

ICT Device Program

Guardians' Agreement

2026



STRIVING
FOR
EXCELLENCE

1—Technology

St Andrew's Grammar provides extensive ICT facilities and resources to its students, to enhance learning opportunities and prepare students for a rapidly evolving digital world. As part of the St Andrew's Grammar enrolment contract, a digital resource plan has been agreed to by families, and all students are expected to adhere to the policies and procedures as a term of their enrolment at St Andrew's.

To ensure fair, safe, and secure access, all students and their parents are required to abide by the *ICT Student Use Policy* and the *Behaviour Management Policy*. The importance of creating a safe and secure ICT environment where students can access age-appropriate and cyber safe online learning platforms is a key goal for the whole school community.

2—The devices

St Andrew's Grammar has been through an extensive evolution of devices programs since the introduction of a device learning program. Having journeyed through the many iterations of device programs including handhelds, labs, laptop trolleys etc., the school has decided to use the following categories of devices for the students in the 2026 School Year.

- Year 1, 2, 3 - Asus 2-in-1 Laptop
- Year 3 - Acer 2-in-1 Laptop
- Year 4, 5, 6 - Microsoft Surface Pro 12
- Year 7 - Surface Laptop 5, Surface Laptop 6
- Years 8, 9, 10, 11, 12 - Surface 13

The model and configuration of devices allocated may vary according to year group and St Andrew's Grammar approved requirements.

New laptops and their accessories will be issued to the students for a 3-year period. At the end of that

period the laptops and their accessories will be returned and replaced with a new laptop for the next 3-year period.

The IT office will keep track of which devices are assigned to your students and any accessories provided. Each device is individually assigned to a student for warranty tracking. For any warranty questions please contact the IT department.

3—Expectations

All devices and accessories issued to students are owned by St Andrew's Grammar. Students are expected to take the utmost care of the devices and their accessories when in their possession. Students and their parents are required, by virtue of their enrolment agreement, to abide by the terms and conditions set out below.

3.1 | Device and accessory damage

Under the Lease Agreement, accidental damage to a device and accessories is covered by insurance.

3.1.1 Accidental damage

Accidental damage will be repaired, if possible, or devices/accessories will be replaced if repair is not possible. Normally, this provision for repair or replacement applies twice in a 3-year lease period. Further damage during the same 3-year period may not be covered by the Lease Agreement.

3.1.2 Wilful damage

If the damage is found to be wilful damage, not accidental damage, it may not be covered by the Lease Agreement. Parents will be informed of this and will be liable for the cost of the repair or replacement. The repair or replacement costs are set by the manufacturer and are subject to industry fluctuations.

3.1.3 Replacement costs

Under the current commercial agreement, the replacement cost for a Microsoft Laptop is up to \$1400 depending upon at what stage of the Lease Agreement the device is damaged beyond covered repairs.

3.1.4 Unauthorised repairers

If a device is repaired by an unauthorised repairer, the Lease Agreement is void and parents will be liable for the replacement cost of the device. All repairs must be undertaken through St Andrew's Grammar ICT staff.

3.1.5 Procedure if a device and/or accessories are damaged

1. Students must report any damage, even minor damage, to the ICT department on the same day or, if the damage occurs at home, on the next school day.
 2. The ICT staff will investigate the circumstances surrounding the damage, involving students and parents as required. The outcome of the investigation will be reported to parents.
 3. The student will be issued a replacement device as soon as possible during the investigation period.
-

3.2 | Device and accessory lost or stolen

3.2.1 Covered circumstances

If the circumstances of the loss or theft are covered by the Lease Agreement, the device will be replaced at no cost to the parents.

3.2.2 Uncovered circumstances

If the circumstances of the loss or theft are not covered by the Lease Agreement, parent may be liable for the cost of the replacement device.

