner.
- 21. Can student laptops/iPads be personalised?**  
As the devices are technically the property of the school, they are not to be altered or personalised in any way that is not completely irreversible. The barcode and name on the bottom of the device should not be altered. The protective carry case may be appropriately personalised to promote easy identification. If the device is not in reasonable condition upon its return, a cost will be incurred to the family.
- 22. Will devices be checked for inappropriate material?**  
The devices will not be specifically scanned for inappropriate software. However, if a student is detected with inappropriate material or virus-related software, the family will be contacted, the unit will be re-imaged, and follow-up from school leadership to occur.
- 23. Do the laptops/iPads get system and software updates?**  
Microsoft/Apple Updates will be automatically pushed out to each device using our Jamf Management software. These updates will be scheduled to not conflict with student use. Students will not be permitted to install software on the MacBooks or iPad.
- 24. Will an internet filter be installed on the laptop/iPad?**  
School filters are active while at school on our network only. Whilst there will not be specific filters installed on the devices, Microsoft 365 Defender is included in our Microsoft 365 licensing and should protect the students and their devices from viruses and Malware both at home and at school to a degree. Parents/caregivers must monitor student internet use while at home. We always encourage parental supervision.
- 25. Where will laptops/iPad be stored during the day?**  
During the school day when the devices are not being used (play times, etc.), the devices should be securely stored in the child's classroom. The device must be properly powered off prior to storage to preserve battery life and to prevent heat build-up.
- 26. Can students bring the laptop/iPad home during the school holidays?**  
Yes, with the exception of the Christmas break, when laptops are returned to the school for cleaning, etc.



**27. If we go on an overseas holiday, can the laptop/iPad be brought with us?**

The laptop/iPad must remain in Australia. Warranty and insurance will not be covered if the device is taken outside of Australia.

**29. What happens when my child graduates or leaves the school?**

The device will need to be returned to the school in good working order (an option will be made available to purchase item at end of three-year period only).

**30. If I choose not to take up the offer of leasing a MacBook or iPad by the due date of acceptance, can I take up the offer later in the year?**

A specific deadline will be set for families, to indicate their decision regarding participation in the program. If parents/caregivers choose not to take up the offer by the due date for leasing a device, they will need to wait until the next academic year to join the program. The exception to this rule is for children who transfer from another school during the year. This policy will be in place to ensure efficient allocation of resources and to minimise disruptions during the school year.

**31. If I lease a MacBook or iPad when my child is in Year 5 or Year 6, can I purchase the device after 1 or 2 years?**

The decision to restrict the purchase of a laptop or iPad to the end of a three-year lease period for families is influenced by a number of factors:

- **Contractual Agreements**
- **Upgrades and Replacement Cycle**
- **Support and Warranty**

The lease agreement may include an option for parents to pay off the remaining balance and own the device outright before the end of the three-year period if they want.

## **Agreement to Lease an iPad from St Joseph's School, Payneham**

I \_\_\_\_\_ agree to lease an iPad for  
my child \_\_\_\_\_, in year level \_\_\_\_\_ for 2024,  
and adhere to the following conditions:

- I will notify the school immediately if the iPad is not in working order.
- I will notify the school immediately of any damage caused to the iPad.
- I will ensure that my child takes due care to protect the device by ensuring that they carry the iPad appropriately.
- I will not attempt to repair or have the iPad repaired.
- I will return the iPad to the school at any time it is requested for updating or maintenance.
- If my child is leaving the school, I will return the iPad one week prior to the final day.

- I will ensure the iPad, charger and accessories are all returned in good clean condition to the school. (Failure to return on time will result in an extra month being invoiced.)
- The iPad and accessories must be returned in good working order at end of agreement term and pass a health-check by an Apple technician or fees may be charged.
- **The protective cover and screen protector are NOT to be removed or tampered.**
- **Should the protective cover or screen protector be damaged, I understand that I will be invoiced at full replacement cost.**
- In the event that an iPad requires repair due to accidental damage or misuse, an **amount of \$100 insurance excess** may be charged to my family.
- iPad chargers are NOT to be brought to school.
- Damage to chargers will be invoiced the replacement cost of the charger, unless covered under the warranty.
- I understand that I will either pay the lease amount upfront, or make 3-instalments via direct debit, by the allocated dates.
- Failure to pay may result in the iPad being returned to the school.
- The iPads are NOT covered under insurance outside of Australia. iPads under this agreement are NOT allowed to leave Australia.
- iPad will need to be brought to school each day fully charged. A replacement device may not be provided on the day if students forget to bring their device to school.

#### Equipment

The package includes an iPad, charger, keyboard, protective cover, carry case and screen protector.

#### Equipment state

Please note any marks, scratches or existing damage.



