



John Wollaston

ANGLICAN COMMUNITY SCHOOL

1:1 ICT DEVICE PROGRAM 2021 INFORMATION FOR YEARS 3 to 9



BRIGHT FUTURES



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1. INTRODUCTION

Vision

The John Wollaston Anglican Community School (the School) community will make meaningful use of information and communications technology (ICT) to empower learners and to enrich and enhance learning experiences for all.

The School's 1:1 Device Program is a wonderful opportunity for our students in Years 3 to 9 to access and utilize the latest technology, empowering students to become literate, self-directed learners and productive members of a technology-oriented society.

2. RESPONSIBILITIES

2.1 THE ROLE OF STUDENTS

Students must use their Device in accordance with the overarching *ICT Appropriate Use Policy: Students*. A copy of this policy is to be signed and returned by the student and Parent/Guardian.

It is recommended that no additional software, games or applications be installed on the computer as this can affect performance. Any additional software that is installed must not be left open or visible whilst at School. This includes desktop icons or shortcuts showing on the taskbar. Students who do not adhere to this condition will be in violation of the *ICT Appropriate Use Policy: Students*.

2.2 THE ROLE OF PARENTS AND GUARDIANS

Parents/Guardians are expected to understand and discuss with their child the content of this information booklet and accompanying documents. Parents/Guardians are expected to monitor their child's home usage of the Device, to ensure information accessed is in accordance with the *ICT Appropriate Use Policy: Students*.

2.3 THE ROLE OF STAFF

School teaching staff will provide training and opportunity within the curriculum for students to use the Device as an educational tool. Staff will monitor how the students use the Device to ensure material accessed complies with the *ICT Appropriate Use Policy: Students*.

2.4 THE ROLE OF THE SCHOOL

The School commits to upholding the *ICT Appropriate Use Policy: Students* and providing appropriate physical and financial resources to enable safe, educationally relevant access to the Devices and suitable curriculum facilities for staff and students.

3. STUDENT DEVICE

3.1 THE DEVICE

The Device computer (the Device) will be a Windows based Laptop or equivalent.

The Device is for the sole use of the student to whom it is issued. It is to be used for the purposes of approved learning activities, which form part of the School's teaching and learning programs.

3.2 SOFTWARE

The term 'software' describes the programs that are available for use on the Device.

The Device issued will have two main software components:

- Microsoft Windows
- The School software suite of assorted applications

The software required by students is compiled into an image that is loaded onto the Devices prior to their collection. It is not expected that further software will be added; however, should this be necessary in the second or subsequent years, parents/guardians will be notified in advance of any additional software or upgrade. No additional costs will be incurred if this is required.

The School will install and maintain the educational and operating system software on the Device.

3.3 SOFTWARE LICENSING

The School has a legal and moral obligation to ensure the proper purchase and correct use of software within its community. In order to achieve these outcomes, it must rely on community members' adherence to the appropriate School policies.

Software licenses have specific conditions of purchase. To satisfy the School's software licensing conditions of purchase it is imperative that:

- School-owned software is **not** loaded onto home computers;
- In the event that the Device is sold to the student's family, the Device is returned to the School's IT Help Desk for removal of the School owned software prior to handover.

Note: In signing the *ICT Appropriate Use Policy: Students* parents/guardians acknowledge and agree to the Licensing Conditions under which the software is provided.

3.4 PRINTERS AND OTHER PERIPHERALS

The Devices will be set up so that students are able to print a document at school, when requested by their teachers.

Families may wish to install their own printer/scanner drivers so that students can print at home.

4. DEVICE OWNERSHIP AND COSTS

4.1 OWNERSHIP

The ownership of the Device will remain with the School for the duration of the agreement which is three years. Parent/Guardians will be required to pay a Device Levy for the duration of the agreement, paying the specified fee on an annual basis.

Retaining ownership of the Device allows the School to:

- Purchase software licenses at educational rates to install on the Device;
- Manage any warranty claims;
- Maintain the Device to minimise disruptions to learning;
- Apply online safety software;
- Pre and post load additional resources onto the Device;
- Correct any software problems by re-imaging the Device (this deletes all existing software and files on the Device).

Ownership of the Device transfers to the student after the three-year term and upon final payment of levies, charges and clearance from the IT Department.