3.2.3 Replacement costs

Under the current commercial agreement, the replacement cost for a Microsoft Laptop is up to \$1400 depending upon at what stage of the Lease Agreement if the device is lost or stolen.

3.2.4 Procedure if a device and/or accessories are lost or stolen

1. Students must report the loss of a device as soon as possible to the ICT staff.
2. If the device was stolen while not on school grounds, parents must file a report with the police and supply a copy of the report to ICT staff.
3. The ICT staff will investigate the circumstances of the loss or theft, involving students and parents as required. The outcome of the investigation will be reported to parents.
4. The student will be issued a replacement device as soon as possible during the investigation period.

4—Primary School

4.1 | Deployment

1. All Primary school Students have been allocated a laptop suitable to the technological demands of their year group.
2. As student needs evolve later in their school years, laptops will be sent home with the student. Students will be advised accordingly by their teacher when this will begin.
3. Primary Teachers will determine if a laptop is to be taken home or not. Students will be advised accordingly by their teacher.

4.2 | Expectation of students at school

Students should:

- take care of the device and accessories to avoid any physical damage at all times.
- store the device and charger in the case provided when not in use.
- report non-working, malfunctioning or damaged devices to ICT staff as soon as possible.
- keep devices in the classroom during the school day, unless directed by their teachers to do otherwise.
- not leave devices unattended in the playground at any time.

4.3 | Expectations for take-home devices

Students should:

- transport the devices and accessories in the carry case provided.
- keep the devices with them on the journey to and from school and store them securely at home.
- fully charge devices each night at home.
- bring devices and accessories to school each day.

When at home:

- Use the device to complete homework, assessments, and study as appropriate.

5—Secondary School

5.1 | Deployment

1. All students in the Secondary School have been allocated a Microsoft Surface Laptop and charger. All devices are the responsibility of the student and are due to be returned to the IT department at the end of its lease.
 2. All Secondary School devices can be taken home.
 3. All devices and their accessories will be replaced at the end of the 3-year Lease Agreement.
-

5.2 | Expectation of students

Students should

- take care of the device and accessories to always avoid any physical damage.
- transport the devices and accessories in the carry case provided.
- bring fully charged devices and accessories to school each day.
- store the device and accessories in the case provided when not in use.
- store devices and accessories in lockers during sport or other activities that do not require them.
- not leave devices unattended in the playground at any time.
- report any malfunctioning, damaged or lost devices to ICT staff as soon as possible.
- keep the devices with them on the journey to and from school and store them securely at home.

When at home

- Use the device to complete homework, assessments, and study as appropriate.

6—Supplementary Information

6.1 | For students

1. Students should not take and/or publish photos and/or video of other students or staff without explicit prior consent of the staff member(s) involved and parental consent of students involved.
2. Students should not play games or engage in any off-task access during the school day.
3. Students are to always abide by the school's *ICT Student Use Policy* and the *Behavioural Management Policy* when using St Andrew's Grammar devices and equipment.
4. Students should not intentionally damage or deface a device or case or related IT equipment. This includes adding stickers, drawing graffiti, cutting, or tearing holes in the carry case.

6.2 | For parents

- We recommend that your child uses the device in an open area at home, where it can be visually monitored.
- We encourage your child to show you what software and learning material they have on their device.
- We remind you that the device is owned by St Andrew's Grammar which explicitly gives parents or guardians full authority over the device when it is at home.

7—Cyber-safety

St Andrew's Grammar will continue to:

- Educate students on safe and responsible internet and social media use.
- Follow Federal Government and best practice approaches to cyber-safety in schools.
- Filter and monitor all content accessed by students while at school.
- Any attempt by students or others to circumvent the school filtering system is a breach of the *ICT* and *Behavioural Management* policies. This includes attempting to hotspot or use alternative routers.
- Limit access to social media sites, as appropriate.
- Educate students on digital citizenship and the expectation/responsibility of each person to protect their own online reputation as well as the reputation of their peers or teachers online.