



Blakes Crossing
CHRISTIAN COLLEGE

Educating for Eternity



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Section 1: History; Mission; Purpose; College Motto

History of the College

Located in the City of Playford, SA, Blakes Crossing Christian College is the tenth addition to the family of independent schools operated by Christian Community Ministries Ltd (CCM).

Blakes Crossing Christian College opened its doors to 6 students (1 in each year level from Reception to Year 5) in Term 1 of 2014.

Since then the College has experience significant growth, enrolments at Census date 2017 was 306, making BCCC one of the fastest growing Colleges in the state. In 2023, the College will have approximately 500 students across year levels from Reception to Year 12.

Mission Statement

Blakes Crossing Christian College aspires to be a vibrant Christ-centred learning community where students will develop a passion for lifelong learning that values creativity, excellence, resilience and faith.

The goal of Blakes Crossing Christian College is to give every student a positive, exciting and solid foundation through the provision of real care and understanding in an environment of quality education.

We believe that this combination will develop a sense of belonging, security and engagement in school which will provide students with an excellent launch pad for life.

Purpose Statement

In the Bible, in the book of John (chapter 10, verse 10), Jesus said his purpose was to give people a rich and satisfying life.

"...but I came to give life - life in all its fullness."

John 10:10

Similarly, Blakes Crossing Christian College desires to equip children so that they can enjoy a life full of promise, purpose and hope. We want to shape young men and women of character, who are eager to meet life's challenges using their God given gifts and talents.

We will do this by:

- Setting high academic and social standards
- Providing quality independent schooling within a Christian atmosphere of love, respect, peace and discipline
- Establishing positive teacher-student working relationships
- Valuing student ability and personal effort

Philosophy

Education is a lifelong process of teaching and learning which leads to the spiritual, intellectual, physical, social, ethical and emotional development of an individual. The ministry of the College is the provision of schooling where this happens.

College Motto

Educating for Eternity



Vision and Rationale

Blakes Crossing Christian College has a strong focus on Information Technology (IT) literacy that will enable students to be successful global citizens in the 21st century.

IT is a significant feature in the College's strategic plan and the College has invested heavily to support this vision.

The goal is to ensure that all students have access to unlimited opportunities to learn anytime, anywhere and that they have the tools that make this possible.

Section 2: Ownership Model and Costs

The 1 to 1 Laptop initiative is a parent/school shared-cost model. Parents make a contribution to its cost (within tuition fees) in exchange for 24/7 access. The shared cost model ensures a consistent platform, which in turn has the following distinct benefits:

- Taking the laptop home for extended after-hours access
- Access to extensive bundled software
- Extended three-year warranty
- Facilitates curriculum delivery with software licensing that is organised by BCCC
- Allows management and support of devices with access to repairs and a loan machine
- Ensures students have a consistent brand and model of laptop that is imaged to connect efficiently to the school's wireless network. This makes it more effective for teachers and students to work collaboratively

The laptop cost includes:

- Infrastructure and accessories costs
- Additional technical support costs
- Warranty costs
- Software costs

One to One Laptop Program

Students beginning their secondary years education with BCCC in Year 7 will be provided with 2 laptops over the course of their high school career (six years). New students beginning at BCCC in Year 8 or Year 9 will receive the same model or equivalent as their peers. At the end of Year 9 students are to return their old device in order to receive a new device in Year 10.

In Year 10 all students will be allocated a new, latest model laptop to see them through their senior secondary years. New students that commence in Year 11 or 12 will receive the same model or equivalent as their peers. This ensures that laptops are consistent throughout the College and perform at the optimal level for students in their senior years of schooling.

Cost of Laptops

The cost of a laptop to families is \$250 per year and this cost is included in the tuition fees from Years 7-

12. This is only a portion of the actual cost of the device as the College covers the remaining cost.

Guidelines for Participation

Prior to devices being issued to students:

- Parents and students need to sign the User Agreement Form agreeing to the terms and conditions of the program.
- Each device will be imaged with the permitted school image and registered in the school laptop database with a unique identifier against the students' ID number.
- Students will be given an induction by Pastoral Care Group and subject teachers to ensure that they are familiar with their roles/responsibilities.

