



eMind STUDENT MOBILE DEVICE CONTRACT

Student name: _____
Family name Given name Student id

Parent/Guardian name: _____
Family name Given name

Purpose

The Coomera Anglican College **eMind** Student Mobile Device Programme aims to improve students' learning experiences both in and out of the classroom. The College is providing students with the use of a personal mobile device to enhance their learning at home and at the College. It is expected and required of students that they make good decisions with regard to their personal use of technology. Parents and guardians are expected to assist their children in making good decisions regarding the use of technology.

Before being issued with an **eMind** Student Mobile Device the following must occur:

1. The student must attend an **eMind** Mobile Device Programme briefing session with a parent/guardian.
2. An **eMind** Student Mobile Device Contract must be signed by the student and the parent/guardian, and provided to the College (usually this will be done at the time of the **eMind** Student Mobile Device briefing session).

Students and parents/guardians must carefully read this Contract prior to signing it. Any questions should be addressed to the College and clarification obtained before the Contract is signed. Parents/guardians will be provided with a copy of the Contract.

eMind Student Mobile Device Contract

- I have read the **eMind** Student Mobile Device Contract.
- I understand my responsibilities regarding the use of the Mobile Device and the Internet.
- In signing below, I acknowledge that I understand and agree to the **eMind** Student Mobile Device Contract.
- We understand that failure to comply with the **eMind** Student Mobile Device Contract could result in the recall of the mobile device and/or loss of access for home use.
- I will not leave my mobile device in my locker overnight or during College vacation periods.
- I will ensure that my mobile device is secured in my locker (Senior Secondary) or class storage area (Junior Secondary) when not in use during the College day, when at sport, or when it is not in my possession.

Signature of student: _____ date: / /

Signature of parent/guardian: _____ date: / /

**PLEASE SIGN AND RETURN THIS PAGE TO THE COLLEGE AT THE TIME OF THE
eMind STUDENT MOBILE DEVICE BRIEFING.**

**eMind STUDENT MOBILE DEVICE PROGRAMME
PARENT/GUARDIAN OBLIGATIONS**

As the person enrolling the student at the College and in consideration of the College offering to lend a mobile device to the student, you will be responsible to the College as follows:

- In addition to the standard tuition fee, you will pay a per term Technology Levy. The current cost of the Technology Levy for students in Years 7 to 12 is \$85 per term. This levy may be increased for each subsequent year, at the College’s discretion, to reflect the costs of delivering the programme.
- The College will have all devices insured under its normal insurance arrangements, with the excess on that policy being \$750. Parents who wish to reduce the amount of the excess payable, are advised to include the value of the mobile device under your home contents insurance, and that the mobile device is noted on your policy. The hardware cost should be \$1,450.
- You will be required to pay for the repairs to the extent that they have not arisen from reasonable wear and tear and to the extent that they are not covered by insurance.
- Where damage is assessed as being accidental, the cost of the repair may be passed on to 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.
- In the event of excessive damage or total loss of the device, you will be required to pay for any excess on the insurance policy.
- You must ensure that the student and any other persons who have possession of the mobile device comply with the conditions of use set out in the **eMind** Student Mobile Device Programme guidelines published by the College.

eMIND MOBILE DEVICE SUPPORT – CONTACT DETAILS

IT Support	8.00 am – 4.00 pm	Monday - Friday
<p>The IT Department is open during College term time and during holidays except public holidays and the December/January school closure period.</p> <p>IT Support Department Tel: 07 5585 9973 Email: esupport@cac.qld.edu.au</p>		

eMind Student Mobile Device Contract

1. Purpose

1.1. The eMind Mobile Device, including its suite of installed software and associated online College services, is provided as a powerful educational tool to enhance student learning both at the College and at home.

2. Equipment

2.1. Ownership

- 2.1.1. The College through its financiers retains ownership of the mobile device.
- 2.1.2. All material on the mobile device is subject to review by authorised College staff.
- 2.1.3. If the student leaves the College, the mobile device must be immediately returned to the College. In the event the device is not returned you will be billed the full cost of the device being \$1,450.

2.2. Damage or theft/loss of loss of equipment

- 2.2.1. All mobile devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the mobile device. It does not cover negligence, abuse or malicious damage.
- 2.2.2. Any problems, vandalism, damage, loss or theft of the mobile device must be reported immediately to the College and a witnessed statutory declaration signed by a parent/guardian must be provided. It is recommended that the mobile device is included in your household contents insurance and where possible to cover the mobile device whilst outside the home. This policy will be the first point of call for a claim arising from loss or damage. You will be required to pay for the repairs to the extent that they have not arisen from reasonable wear and tear and to the extent that they are not covered by insurance. You will also be required to pay for any excess on the insurance policy.
- 2.2.3. In the case of suspected theft, a report to police must be made by the family and a case/incident number provided to the College.
- 2.2.4. If a mobile device is damaged or lost through neglect, abuse or malicious act, the College will determine whether replacement is appropriate and/or whether the student retains access to a College mobile device for home use.
- 2.2.5. Students will be required to replace lost or damaged chargers, cases and accessories.

2.3. Substitution of equipment

- 2.3.1. When a mobile device is replaced all efforts will be made to replace it with one of similar age.