#### Agreement Particulars

**Payment upfront in full: \$200 per year (over 3-years)** Due by: 5<sup>th</sup> February 2024

**OR**

**3 instalment of: \$66.66 per instalment (over 3 years)** [via Direct Debit Only – please complete attached form/s]

Due: 5<sup>th</sup> February 2024

5<sup>th</sup> May 2024

5<sup>th</sup> July 2024

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

### Agreement to Lease a MacBook Laptop from St Joseph's School, Payneham

I \_\_\_\_\_ agree to lease a MacBook for my  
child \_\_\_\_\_ in year level \_\_\_\_\_ for 2024,

and adhere to the following conditions:

- I will notify the school immediately if the laptop is not in working order.
- I will notify the school immediately of any damage caused to the laptop.
- I will ensure that my child takes due care to protect the machine by ensuring that they carry the laptop appropriately i.e., lid closed.
- I will not attempt to repair or have the laptop repaired.
- I will return the laptop to the school at any time it is requested for updating or maintenance.
- If my child is leaving the school, I will return the laptop one week prior to the final day.
- I will ensure the MacBook, charger and shell are all returned in good clean condition to the school.

Failure to return on time will result in an extra month being invoiced.

- I understand the laptop and accessories must be returned in good working order at end of agreement term and pass a health-check by an Apple technician or fees may be charged.
- **The protective shell is NOT to be removed or tampered.**
- **Should the protective shell be damaged, I understand that I will be invoiced at a full replacement cost.**
- In the event that a laptop requires repair due to accidental damage or misuse, an **amount of \$250 insurance excess** will be charged to my family.
- Laptop chargers are NOT to be brought to school.
- Damage to chargers will be invoiced the replacement cost of the charger, unless covered under the warranty.
- I understand that I will either pay the lease amount upfront, or make 3-instalments via direct debit, by the allocated dates.
- Failure to pay may result in the laptop being returned to the school.
- The laptops are NOT covered under insurance outside of Australia. Laptops under this agreement are NOT allowed to leave Australia.
- MacBook will need to be brought to school each day fully charged. A replacement device may not be provided on the day.

#### Equipment

The package includes a MacBook Air, charger, carry case and protective shell.



#### Equipment state

Please note any marks, scratches or existing damage.

#### Agreement Particulars

**Payment upfront in full: \$300 per year (over 3-years)** Due by: 5<sup>th</sup> February 2024

**OR**

**3 Instalment of: \$100 per instalments (over 3-years)** *[via Direct Debit Only – please complete attached form/s]*

Due: 5<sup>th</sup> February 2024

5<sup>th</sup> May 2024

5<sup>th</sup> July 2024

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

## School Responsible Care Agreement for an iPad

St Joseph's School is excited to provide you with an iPad for your educational use. To ensure the proper care and handling of the device, we request your cooperation in following the guidelines outlined in this Responsible Care Agreement. By accepting and using the iPad, you agree to comply with the terms and conditions stated below:

### 1. General Care:

Handle the iPad with clean hands.

Avoid eating or drinking near the iPad to prevent spills and crumbs.

Do not place heavy objects on the iPad.

Keep the iPad in a protective case provided by the school.

### 2. Transportation:

Always carry the iPad in its designated case or bag.

Do not expose the iPad to extreme temperatures or direct sunlight.

Avoid placing heavy objects on top of the iPad while it is in the bag.

### **3. Charging:**

Charge the iPad only with the provided charger and in appropriate outlets.

Do not overcharge the iPad; unplug it once fully charged.

Report any issues with the charger immediately to the school's IT department.

### **4. Operating Environment:**

Use the iPad on a clean, flat, and stable surface.

Keep the iPad away from liquids, including water bottles and other beverages.

Do not expose the iPad to humid or dusty environments.

### **5. Software and Updates:**

Do not attempt to install or remove any software on your iPad.

Keep the iPad's operating system and applications up to date as per school instructions.

### **6. Internet Usage:**

Use the school-provided internet connection responsibly and for educational purposes only.

Do not download or access inappropriate or harmful content.

Do not engage in any form of cyberbullying or online harassment.

### **7. Reporting Damage or Loss:**

Report any damage, malfunction, or loss of the iPad immediately to the school authorities.

Accidental damage or loss due to negligence may result in repair or replacement fees.

### **8. Security and Passwords:**

Do not share your login credentials or passwords with anyone.

Lock the iPad when not in use and log out of all accounts.

Report any security concerns to the school's IT department promptly.

### **9. Respect for Others:**

Use headphones when listening to audio or watching videos.

Be mindful of others' privacy and do not attempt to access their files or accounts.

### **10. End of Use:**

Return the iPad, along with all accessories, in the same condition as when received, at the end of the school year or upon leaving the school.

Delete all personal data and files from the iPad before returning it.

By using the iPad provided by St Joseph's School I acknowledge that I have read and understood the terms of this Responsible Care Agreement. I agree to adhere to these guidelines to ensure the proper care and functioning of the device.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **School Responsible Care Agreement for a MacBook**

St Joseph's School is excited to provide you with a MacBook for your educational use. To ensure the proper care and handling of the device, we request your cooperation in following the guidelines outlined in this Responsible Care Agreement. By accepting and using the MacBook, you agree to comply with the terms and conditions stated below:

### **1. General Care:**

Handle the MacBook with clean hands.