4.2 TERM OF AGREEMENT

The term of agreement depends upon the year of enrolment. Please note that in 2021 Year 3 students' term will be four-years. All other year groups 4 to 7 will be three-years.

4.3 STUDENTS LEAVING BEFORE THE END OF THE AGREEMENT

When a student leaves the School prior to the end date of the agreement, the Device must be returned to the School. No paid fees will be reimbursed. If the Device is not returned, the balance of the agreement will be debited to the parent/guardians' school account.

4.4 STUDENTS COMMENCING AFTER THE START OF YEAR

If a student commences at the School after the start of year, where available, an existing Device will be issued and the remaining balance of the agreement will be applied, from the first day of enrolment.

In the event that a new Device has to be issued and the student wishes to retain ownership at the end of the agreement, the Device Levy will be adjusted accordingly and paid on an annual basis.

4.5 INSURANCE AND WARRANTY CLAIMS

All Devices are protected by three levels of damage coverage; warranty, Accidental Damage Protection, and insurance. This coverage is provided for the duration of the agreement and insurance costs will be included in the Device Levy.

The Device comes with a warranty equivalent to the term of the agreement, which covers all components of the Device against prescribed failure. If a warranty claim is required, it will be managed by the School's IT Help Desk and a loan Device may be issued to the student until their Device is returned.

The Device also comes with Accidental Damage Protection which covers any damage that is caused accidentally no more than once per year over the term of the agreement. There is a \$100 excess per claim

and further restrictions to this cover. Details on the Accidental Damage Protection coverage can be found on the SEQTA ICT Portal.

For theft or damage not covered by warranty or Accidental Damage Protection, an insurance excess fee is required to be paid. The amount of excess is subsidised by the School depending on the number of repairs previously carried out on the Device.

First excess	\$250
Second time excess fee:	\$300
Third and subsequent excess fee:	\$350

Warranty repairs encompass all claims against hardware failure and are decided upon by the manufacturer's representative in consultation with the School's IT Help Desk technicians. In all cases, warranty repairs are carried out by the manufacturer's representative.

When a student suspects that their Device has a component failure, they should report this promptly to the technician on duty at the IT Help Desk. If a temporary replacement Device is required, this can be arranged through the IT Help Desk.

Under no circumstances should students or parents/guardians attempt to fix the Device themselves. Any damage incurred during such an attempt is likely to result in a warranty claim not being approved.

5. DEVICE HANDOVER INFORMATION

A training session on the care and function of the Device will be held for students and Parents/Guardians (Primary School). This is an essential requirement to ensure that each computer is in new and working order before leaving the School. Any identified problems can be addressed during this time.

Parents/Guardians will be required to sign agreement documents on the care and use of the Device before it is handed over.

6. DEVICE TRANSPORT AND HANDLING

Students are expected to handle the Device with appropriate care, following the practices demonstrated during training and guidelines stated in the *Student 1:1 ICT Device User Agreement*.

When transporting the Device, students are to make sure that it is in its carry bag and the bag is securely closed. Students must carry their Device inside the carry bag and place this inside their school bag when leaving the School. Students are not to use the Device on school buses or public transport.

7. TECHNICAL SUPPORT

7.1 TECHNICAL SUPPORT – IT HELP DESK

The School IT Help Desk (located next to the Upper Primary Building) will be open on weekdays (including School holidays) from 8:00am to 4:00pm, allowing students to seek technical assistance regarding their Devices when necessary.

The primary solution to software issues will be a re-imaging of the Device, which is a process where all data and programs on the Device are deleted and replaced with the original configuration. Any data not backed up will be lost. If a temporary replacement Device is required, this can be arranged through the IT Help Desk. The IT Help Desk can be reached on: support@jwacs.wa.edu.au or 08 9495 8130.

7.2 IT HELP DESK SERVICES

The School's IT Help Desk technicians endeavour to provide the following support:

- Answer queries pertaining to Information Technology at the School;
- Assist students with Device technical issues;
- Coordinate the repair of damaged Devices or their replacement, if lost;
- Facilitate warranty claims where applicable;
- Document the service history of all Devices;
- Store, distribute and track all School loan Devices.

7.3 SOFTWARE ISSUES

Students experiencing difficulties in using a software application on their Device, during class time, may be instructed by their teacher to take their device to the IT Help Desk (only with written permission from their classroom teacher).