Once the device has been received by students:

- The device is to be kept in a clean condition.
- Limited personalisation is acceptable, providing it meets other College guidelines.
- Personal stickers are allowed; however, they must be removed completely before returning the laptop at the end of its life cycle.
- Any background or user image alterations must not depict bad language or be of an offensive nature. The relevant Head of School will have the right to determine what is considered offensive.
- College issued stickers on the base of the laptop must not be removed for any reason.
- The laptop will be required to be carried in the carry case provided.
- The laptop must be available for use at school each day fully charged.
- Care must be taken when using the laptop.
- Do not leave exposed to intense heat (cars, in direct sun), do not immerse in water or use near water sources.
- All damage, whether accidental or malicious, must be reported as soon as practically possible with accurate details of how it happened.

Early Return Policy

If a student leaves the College before the end of the Year 12 families may purchase the computer outright by paying the **balance of the required payments** in addition to an IT Service Fee of \$100. Alternatively, the laptop needs to be returned to the College and if all fees are up to date and the device is in good working order, there will be no more to pay, and the contract will cease. The device and all accessories must be returned in the original condition as when issued and personal identifications must be removed. If the device is not returned in this condition, an additional re-detail fee of \$30 will apply and families will be invoiced for any items that are missing.

If, upon exit, the family is purchasing the computer, it must be handed in to IT Services to be re-imaged back to basic factory settings before the student leaves the college. Access to software will be deactivated as the device will no longer fall within the College's licensing criteria and permissions.

End of Lifecycle Process

Middle School (Year 7-9):

The laptop remains the College's property for the life of the device. At the completion of Year 9 the student will hand back their device in exchange for an updated model received at the commencement of Year 10.

Senior School (Year 10-12):

The laptop remains the College's property for the life of the device until the completion of Year 12 or the end of the device's signed agreement.

At that point, if all laptop fees and the Service Fee of \$150 has been paid, ownership may be transferred to the student.

Students must hand their laptop back to the school upon completion of their schooling, to be re-imaged by the BCCC IT department.

Personalising Your Laptop

As the laptops are the property of the College, they are not to be altered or personalised in any way that is not reversible. Screen savers and other digital images on the computer must fit within the College Expectations.

Labels or stickers are permitted but must be removable. The barcode and name on the bottom of the device must not be altered. The protective carry case may be personalized to promote easy identification. If the device is not in its original condition upon its return, a cost will be incurred.

Section 3: Caring for Your Laptop

Carrying and storing your laptop

- The laptop should be switched off before being placed into its carry case.
- Always store the laptop in its carry case.
- Do not store other items in the case with the laptop such as headphones, USB sticks, books and papers as they can cause damage to the screen.
- Be careful with the laptop while it is in your backpack.
- Do not drop your backpack from your shoulder.
- Always place the laptop case down gently.
- Be careful when putting the laptop in the car or bus that no other items are on top of it and nothing will roll on to the laptop case.
- Try to avoid moving your laptop around when it is on.
- Before switching it on, gently place your laptop on a stable surface and then switch it on.

Operating Conditions

Do not place objects on top of the laptop and never carry it around while it is turned on and in an active mode.

Avoid exposing the laptop to direct sunlight or sources of heat such as desk lamps. Avoid exposing it to dust, dirt, rain, liquids or moisture, heavy shock or vibration.

AC Adaptor

Connect the adaptor to the laptop. Do not step on the power cord or place heavy objects on top of it. Keep the cord away from heavy traffic areas. Do not wrap the cord too tightly around the power adapter box or the cord may become damaged. When unplugging the power cord, pull on the plug itself rather than the cord.

Power Issues/Battery/Charging

New technology gives much longer life to modern batteries in computers. The battery in your laptop should give six–eight hours, sufficient for the school day.