3. Standards for mobile device care

3.1. The student is responsible for:

- 3.1.1. Bringing the mobile device fully charged to College every day. Chargers must be left at home.
- 3.1.2. Taking care of mobile devices in accordance with College guidelines.

- 3.1.3. Adhering to College guidelines on acceptable use of online services, internet use and College equipment. This includes guidelines on equipment use, expected behaviour and relevant parts of the iLR and Raise Responsibility frameworks that form a central reference for all members of the College community.
- 3.1.4. Ensuring their use of **eMind** Mobile Devices and any other College resources is always legal, ethical and in line with the expectations of the College's wider community.
- 3.1.5. 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. Schoolwork should be backed up in at least two separate places, not including memory sticks used to transport data to and from the College. Primary backup location should be the student's College OneDrive. Student's personal data including photos and movies should be stored on a personal external storage device. Students must be aware that the contents of the mobile device will be deleted and the storage media reformatted in the course of repairs.

4. Acceptable computer and internet use

4.1. Students will

- 4.1.1. Not create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security.
- 4.1.2. Not bring any network connectivity device to the College that bypasses the College's internal control systems. This includes 3G/NextG/4G-type devices that connect to the mobile device either by plugging in or by connecting wirelessly.
- 4.1.3. Not disable settings for virus protection, spam and filtering that have been applied as part of the College's systems.
- 4.1.4. Ensure that communication through internet and online communication services is related to learning.
- 4.1.5. Keep passwords confidential and change them when prompted or when known by another user.
- 4.1.6. Use passwords that are not obvious or easily guessed.
- 4.1.7. Never allow others to use their personal College account.
- 4.1.8. Promptly tell their supervising teacher if they suspect they have received a computer virus or spam (unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- 4.1.9. Never send or publish:
 - Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - Anything that is threatening, bullying or harassing towards another person or makes excessive or unreasonable demands upon another person.
 - Sexually explicit or sexually suggestive materials or correspondence.
 - False or defamatory information about a person or organisation.



- 4.1.10. Ensure that personal use is kept to a minimum and internet and online communication services are generally used for curriculum and educational activities.
- 4.1.11. Use of unauthorised programs and intentionally downloading unauthorised software, media or music that is not associated with learning is not permitted.
- 4.1.12. Never damage or disable computers, computer systems or networks of the College.
- 4.1.13. Students will immediately report any eMind mobile device damage to their classroom teacher or IT Helpdesk.
- 4.1.14. Ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose, and
- 4.1.15. Be aware that all use of internet and online communication services can be audited and traced to the accounts of specific users.

4.2. Privacy and Confidentiality

4.2.1. Students will:

- Never publish or disclose the email address of a staff member or student without that person's explicit permission.
- Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

4.3. Intellectual Property and Copyright

4.3.1. Students will:

- Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- Ensure that permission is gained before electronically publishing users' works or drawings.
- Always acknowledge the creator or author of any material published.
- Ensure any material published externally to the College, including on the Internet
 - Has the approval of the Principal or their delegate and
 - Has appropriate copyright clearance.

4.4. Misuse and Breaches of Acceptable Usage

4.4.1. Students will be aware that:

- They are held responsible for their actions while using internet and online communication services.
- They are held responsible for any breaches caused by them allowing any other person to use their College computer account to access internet and online communication services.



- The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

5. Monitoring, evaluation and reporting requirements

5.1. Students will report:

- Any internet site accessed that is considered inappropriate.
- Any known security concerns, identified on the College network.
- Any suspected technical security breach involving users from outside the College.

5.2. Students also understand that:

- 5.2.1. In cases involving either College equipment or the use of network services, authorised College staff members are able to track and view communications including the content and transport information of email, social network service messages and other forms of electronic communications as required.
- 5.2.2. Authorised staff may inspect **eMind** Mobile Devices and any other device that students bring to the College in order to audit digital files for inappropriate content, hazardous viruses, other malware and illegal software.

Additional Information

The **eMind** Student Mobile Device Programme relies on a technology levy of \$85 per term for each student loaning a mobile device. This levy enables the College to make available the educational benefits of an enterprise grade, high performance student mobile device combined with a wide range of professional standard software for a fraction of the retail price of a similar mobile device and software. The information below compares some of the major costs associated with providing an **eMind** Mobile Device with the cost for the equivalent hardware and software if purchased outside of the College. These costs do not include the College server and network infrastructure costs. Retail costs are approximate.

	Coomera Anglican College cost per Mobile Device	Retail cost
Mobile Device with 3 Years Warranty	\$1,450	\$1,450
Carry Bag	Included in the Mobile Device price	\$60
Accidental Damage Insurance		\$300
Software Licencing	\$500	-
Operating system (MS Windows Enterprise Edition)	Included in licencing above	\$450
Office Software (MS Office Pro – includes Word, Excel, OneNote, PowerPoint, Access, Outlook and Publisher)		\$800
Design and Graphics Software (Adobe Web Premium Suite)		\$2,000
Cyber Safety, Security and Antivirus Software		\$270
Mobile Device Tekskin Cover (Includes identifier and barcoding).	\$18	Not relevant for retail purchase
Helpdesk (based on 3 hours over the life of the device)	\$100	\$240 - \$360
Approximate Total	\$1,868	\$5,570-\$5,690