The School software image is thoroughly tested before being installed onto the Devices. Most software issues result from additional software (for example games), being loaded onto the Device without thorough compatibility and stability testing. When this occurs, the School's IT Help Desk technicians will re-image a student's Device. This involves the complete deletion of all data and software from the hard drive and the subsequent reloading of the software that was contained on the 'master image'.

7.4 DATA MANAGEMENT

The School will provide a OneDrive account for students to save their work. Saving and backup of data is the students' responsibility. Methods of data storage and backup will be demonstrated to students.

The School will not be responsible for the loss of data if a Device needs to be repaired/re-imaged by IT staff.

7.5 HOME INTERNET AND NETWORK CONNECTIONS

If a Device is to be configured to run on a home network, it is possible that conflicts with the School's network configurations may occur. The IT Help Desk may be able to provide further information to aid in this configuration process.

8. LOAN DEVICES

The School may provide a replacement Device whilst the student's assigned machine is being replaced or repaired. The School provides loan computers (subject to availability) for day use. Loan Devices may be available for overnight use with the class teacher's approval.

9. VIRUS PROTECTION

Devices are loaded with anti-virus protection and if students suspect their Device has become infected, they are to inform the IT Help Desk promptly.

10. MONITORING OF USE BY THE SCHOOL

As per the *ICT Appropriate Use Policy: Students*, the School reserves the right at any time to check work, email or data on the School's computer network, Internet access facilities, computers and other School ICT equipment/Devices without obtaining prior consent from the student/Parent/Guardian. For example, teachers may at any time check student email or work.

11. ONLINE SAFETY

Students are given training in online safety practices. Parents/Guardians are encouraged to visit the websites below to become aware of the risks involved in using the internet and strategies for increasing safe use. Personal information is easily tracked and harvested by those who know how, so it is important that users keep as safe as possible whilst online.

Cyberbullying is now one of the leading forms of bullying. By monitoring how their child uses social media platforms such as Facebook and YouTube at home, Parents/Guardians can become active in minimising and preventing cyberbullying. Cyberbullying that occurs outside of school may still be subject to sanctions as outlined in the School's *Bullying and Harassment Policy*.

<https://esafety.gov.au/> - the Australian Government's online safety information website with sections for parents and young people.

<https://esafety.gov.au/education-resources/iparent/> - a subsection of the Australian Government's eSafety Commissioner website specifically designed to help parents keep children safe in the digital world and manage ICT at home.

12. MANAGING THE DEVICE AT HOME

It is suggested that when used at home the Device should be in a shared or visible location so parents/guardians are aware of how much time is spent on the Device and the nature of what it is being used for.

Information on managing technology in the home, safety settings, parental controls, filtering software and online safety can be found at <https://esafety.gov.au/education-resources/iparent/>.

PLEASE NOTE: Any questions about this document are to be referred, in the first instance, to the Finance Department.



INFORMATION COMMUNICATION TECHNOLOGIES APPROPRIATE USE POLICY: STUDENTS

PREAMBLE AND DEFINITION OF INFORMATION COMMUNICATION TECHNOLOGIES

John Wollaston Anglican Community School (the School) prides itself on providing educational experiences that are meaningful and relevant for all students. Digital technologies play an integral part in promoting this. The appropriate use of digital technologies has the potential to enhance student learning immensely. The School is aware that there are also dangers associated with such technologies, therefore the School has developed and implemented an *Information Communication Technologies (ICT) Appropriate Use Policy: Students* to address issues of online safety.

ICT covers a broad spectrum of equipment/Devices including mobile phone technology. For the purposes of this policy, they refer to and include all forms of technology that are used at the School, inclusive of the Internet, School computer network, email, software, computers (laptops, tablets, smart phones, desktops, PDAs), storage devices (such as USB and flash memory drives, external drives, CDs and DVDs), video and audio players/recorders, gaming consoles and other similar technologies as they come into use.

GUIDELINES FOR APPROPRIATE USE BY STUDENTS

The guidelines below refer to the use of any Devices/equipment, including that which is privately owned, BYOD, on the school site or at/for any school related activity, regardless of its location. This includes off-site use of student Devices and any other school owned/leased ICT equipment/Devices and access to the School network.