It can be used whilst connected to the power outlet if needed. Having the laptop connected to power is not usually required as the laptops run effectively when fully charged. Students should bring the laptop to school each day fully charged. **Students are not permitted to charge their devices in the classrooms as per Work Health and Safety regulations.**

If charging is required, it must be put in the College charging station and left by the student to be collected later.

LCD Screens

LCD screens are delicate – they don't like being poked, prodded, pushed or slammed.

Never pick up your laptop by its screen.

Don't slam the screen closed and always be gentle when putting your laptop down.

Remove any items such as headphones, pens, USB sticks before shutting the lid as these will damage the screen. It is strongly advised that all users are aware of the care required to look after the LCD screens. This is the main repair task that the College faces each year and students will be charged for this damage.

To clean your LCD screen:

- Switch off your laptop
- Lightly dampen a non-abrasive cloth (such as microfibre) with water and gently wipe the screen in a circular motion
- Do not directly apply water or cleaner to the screen or any part of the device
- Avoid applying pressure to the screen.

Section 4: Cover and Repair of your Laptop

Warranty

The laptops are covered by a three-year manufacturer's warranty that covers hardware failure. The College's IT Services Helpdesk assess and oversee all laptop warranty claims in collaboration with the device provider. The three-year warranty does not cover any damage to screens and the student will be invoiced for the repair. It is strongly recommended that parents/caregivers provide guidance about appropriate care and handling of the laptop.

Backup and Data Storage

It is important to keep backups of critical student work. There are number of options students should consider. All student work must be saved to the student's BCCC OneDrive account. All documents should be regularly backed up to a USB device or a portable USB hard drive. The backup drives should be carried separate from the laptop. Students should not be saving their work on the device but use OneDrive. USB's and other external storage devices are prone to failure or loss. The College cannot be held responsible for lost work due to a failure to do backups.

Faulty Devices and Repairs

If a laptop is faulty or needs repair, technical support is available through the IT Services Helpdesk. A loan laptop will be provided while the machine is being repaired. The loan laptops are for daily use only and need to be returned at the end of each day.

Repairs can take a minimum of 7 days and may take longer based on the level of damage.

If the device is kept by the IT Team longer than 7 days, the student will be notified via their Pastoral Care Teacher.

If there are any outstanding invoices for previous repairs, they must be settled and paid for before subsequent repairs can be undertaken.

If the laptop or accompanying accessories are lost, stolen or damaged through student negligence, the family will be invoiced to replace or repair the device. The warranty will be void if laptops are taken outside the school to repair.

Loss and Damage Policy

Students should ensure that every effort is undertaken to look after and protect their laptops. In the event that a laptop is damaged, it needs to be brought into IT Services Helpdesk as soon as possible. An IT Check-In Slip will need to be filled out and the details of the damage will be emailed home to parents. The cost of repairing damage will be determined by the extent of the damage, whether the damage is covered by warranty and how many times the device has previously been repaired for damage. An example of the cost is that the first time a screen is replaced due to damage, the cost is \$100. Subsequent damages will cost \$150. *This cost is subject to change without notice.*

Repeat offenders may have access to their devices limited and may need to negotiate special provisional access to a device with the Principal depending on the nature of the offences.

If a laptop is lost or found, it must be reported and/or returned immediately to IT Services. Parents will be liable to pay the replacement cost in such instances. It is the user's responsibility to report stolen laptops to the nearest police station and provide the College with a police report number.

Technical Support

Students experiencing technical and/or software faults should proceed according to the following steps:

1. If the computer has an obvious hardware fault (screen or keyboard not working) then it should be taken to the IT Services Helpdesk where the vendor will be contacted for support, if required.
2. If the laptop has any other issues it should be taken to the IT Services Helpdesk so the technicians can determine what repairs are needed. For significant performance issues a re-image may be necessary. A re-image will completely wipe the laptop to its original factory settings and all personal files will be lost. Please refer to, "Backup and Data Storage".
3. Installing programs or changing settings is strongly discouraged as making changes will impact on the performance of the machine. Students do so at their own risk. Peer to peer software, torrenting programs or the use of UltraSurf or any other proxy bypass programs, including but not limited to VPN software, will result in significant consequences.