Avoid eating or drinking near the MacBook to prevent spills and crumbs.

Do not place heavy objects on the MacBook.

Keep the MacBook in a protective case provided by the school when not in use.

### **2. Transportation:**

Always carry the MacBook in its designated case or bag.

Do not expose the MacBook to extreme temperatures or direct sunlight.

Avoid placing heavy objects on top of the MacBook while it is in the bag.

**3. Charging:**

Charge the MacBook only with the provided charger and in appropriate outlets.

Do not overcharge the MacBook; unplug it once fully charged.

Report any issues with the charger immediately to the school's IT department.

**4. Operating Environment:**

Use the MacBook on a clean, flat, and stable surface.

Keep the MacBook away from liquids, including water bottles and other beverages.

Do not expose the MacBook to humid or dusty environments.

**5. Software and Updates:**

Do not attempt to install or remove any software on your MacBook.

Keep the MacBook's operating system and applications up to date as per school instructions.

**6. Internet Usage:**

Use the school-provided internet connection responsibly and for educational purposes only.

Do not download or access inappropriate or harmful content.

Do not engage in any form of cyberbullying or online harassment.

**7. Reporting Damage or Loss:**

Report any damage, malfunction, or loss of the MacBook immediately to the school authorities.

Accidental damage or loss due to negligence may result in repair or replacement fees.

**8. Security and Passwords:**

Do not share your login credentials or passwords with anyone.

Lock the MacBook when not in use and log out of all accounts.

Report any security concerns to the school's IT department promptly.

**9. Respect for Others:**

Use headphones when listening to audio or watching videos.

Be mindful of others' privacy and do not attempt to access their files or accounts.

**10. End of Use:**

Return the MacBook, along with all accessories, in the same condition as when received, at the end of the school year or upon leaving the school.

Delete all personal data and files from the MacBook before returning it.

By using the MacBook provided by St Joseph's School I acknowledge that I have read and understood the terms of this Responsible Care Agreement. I agree to adhere to these guidelines to ensure the proper care and functioning of the device.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please retain a copy of this agreement for your records.**

## DIRECT DEBIT REQUEST



**Request and Authority to debit the account named below to pay Catholic Church Endowment Society Inc**

<b>Request and Authority to debit</b>	Surname or company name _____ Given names or ACN/ARBN _____ ("you") <small>request and authorise Catholic Church Endowment Society Inc Debit User ID 113325 to arrange for any amount Catholic Church Endowment Society Inc may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].</small>
<b>Insert the name and address of financial institution at which account is held</b>	Financial institution name _____ Address _____
<b>Insert details of account to be debited</b>	Name of account (holder) _____ BSB number    _ _ _  -  _ _ _       Account number    _ _ _ _ _ _ _ _ _ _ _ _ _ _
<b>Acknowledgment</b>	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Catholic Church Endowment Society Inc as set out in this Request and in your Direct Debit Request Service Agreement.
<b>Payment Details</b>	<div style="margin-bottom: 5px;"><input type="checkbox"/> The first debit may be made on ____/____/____ and at weekly / fortnightly / monthly / quarterly / half yearly / intervals after that</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> Payment Amount is to be \$ _____ and/or as amended in accordance with written instructions provided by you.</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> This authority will remain in place until: ____/____/____ (or) : Written request to cancel/suspend payments is provided by you.</div> <p style="text-align: right;"><i>(please delete one of these options)</i></p>
<b>Please Tick</b>  Insert your signature, address and Telephone No	<div style="margin-bottom: 5px;"><input type="checkbox"/> I have received and read a copy of the Direct Debit Service Agreement</div> <div style="margin-bottom: 5px;">Signature _____ <small>(If signing for a company, sign and print full name and capacity for signing eg. director)</small></div> <div style="margin-bottom: 5px;">Address _____ _____</div> <div style="margin-bottom: 5px;">Date       __/__/__      Telephone No: _____</div> <div style="margin-bottom: 5px;">Child's Name _____</div>

**FOR OFFICE USE ONLY:**

<b>New Agreement    /    Amendment of Existing Authority No. _____</b>	
CDF Account Name _____	CDF Account Number: _____
Contact Person: <u>Helen Crosato</u>	Family Code: _____
<b>Date Posted:</b> _____	

**FOR CDF USE ONLY:**

<b>Date CDF Received:</b>  <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<b>Date Loaded:</b> <b>Loaded By:</b> <b>Authority Number:</b>
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**Request and Authority to debit credit card account**

request and authorise \_\_\_\_\_ to debit my credit card account as detailed below to pay my  
This authority remains in force until such time that I provide written instruction to amend or cancel this authority.

Expiry Dare      | | - | |

☐ The debits are to continue:      until further notice      OR      until      /      /

Date      /      /      Child's Name                     

Staff member (actioned by): \_\_\_\_\_