1. Students may only use the School's Internet and School-owned/leased Devices/equipment if a signed copy of this *ICT Appropriate Use Policy: Students* has been returned to the School.
2. The use of the Internet and Device/equipment is to be used only for educational purposes under the direction of School staff.
3. The following types of use or similar are prohibited and may result in School sanctions and/or Police involvement:
 - Sharing of usernames and passwords with other students or allowing another student to work on their account.
 - Violating or infringing the rights of any other person, including the right to privacy.
 - Initiating access to objectionable, inappropriate or illegal material.
 - Initiating access to material which contains actual or potentially defamatory, false, inaccurate, abusive, obscene, violent, pornographic, profane, sexually explicit, sexually oriented, threatening, racially offensive or otherwise biased, discriminatory, illegal or any other objectionable or inappropriate material.
 - Violating any other School Agreement, including prohibitions against harassment of any kind.
 - Placing images of a student or staff member on the Internet or the School's network without the person's permission.
 - Failing to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus.
 - Placing viruses, applications or similar on the School's network or other user's devices that are designed to interrupt, or imitate interruption to, normal operating processes
 - Attempting to access personal data by using or attempting to use others' passwords with or without their permission.
 - Initiate network port and IP scans for any reason.
 - Involving sharing of copyright material e.g. music, movies, games, applications or software.
 - Attempting to breach security and infrastructure that is in place to protect user safety and privacy.
 - Obtaining unauthorised access to the School's electronic communication system.
 - Inhibiting the user's or another's ability to learn productively and without unnecessary interruption.
 - Involving the unauthorised installation and/or downloading of non-School endorsed software.
 - Offending or potentially offending the ethos, principles and/or foundations of the School.

- Involving malicious activity resulting in deliberate damage to School ICT and/or ICT equipment/Devices.
 - Bringing the School or members of the School community into disrepute.
4. In the event of accidental access of such material, users must:
- Not show others.
 - Close or minimise the window.
 - Report the incident immediately to a member of staff.

MONITORING BY THE SCHOOL

The School reserves the right at any time to check work or data on:

- The School's computer network, Internet access facilities, computers and other school ICT equipment/Devices without obtaining prior consent from the relevant authorised user. For example, teachers may at any time check a student's email or work.
- Privately-owned or leased ICT equipment on the school site or at any school-related activity, the authorised user agrees to promptly make the ICT equipment/Device available to the School for the purposes of any such check and to otherwise co-operate with the School in the process. Before commencing the check, the School will inform the authorised user the purpose of the check.

The School has several electronic access monitoring systems which have the capability to record email and Internet use, including the user details, time, date, sites visited, length of time viewed and from which computer or Device.

THE USE OF SOCIAL MEDIA

Students are not permitted to access any forms of social media content at school unless directed by staff for educational purposes.

ONLINE SAFETY

Online safety refers to the safe and responsible use of the Internet and any other digital form of sharing information such as, but not limited to, email and texting. Users need to pay particular attention to the information shared on the Internet including social networking sites such as Facebook and video sharing sites such as You Tube.

Students should not offer any personal information including last name, contact information, home address, telephone numbers, the School's name, e-mail address, last names of friends or relatives, instant messaging names, age, or birth date. Students are advised never to post provocative pictures of themselves or anyone else and be sure any images they provide do not reveal any of the previously mentioned information. Remember to also check the background of a picture. It should be assumed that anything posted online may be seen by anyone.

Students are given training regarding online safety practices and are expected to use ICT equipment/Devices in a safe manner.

CYBERBULLYING

Students do not have access to social networking sites during school hours. Students who engage in antisocial behaviour on social networking or blogging sites that impacts the John Wollaston community, such as bullying a fellow student, will be subject to school sanctions and/or legal regulations regarding such behaviour even though the infringements occurred off campus. Students must not engage in bullying, spamming, illegal behaviour, malicious blogging or similar antisocial behaviours.

Laws that apply in the real world also apply online. Cyberbullies will be dealt with as outlined in the School's *Bullying and Harassment Policy*. Students who become knowledgeable of such practices are required to inform a member of School staff.

BREACHES OF THE APPROPRIATE USE GUIDELINES

Students who use ICT in an inappropriate manner will be given a sanction considered appropriate by the School. In serious matters the Police may also be involved.

Students who use ICT in an inappropriate manner may face sanctions including but not limited to:

- After school detention.
- A temporary or permanent ban on ICT use.
- Suspension.
- Exclusion.