Section 5: What do I do if my laptop is faulty or damaged?

Step 1:

Laptop is not working properly or has been damaged.

Step 2:

Student takes the laptop to the IT Services Helpdesk. Do NOT take the device to outside repairers otherwise the three-year warranty will be voided.

Step 3:

Student to fill in an IT Check-In Slip with accurate and precise details of the fault/damage and how it happened.

Step 4:

If the fault is seen as a product failure, (evaluation by Manufacturer) the laptop is repaired under warranty. If the fault/damage is seen as accidental, the laptop is repaired under insurance. Students receive one free accidental damage repair per year for a total of 3 repairs in the device's lifecycle. Subsequent repairs will be invoiced depending on the damage.

If the damage is due to negligence, the relevant Head of School will meet with the student to discuss circumstances of damage. Any behavioural issues will be dealt with and parents will be advised of the fee to be paid for the repair.

Step 5:

Repairs to laptop will commence (taking a minimum of 7 days and may take longer depending on level of fault/damage). If required, an invoice for the repairs will be sent to parents.

Student is issued with a loan laptop for use during the day ONLY. The loan laptop needs to be returned at the end of every school day.

Step 6:

The laptop is fixed, the IT Services Helpdesk will contact the Pastoral Care Teacher and student is able to collect the laptop and continue with their learning program.

Section 6: Security and Protection for your Laptop

Virus protection

Anti-virus software and monitoring software will be loaded onto the device through the initial imaging process. Updates of this software may be scheduled at various times.

Students should ensure that the anti-virus software is kept up to date on their devices and regularly check for viruses.

As students are able to use their laptops at home and connect to the Internet at different locations, they need to take all steps to protect the laptop from virus attacks.

Viruses can enter laptops through:

- Removable media such as CDs, DVDs and USB memory sticks
- Emails
- The Internet (including web browsing, FTP programs and chat rooms)

Tips

Do not open any files or links attached to suspicious or unknown emails. Exercise caution when downloading files from the Internet. Save the files to the laptop's hard disk and run the virus scanner on the files before opening them. Delete chain and junk emails. Do not forward or reply to any Spam. Hundreds of viruses are discovered each month. Run your virus scan software regularly.

Web Applications

There are significant educational benefits for some Web applications. Some websites allow its users to interact with other users. These include web-based communities, hosted services, web applications, social-networking sites, video sharing sites, wikis and blogs.

However, many web applications can be unproductive and distracting to student learning. If accessed at home the school will not be liable for any consequences.

The use of web applications are based on the policy that:

- The technologies, and the use of the technologies, do not breach any ethical and moral issues
- The applications do not distract student learning
- The web technologies are not to be accessed in class, unless specifically directed by the teacher for educational purposes.

Networks and Network Security

Ad-hoc networks: Ad-hoc networks (the creation of a standalone wireless network between two or more laptops) are strictly forbidden while at the College.

Wired networks: Students are forbidden to plug any device into the College's wired network. Any student caught with a device plugged into the College wired network without permission, will receive an immediate suspension.

Other networks: Students are forbidden to connect to the internet via any other means than the network provided, BCCC-Students-WIFI, this includes 'hotspot' from mobile phones or the equivalent. Any student found to be connected to another network will result in a minimum of two detentions and a possible internal suspension.

VPNs: Students are forbidden to use VPNs to bypass the firewall. Students found to be using VPNs on their device will result in a minimum of two detentions and a possible internal suspension.

Hacking: Hacking is a criminal offence under the Cyber Crime Act (2001). Any hacking attempts will be forwarded to the police.

Packet Sniffing: Any type of software or hardware device designed to capture, or view network data\packets is forbidden. Any student detected capturing network traffic will be suspended.

