

Prescott College Southern ICT Handbook (2027)

Students from year 7 to 12 are required to have a device available every day of the school year. Students have the option of using either a school provided Chromebook or bringing their own device (BYOD.) This document contains Prescott College Southern's policy regarding the following.

- School provided Chromebooks
- BYOD (Bring your own device) Policy
- Internet Usage Policy

This document will be reviewed and revised annually.

School Provided Chromebooks

From years 7 to 12, students are eligible to enter an agreement with Prescott College Southern to take home a Chromebook for personal use.

There is no fee for entering into this agreement; this agreement remains valid for the duration of the student's enrolment at Prescott College Southern.

Prescott College Southern reserves the right to end this agreement if the contents of this document are not adhered to.

To be eligible, guardians and students must read and agree to the following

- Read the 'ICT handbook' (this document).
- Fill in and sign the 'Device Requirement Form'.

Chromebooks will be provided to the students in a three year cycle. A new Chromebook will be provided in both year 7 and 10. The same device will follow the student until replacement. Please note Chromebooks require a WiFi connection to function.

Students will be able to collect the Chromebook from the Library on the first and second school days of term 1. If not collected during this time the student will have to arrange with student reception for pickup. If the student already has an assigned Chromebook, they must hand in their current Chromebook, charger, and case when collecting their new Chromebook.

Under no circumstances will a Chromebook be handed out until the 'Device Requirement Form' has been signed by a guardian.

For student receiving a new Chromebook the IT department will issue the following.

- Chromebook
- Charger
- Always on protective case (must remain on the device at all times).

This school provided Chromebook, charger and case remain the property of Prescott College Southern.

Students are able to keep their Chromebook over the Christmas holidays (December and January.) If a student no longer attends Prescott College Southern the school provided Chromebook must be returned with Chromebook, charger and case prior to the student's final attendance. These can be handed into student reception. Chromebooks are recorded by both serial number and MAC address. If a Chromebook is not returned the cost of a replacement Chromebook will be charged.

Prescott College Southern uses a range of services from Google, Microsoft, Apple and other providers. Students will be given an @prescottsouthern.sa.edu.au email address. This email is property of Prescott College Southern.

Proper Care

It is the student's responsibility to look after the Chromebook at all times.

Chromebooks are to remain inside the provided case at all times.

Students are not to store pens, books or other items inside the Chromebook case.

The Chromebook must not be left unattended, otherwise it must be stored in a secure location (locked classroom or locker).

When charging the Chromebook only use the provided USB-C charger plugged into a surge protector.

Students are not to graffiti or decorate (including stickers) the Chromebook or case, Chromebooks remain the property of Prescott College Southern.

Damages

Prescott College Southern provides repair and replacement for accidental damage to school provided Chromebooks. In the event of significant damage, the guardian will be liable to pay a fee to cover the cost of a claim or repair.

Broken screen glass/LCD	\$150
Broken Charging port (motherboard replacement)	\$150
Lost/Stolen device	\$150
Replacement Charger	\$50
Replacement Carry case	\$40
Replacement Print Card	\$10
Replacement Stylus (500e only)	\$50

If a student intentionally damages a device full cost of repairs will need to be paid. This includes graffiti, vandalism and stickers.

If a device is lost or stolen please report it to the student reception as soon as possible so the device can be disabled. If a device has been lost or stolen a Police Incident Report needs to be filed with the South Australian Police.

<https://www.police.sa.gov.au/services-and-events/make-a-report-to-police/report-a-crime>

When damage has occurred, the student should take the Chromebook to student reception who will then contact the IT department. All damage should be reported as soon as possible. A temporary loan Chromebook may be issued to the student.

If a student intentionally damages a Chromebook or breaks a screen multiple times they may be given an older Chromebook.

Temporary Loan Chromebook

If a student has reported issues/damage with the school provided Chromebook or is having trouble with their BYOD device the IT department may issue a Chromebook on loan while the device is being repaired. This loan device is not to be taken home. Students need to return the loan device to student reception at the end of each school day. Loan Chromebooks will not be given out for flat devices, a charging bay is available for the student to use in student reception.

Internet Filtering

All devices connected to the school's network are content filtered and monitored. Prescott College Southern currently uses Palo alto and Linewize the primary filter. Bark.us is also used for content monitoring. Other filtering and monitoring tools are also used. Data for these services may be processed and stored off site.