RETAIN THIS COPY OF THE POLICY FOR YOUR RECORDS



STUDENT 1:1 ICT DEVICE YEARS 3 to 9 USER AGREEMENT

Please read carefully through this document before signing the return copy.

By signing this form, you are agreeing to use your Device according to the stated guidelines. If you do not understand any part of the Agreement, please seek clarification from a Parent/Guardian or member of staff. Students who do not follow the guidelines may lose the privilege of using their Device at school and face other sanctions.

1. I have read the *ICT Appropriate Use Policy: Students* and will use the Device in accordance with this policy.
2. I understand that my Parents/Guardians will be liable for any repairs or replacement costs for damage or loss of my Device due to carelessness or wilful damage/vandalism while the Device is in my care. There is a \$250 excess fee for the first repair claim, \$300 for the second claim and \$350 for the third claim. This must be paid by the Parent/Guardian.
3. I will not remove any factory fitted or IT Department stickers which enables my Device to be identified.
4. I will not decorate my Device with any sort of marking or sticker.
5. I will carry my Device in a protective case and place it within my school bag.
6. When at school I will not use my Device during break times or if unsupervised by a teacher.
7. I acknowledge I am responsible for backing up and saving my data and that if my Device needs repairing, I may lose anything stored on the Device itself.
8. I will cooperate and make my Device available to School staff as requested to do so.

**This is your copy of the Student 1:1 ICT Device Years 3 to 9 User Agreement
PLEASE RETAIN THIS COPY FOR YOUR RECORDS**

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1. Students may only use the School's Internet and School-owned/leased Devices/equipment if a signed copy of this *ICT Appropriate Use Policy: Students* has been returned to the School.
2. The use of the Internet and Device/equipment is to be used only for educational purposes under the direction of School staff.
3. The following types of use or similar are prohibited and may result in School sanctions and/or Police involvement:
 - Sharing of usernames and passwords with other students or allowing another student to work on their account.
 - Violating or infringing the rights of any other person, including the right to privacy.
 - Initiating access to objectionable, inappropriate or illegal material.
 - Initiating access to material which contains actual or potentially defamatory, false, inaccurate, abusive, obscene, violent, pornographic, profane, sexually explicit, sexually oriented, threatening, racially offensive or otherwise biased, discriminatory, illegal or any other objectionable or inappropriate material.
 - Violating any other School Agreement, including prohibitions against harassment of any kind.
 - Placing images of a student or staff member on the Internet or the School's network without the person's permission.
 - Failing to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus.
 - Placing viruses, applications or similar on the School's network or other user's devices that are designed to interrupt, or imitate interruption to, normal operating processes.
 - Attempting to access personal data by using or attempting to use others' passwords with or without their permission.
 - Initiate network port and IP scans for any reason.
 - Involving sharing of copyright material e.g. music, movies, games, applications or software.
 - Attempting to breach security and infrastructure that is in place to protect user safety and privacy.
 - Obtaining unauthorised access to the School's electronic communication system.
 - Inhibiting the user's or another's ability to learn productively and without unnecessary interruption.
 - Involving the unauthorised installation and/or downloading of non-School endorsed software.
 - Offending or potentially offending the ethos, principles and/or foundations of the School.

- Involving malicious activity resulting in deliberate damage to School ICT and/or ICT equipment/Devices.
 - Bringing the School or members of the School community into disrepute.
4. In the event of accidental access of such material, users must:
- Not show others.
 - Close or minimise the window.
 - Report the incident immediately to a member of staff.

MONITORING BY THE SCHOOL

The School reserves the right at any time to check work or data on:

- The School's computer network, Internet access facilities, computers and other school ICT equipment/Devices without obtaining prior consent from the relevant authorised user. For example, teachers may at any time check a student's email or work.
- Privately-owned or leased ICT equipment on the school site or at any school-related activity, the authorised user agrees to promptly make the ICT equipment/Device available to the School for the purposes of any such check and to otherwise co-operate with the School in the process. Before commencing the check, the School will inform the authorised user the purpose of the check.

The School has several electronic access monitoring systems which have the capability to record email and Internet use, including the user details, time, date, sites visited, length of time viewed and from which computer or Device.

THE USE OF SOCIAL MEDIA

Students are not permitted to access any forms of social media content at school unless directed by staff for educational purposes.