Section 7: Using your Laptop

Internet Usage

Students can access the Internet through the College's network, **BCCC-Students-WIFI** while on site. Access to the Internet through the College's network at the College will be monitored and subject to strict filtering. Students may also use the Internet for their personal use at home after setting up the device to access it through their home Internet Service Provider. (Consult your ISP for processes to do this).

Students are reminded that inappropriate downloads can be detected when the devices are connected to the College's network. The College is not responsible for content filtering while at home and it is not responsible for ensuring compatibility with home internet connections.

Students will receive information on safe Internet usage and topics such as:

- Personal information security
- Cyber bullying
- Copyright and online referencing

Great information can be found at:

<http://www.cybersafetysolutions.com.au/for-parents.shtml>

Printing

At the College students will be able to select a nearby printer to use. At home you may need to save your work to a USB storage device and print from a computer connected to a printer. You may also want to install your home printer to the laptop.

Inappropriate Use

The IT Services Helpdesk maintain computers, networks, firewalls and internet access so that these services operate effectively, safely and consistently across the College.

The following guidelines are provided to ensure all users are able to access the latest technologies in an acceptable and safe learning environment.

- Users must avoid sites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way.
- Engaging in online chat rooms or downloading files is not permitted unless forming part of a legitimate class activity guided by the teacher of that class.
- The Federal Communications Act determines guidelines for appropriate use.
- Inappropriate use of the internet and email is a serious matter and can have significant consequences, e.g. sending a message over the internet using someone else's name.
- Passwords should remain confidential. Students must not log-on another student's account using their password.
- Whilst at school, students are to only connect to the internet via the **BCCC-Students-WIFI** network.
- Do not remove files or folders that have been installed to the hard disk or network.
- Do not use inappropriate or offensive names for files or folders.
- Do not bring to school, or use, games or any other materials which may be offensive to others.
- Do not engage in cyber bullying or e-crime.
- No laptop (or mobile phone) with camera capabilities are to be used on the College grounds, including in the toilets.

Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in a public forum.

Section 8: Software, Copyright and Cyber Safety

Software, Copyright and Intellectual Property

Each device will be loaded with a Blakes Crossing Christian College approved software image configured for use on the College network. The image will contain operating system software, anti-virus software, standard Microsoft software and Adobe Collection.

Software installed by the College is covered by copyright and must not be distributed or deleted without written permission from the College.

Games, Music Non-school Applications

Blakes Crossing Christian College does not object to the installation of non-College applications and files on the College laptops provided that the installed applications and files:

- Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads)
- Are ethically and morally acceptable (including consideration of College appropriateness, age appropriate ratings and privacy issues)
- Do not affect the efficient functioning of the laptops for educational purposes (i.e. they do not interfere with the speed and storage capacity of the laptop or the problems that might arise from increased battery use)
- Do not affect the College's wireless network
- Do not interfere with the learning program (i.e. they may only be used in class under specific teacher direction).

The College issued laptops are intended for educational purposes. Therefore, any games that are installed need to be PG rating. Playing games or watching videos during school time will impact negatively on battery performance. Battery management is the student's responsibility. While some games have significant educational benefits, other games have little educational merit and may affect network function.

As a result:

- The use of network games is banned
- No ad-hoc networks are to be formed

Where there is a contravention of this policy, consequences will include re-imaging the device which will result in the loss of data if back-ups have not been carried out effectively.

Other sanctions may be imposed as appropriate and determined in consultation with the IT Services and relevant Head of School.

Cyber Bullying

Technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways. Cyber bullying is bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies, such as email, chat room discussion groups, instant messaging, web pages or SMS (text messaging), with the intention of harming another person.

Examples can include communications that seek to intimidate, control, manipulate, and put down or humiliate the recipient.

Activities can include enflaming negative messages, sexual and racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking. The targeted person often feels powerless and may need help.

Electronic Crime (E-crime)

Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life. Cyber bullying can therefore be an e-crime, a fact often not clearly understood by those involved. E-crime occurs when a computer or other electronic communication devices (eg mobile phones) are used to commit an offence, are targeted in an offence, or act as a storage device in an offence.