Note all internet history is permanently logged. All Chromebooks are enrolled by Prescott College Southern. Students can only log into a Chromebook by using the assigned @prescottsouthern.sa.edu.au email address.

Parent / Guardian's Responsibilities

It is the guardian's responsibility to monitor usage of the device outside of school hours.

It is recommended that devices be used in common areas of the house under direct supervision.

Guardians are responsible for limiting access to the device outside of school hours.

Guardians are responsible in ensuring the laptop is used legally in regards to property rights (movies/games/music.)

If a student or caretaker discovers a method of bypassing the school internet filter or a way to gain access to inappropriate content please contact either the school administration or the IT department with details. itsupport@prescottsouthern.sa.edu.au

Guardians are liable for accidental damages caused by their child as described in the 'Damages' section of this document.

Guardians are liable in full for intentional damage caused by their child to the Chromebook, charger and case.

Please note Chromebooks will use internet data while connected to your personal network, guardians need to monitor their child's usage.

Student Responsibilities

- Students are responsible for bringing the Chromebook to school every day.
- Students are responsible for charging the Chromebook daily. Students are not to bring chargers to school.
- Students are required to follow the 'Internet Usage Policy' while connected to the school network.
- Students need to follow 'Proper Care' as described above.

BYOD (Bring your own device) Policy

Students may wish to bring their own device. BYO devices are entirely the responsibility of the student and guardians. Students will be given network access once they have signed and returned the 'Device Requirement Form'. This form can be handed into student reception.

Students bring their own device for use at Prescott College Southern at their own risk. Prescott College Southern will not be responsible for any loss, theft or damage while the device is at school or during a school-related activity.

The school's IT department will offer basic troubleshooting for BYO devices, this does not include operating system, software or damage repair. If a student is having difficulty with their BYOD the IT department will issue a Temporary Loan Chromebook when required. Students can request a school provided Chromebook if they no longer wish to use their own device.

Students are required to follow the 'Internet Usage policy' while connected to the school network. If a BYOD acts maliciously on the network it may be blocked from connecting to the network.

Minimum Requirements for BYOD devices

- Microsoft Windows 11
- Macintosh OSX 16 +
- 5GHz WIFI 802.11ac capable of WPA2 enterprise (WIFI 6 recommended)
- The device must have a keyboard.
- The battery must last all day on a single charge. Students should not bring chargers to school.
- It is the student's responsibility to make sure that they run adequate antivirus software.

Recommended BYOD specifications

- Processor i5 2.6GHz or equivalent
- 16GB Ram
- SSD Hard drive

Internet Usage Policy

- Devices are to be used for educational purposes only while connected to the Prescott College Southern network.
- Use of any device during the school day is at the discretion of teachers and staff. Students must use any device as directed by their teacher.
- Students are not permitted to connect their mobile phone to the school network.
- Students are not to circumvent or attempt to circumvent the school's content filter.
- Students are not to use malicious software or hacking tools. Students are not to use packet sniffers, P2P torrenting software or onion networking (TOR browser.)
- Students must practice appropriate online communication with administrators, teachers and other students.
- Students should set secure passwords, they are not to share passwords or accounts with others.
- Students are not to play unapproved games.
- Students are not to create or connect to a hotspot during school hours.
- The use of online video converters is prohibited.
- Students are not to stream, comment on engage or social media using their Prescott College Southern email account, or an alias that references Prescott College Southern. This includes sites such as YouTube, Facebook, Twitter, TikTok, Instagram and similar.
- Students should not upload or distribute photos/video of students or staff without receiving explicit permission from all people contained in the media and from Prescott College Southern's administration.
- Students need to abide by Australian copyright law. This includes the viewing or distribution of pirated games, movies and other media.
- Students must never publish or disclose the name, email address or other personal details/photos of a student or staff member without that person's explicit permission.
- Students must not participate in online bullying e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- Report any bullying, inappropriate content or other incidents that violate the internet usage policy to administration.
- If a student discovers a method of bypassing the school internet filter or a way to gain access to inappropriate content they should talk to a teacher, contact administration or contact the IT department with details. itsupport@prescottsouthern.sa.edu.au
- Students are responsible for backing up all data, Prescott College Southern recommends storing files in the student's Google drive.
- Students should not use third party websites that ask for access to the webcam or microphone outside of approved software used for class projects.

If a student does not adhere to the internet usage policy they may be referred to administration for discipline.

If a student (or device) acts maliciously on the network, they may be blocked from connecting to the network.