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Online safety refers to the safe and responsible use of the Internet and any other digital form of sharing information such as, but not limited to, email and texting. Users need to pay particular attention to the information shared on the Internet including social networking sites such as Facebook and video sharing sites such as You Tube.

Students should not offer any personal information including last name, contact information, home address, telephone numbers, the School's name, e-mail address, last names of friends or relatives, instant messaging names, age, or birth date. Students are advised never to post provocative pictures of themselves or anyone else and be sure any images they provide do not reveal any of the previously mentioned information. Remember to also check the background of a picture. It should be assumed that anything posted online may be seen by anyone.

Students are given training regarding online safety practices and are expected to use ICT equipment/Devices in a safe manner.

CYBERBULLYING

Students do not have access to social networking sites during school hours. Students who engage in antisocial behaviour on social networking or blogging sites that impacts the John Wollaston community, such as bullying a fellow student, will be subject to school sanctions and/or legal regulations regarding such behaviour even though the infringements occurred off campus. Students must not engage in bullying, spamming, illegal behaviour, malicious blogging or similar antisocial behaviours.

Laws that apply in the real world also apply online. Cyberbullies will be dealt with as outlined in the School's *Bullying and Harassment Policy*. Students who become knowledgeable of such practices are required to inform a member of School staff.

BREACHES OF THE APPROPRIATE USE GUIDELINES

Students who use ICT in an inappropriate manner will be given a sanction considered appropriate by the School. In serious matters the Police may also be involved.

Students who use ICT in an inappropriate manner may face sanctions including but not limited to:

- After school detention.
- A temporary or permanent ban on ICT use.
- Suspension.
- Exclusion.

I have read the *ICT Appropriate Use Policy: Students* and I will follow the terms of this agreement.

_____ Student Name	_____ Student Signature	_____ Date
_____ Parent / Guardian Name	_____ Parent / Guardian Signature	_____ Date

**PLEASE RETURN THIS COPY TO
PRIMARY RECEPTION/STUDENT SERVICES RECEPTION**

Submission of this form will be required before the device is distributed.

OFFICE USE ONLY

1. Primary Reception/Student Services Reception

Student signed ☐ Parent/Guardian signed ☐ Date _____

Paperwork to IT ☐ Date _____

2. IT Department

Device issued ☐ IT Department recorded ☐

3. Administration

Scanned to student file and form placed on file ☐



STUDENT 1:1 ICT DEVICE YEARS 3 to 9 USER AGREEMENT

Please read carefully through this document before signing the return copy.

By signing this form, you are agreeing to use your Device according to the stated guidelines. If you do not understand any part of the Agreement, please seek clarification from a Parent/Guardian or member of staff. Students who do not follow the guidelines may lose the privilege of using their Device at school and face other sanctions.

1. I have read the *ICT Appropriate Use Policy: Students* and will use the Device in accordance with this policy.
2. I understand that my Parents/Guardians will be liable for any repairs or replacement costs for damage or loss of my Device due to carelessness or wilful damage/vandalism while the Device is in my care. There is a \$250 excess fee for the first repair claim, \$300 for the second claim and \$350 for the third claim. This must be paid by the Parent/Guardian.
3. I will not remove any factory fitted or IT Department stickers which enables my Device to be identified.
4. I will not decorate my Device with any sort of marking or sticker.
5. I will carry my Device in a protective case and place it within my school bag.
6. When at school I will not use my Device during break times or if unsupervised by a teacher.
7. I acknowledge I am responsible for backing up and saving my data and that if my Device needs repairing, I may lose anything stored on the Device itself.
8. I will cooperate and make my Device available to School staff as requested to do so.

I have read the *Student 1:1 ICT Device Years 3 to 9 User Agreement* and I will follow the terms of this agreement.

_____	_____	_____
Student Name	Student Signature	Date
_____	_____	_____
Parent / Guardian Name	Parent / Guardian Signature	Date

**PLEASE RETURN THIS COPY TO
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Submission of this form will be required before the device is distributed.

OFFICE USE ONLY

1. Primary Reception/Student Services Reception

Student signed ☐ Parent/Guardian signed ☐ Date _____

Paperwork to IT ☐ Date _____

2. IT Department

Device issued ☐ IT Department recorded ☐

3. Administration

Scanned to student file and form placed on file ☐