Consequences

Any form of cyber bullying or e-crime will be taken seriously. Breaches are a police matter and will be dealt with through State and Federal laws and SA Police.

Section 9: Laptop Frequently Asked Questions

1. Can students bring their own laptops from home?

Private laptops are not allowed due to significant problems with compatibility of operating systems, batteries not lasting for the entire day's learning and licensing requirements. The policy allows all students to learn from identical devices with a uniform suite of licensed software that is fully supported by the IT Services staff. This policy also ensures that students are able to access all technology at the College ie interactive programs, printing, network and cloud file services setup.

2. What happens if a laptop is lost or stolen? If the laptop is lost within the College grounds it must be reported immediately to IT Services for follow up. If the laptop is lost or stolen outside the College, it is the user's responsibility to report it to the nearest Police Station and provide a Police Report Number to IT Services for follow up.

3. Do I need to get insurance for the laptop?

The College encourages families to take out private contents insurance to cover the student laptop, should it get lost or stolen. If the lost/stolen laptop cannot be recovered, then those with insurance will be able to claim under their policy and a new laptop will be negotiated once the claim has been accepted and the balance of the stolen laptop has been paid. Any laptops found should be returned to IT Services.

4. Does the College load the software?

Each device will be loaded with a Blakes Crossing Christian College approved software image configured for use on the College network. The image will contain operating system software, anti-virus software, standard Microsoft software and Adobe Collection. Software installed by the school is copyrighted and must not be distributed or deleted without written permission from the College. Students are not permitted to change the device specifications, make modifications or add upgrades.

5. How do students get technical support during the day?

If a student is experiencing issues with the laptop then it should be taken to the IT Services Helpdesk so the IT Support Officer can determine what actions need to be taken. If the computer has an obvious hardware fault (screen or keyboard) then a job will be logged for repairs to be undertaken. For significant performance or software issues caused by a virus or the student downloading new programs, then the computer may be re-imaged which will completely reset a laptop to original settings and delete all personal files. It is advised that files are backed up before reimaging.

6. Can student laptops be personalised?

As the laptops are the property of the College, they are not to be altered or personalised in any way that is not completely reversible. Labels or stickers are permitted but must be removable. The asset tag and serial number sticker on the bottom of the device must not be altered or removed. The protective carry case may be personalized to promote easy identification. If the device is not in its original condition upon its return, and the family is not purchasing the device outright, a cost will be incurred.

7. Will computers be checked for inappropriate material?

The laptop will not be specifically scanned for inappropriate software. However, if a student is detected with inappropriate material or virus-related software then the unit will be reimaged, and the student will receive consequences from the relevant Head of School.

8. What is the warranty on the laptops?

Blakes Crossing Christian College has three-year warranty on each laptop, but this does not cover any loss, theft or damage at home or during travel to and from home.

9. Can students install their own computer games, music and personal software on the laptop?

Installation of software needs to be compatible with the supplied Windows operating system. Software installed without advice from IT Services Helpdesk may have unknown impact on the stability and security of the device and

so it is advisable for students to check with IT Services prior to installation. Where there is a breach of the rules written in this agreement, for example inappropriate or vulgar material, consequences will include re-imaging the device which will result in the loss of data if back-ups have not been carried out effectively. Other sanctions may be imposed as appropriate and determined in consultation with IT Services and relevant Head of School.

10. **Should students be backing up their laptop?**
Students are always expected to back up their work as a normal housekeeping operation. Portable Hard drives, USB Sticks and OneDrive are the various methods that students can use to back up their work. The College recommends using OneDrive as this can be accessed on any computer with an internet connection.
11. **Do the laptops get system and software updates?**
Yes. Microsoft Updates are automatically downloaded to each computer. Updates to software installed through the College will be automatic and scheduled to not conflict with student use.
12. **Will an internet filter be installed on the laptop?**
The College's internet connection is filtered at a server level so that students operate in a safe environment. There will not be specific filters installed on the laptop so access at home will be under parent's supervision.

13. **Where will laptops be stored during the day?**
During the College day when the devices are not being used (lunchtime, PE practicals), the devices should be securely stored in a student's locker. The device must be properly powered off prior to storage to preserve battery life and to prevent heat build-up.

14. **What happens if a student comes to the College and the laptop is not charged?**
It is the responsibility of the student to ensure that the laptop is charged each night. Students will not be permitted to recharge laptops in the classrooms as per Work Health & Safety regulations. In some cases, or charger failure, students may negotiate to have their laptops charged in IT Services, but the student must bring in their charger the following day to be tested.

15. **Who owns the computer?**
The laptop remains the property of the College unless the family chooses to purchase the laptop when the student leaves the College. This enables the College to provide the software needed and maintain ongoing technical support while the student is enrolled with the College. Once the College Exit Form has been signed by the parent and all payments towards the laptop have been finalised (including the exit service fee) the College will sign over the device as an asset to the student.

USERS AND SECURITY

Every student will be issued with a unique password for logging in to the college network. This password should not be divulged to any other party under any circumstance. Sanctions will be taken against any sharing of passwords.

Any attempt to break into a government computer system is a federal offence carrying strict penalties which are also applicable to minors.

Our network audit logs contain information on the user logging in and the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage. Outside access will be monitored and referred to the police.



Section 10: Student Code of Practice

1. I will not use the College IT equipment until my parents/carers, and I have signed the User Agreement Form and the completed form has been returned to the College.
2. I will keep my password private.
3. While at the College or engaged in a College related activity, I will inform the teacher of any involvement with any IT material or activity that might put me or anyone else at risk (eg bullying or harassing).
4. I will use the Internet, e-mail, mobile phones or any IT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the College itself, even if it is meant as a joke.
5. I will go online or use the Internet at the College only when a teacher gives permission and an adult is present.
6. While at the College, I will:
 - access, attempt to access, download, save and distribute only age appropriate and relevant material
 - report any attempt to get around or bypass security, monitoring and filtering that is in place at the College.
7. If I accidentally access inappropriate material, I will:
 - not show others
 - turn off the screen or minimize the window
 - report the incident to a teacher immediately.
8. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games and programs.
9. My privately owned IT equipment or devices (such as a laptop, mobile phone, USB/portable drive) that I bring to the College or use for a College related activity, are also covered by the User Agreement. Any images or material on such equipment/devices must be appropriate to the College environment.
10. Only with written permission from the teacher will I connect any IT device to the College network or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
11. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
 - my full name
 - my address
 - my e-mail address
 - my phone numbers
 - photos of me and/or people close to me.
12. I will respect College equipment and will treat all IT equipment/devices with care. This includes:
 - not intentionally disrupting the smooth running of any College IT systems
 - not attempting to hack or gain unauthorized access to any system
 - following all the College cyber-safety strategies, and not joining in if other students choose to be irresponsible with IT equipment
 - reporting any breakages/damage to a staff member.
13. The College may monitor traffic and material sent and received using the College's IT network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.

The College may monitor and audit its computer network, Internet access facilities, computers and other College IT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My parents/caregiver may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the College to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of College hours.

Section 11: BCCC IT Breaches

Level 1 Breaches

- Using the computer for any other purpose not directly related to school work, or to download, watch, or stream videos, ie: anything not directly related to subject study requirements.
- Using the computer to download, listen to, or stream music from the internet.
- Playing computer games other than educational games as requested by the classroom teacher.
- Wasting time by looking up “funny pictures”, “fail blogs”, “cats”, playing with Sticky Notes etc.
- Accessing and using social media.
- Using classroom computers or technology without direct permission of teacher.

First Breach

Detention same day or next if after break.

Subsequent Breaches

Additional detentions. Possible internal suspension.

Level 2 Breaches

- Using personal mobiles with internet tethering to avoid classroom monitoring, filtering and logging.
- Using a VPN to bypass classroom monitoring, filtering and logging.
- Using another student’s login details.

First Breach

At least two detentions. Possible internal suspension.

Subsequent Breaches

Internal suspension. Possible external suspension.

Level 3 Breaches

- Participating in cyber bullying.
- Distributing copyright content via P2P or other file sharing mechanisms.
- Intentionally or recklessly damaging computer hardware or devices.

First Breach

Internal or external suspension of up to 5 days subject to review by Principal based on severity and level of involvement

Subsequent Breaches

Extended external suspension subject to review by Principal. Possible cancellation of enrolment.

Level 4 Breaches

- Accessing or creating pornographic, objectionable or offensive content.
- Attempting to circumvent any security or access control.
- Unauthorised modification of any system configuration.
- Criminal offences under South Australia or Commonwealth legislation.

All Breaches

External suspension of minimum 3 days subject to review by Principal. Possible termination of enrolment. SA Police will be notified where required.



Section 12: Secondary (Years 7-12) Information Technology (IT) User Agreement

Conditions of the Agreement in brief are below. Students must read the Secondary IT Policy in full as well:

Students are:

- to bring their device to school each day fully charged. **Chargers are not permitted at school.**
- not to record their password in a place that is easily accessible to other students (students may contact the IT Support Officer to change their password if they fear a breach).
- required to save all files & work, to their BCCC OneDrive account, and not use USBs, or the computer's hard drive.
- reminded that they can also access their OneDrive account at home on other devices.
- to comply with instructions from supervising teachers and only use designated websites/programs.
- to report any damage to their supervising teacher.
- to only use the laptop for school-related tasks, i.e., only a BCCC-required task. Students are not allowed to download games, videos, or any file or activity without explicit permission from supervising teachers.
- to transport their laptop in the case provided, always, and never leave the laptop unattended.
- only use BCCC email accounts for the purposes of schoolwork and communication with their teachers.
- not to download any app or software not specifically required or requested by their subject/PC teacher.
- use the headphones supplied by BCCC, and only these, when required to listen/watch content online as part of their learning program as directed by the teacher. Any headphones lost or damaged will be replaced at a cost to families.
- reminded that any use of a BCCC device that is not directly related to the requirements of their academic studies will result in the device being confiscated for a period and re-imaged back to its original settings. Students should be aware that in the event of this, their academic progress may be affected, hence all files and data must be saved to OneDrive.
- Downloading of social media apps, VPNs, web browsers, media platforms, and the like is strictly prohibited.

Terms and conditions:

- Each device is registered in BCCC's device database with an Asset Identifier number against the Student's ID
- All devices are in good condition and sticker-free when distributed. Devices, cables, and bags are to be returned in good condition.
- Where damage or other issues occur with the device, students must take the device to their Head of Sub-School for assessment. The Head of Sub-School will log an IT Ticket for repairs.
- Wherever possible, a loan device may be provided for the duration of the repair. All repairs and loan device information are recorded on BCCC's asset management program, under each Student's ID and Asset Identifier. Students will need to log in to the loan device as usual.
- If a device is damaged and not covered under warranty, or if a device was sent for repairs earlier in the year, a repair cost will be applicable. This repair cost must be paid by families, in full before the device is returned to the student.
- Repair costs are to be paid within 6 weeks at the BCCC Front Office via cash/eft in person, or the Finance Officer could provide parents with a secure link to pay electronically. Costs cannot be added to students' tuition fees on account. Repaired devices will only be returned to students upon receiving payment in full.
- If a loan device is damaged, and requires repairs, students will not receive a second loan device.

Leaving the College

- If a student leaves the College prior to the three-year payment period ending, the device, charger, and case must be returned to the IT Manager, prior to the student leaving.
- If a family wishes to buy the device from BCCC, they can arrange payment via the Finance Officer.
- The purchase amount owing is determined by subtracting what has already been paid in the lifecycle of the device, plus a \$100 Service Fee. For example, if the student attended BCCC for two years, they would need to pay the final one-third of the amount stated plus a \$100 Service Fee.

