



School Context

Roma Mitchell Secondary College is a multi-campus school comprising of a special education, girls' only and co-education campus. The College has approximately 1300 students from 72 culturally diverse backgrounds. The College is committed to providing relevant and individualised learning programs aligned with both the expectations of the IB MYP/Diploma and the Australian Curriculum to allow all students the opportunity for academic success. Our Values and Mission reflect a commitment to global understandings, international mindedness and inter-cultural understandings to create a culturally rich learning environment.

School Vision

Our students have the capacity to engage productively with our changing world, enabling them to shape a better future locally and globally.

Mission Statement

Our school will provide enriching, diverse educational and extracurricular programs, which will support our students to reach their full potential enabling them to contribute to their communities.

Bring Your Own (BYO) Device

- Mainstream students must have a Windows 10 or Mac OS device with a keyboard
- All material on the device is subject to review by school staff and parents
- Students who forget to bring their BYO device to school can borrow a Day-Loan Device for the maximum of one day

Day-Loan Device (Exceptional Circumstances)

- Day-Loan device will be collected in the morning from the library and must be returned to library at the end of the day in good working condition
- Day-Loan device remains the property of the school at all times
- An additional fee for repairs/replacement will be charged if the device is not returned in good working condition
- All material on the device is subject to review by school staff
- Taking a Day-Loan device off-site is not permitted

Short-Term-Loan Device

A Short-Term-Loan device may be available from the ICT Service Desk in approved circumstances only. If a student must await the repair or replacement of their device they may receive a device for the duration of the repair or replacement period of up-to 4 weeks.

- All applications for Short-Term-Loan devices must be made to the Business Manager who will provide students with an agreement requiring parent authorisation and Principal approval
- A hire fee will apply after 4 weeks. At the end of the agreed loan period the Short-Term-Loan device must be returned to ICT Service Desk
- An additional fee for repairs/replacement will be charged if the device is not returned in good working condition

Long Term Loan Device (Financial Hardship)

- Long Term Loan device may be available from the School in approved circumstances
- All applications for Long-Term-Loan devices must be made to the Business Manager who will provide students with an agreement requiring parent authorisation and Principal approval
- Yearly upfront payment will be required once application is approved
- An additional fee for repairs/replacement will be charged if the device is not returned in good working condition



Damage, lost devices

- Any problems, vandalism, damage, loss or theft of the school loaned device must be reported immediately to the school
- An official school Invoice will be sent home to the student's family who have lost or damaged a school loaned device
- In the case of a suspected theft of a BYO device, a police report must be made by the student's family and an incident report number must be provided to the school
- Where possible the school will assist the student and their family to recover the missing BYO device.
- The school will not be responsible for the loss/repair of a BYO device or accessories which are damaged at school or home

Students Responsibilities for Use/Care

- Treat the device with care by following the care/maintenance guidelines provided by the manufacturer of the device
- The student must bring the device to school fully charged every day
- Only chargers that have been electrically tested can be used at school. All other chargers must be left at home
- The device should not be left unattended at any time
- Do not let anyone else use your BYO or Loan device
- Students are responsible to back-up their data regularly. The school highly recommends some form of regular backup like USB flash drive or One-Drive provided by Department for Education as a part of Office365
- Don't share your device login password with anyone and change it regularly
- Log-off/Lock/Shut-down the device when unused to ensure nobody else can use it
- Use the Internet in a safe and ethical manner
- Be aware that the use of the Internet at school and use of the school networks can be audited and traced at any time
- Don't install software and files without the appropriate license
- Don't disable the settings for virus protection, spam and filtering
- Perform regular software updates on the Device but backup your necessary files prior to installing any updates
- Never access, send or publish unacceptable, unlawful material, virus or offensive, abusive, or discriminatory remarks
- Ensure privacy and confidentiality is maintained by not sharing or using any personal information in a way that is detrimental to any individual's interests, including staff and students

Status	Responsible	Reviewed By	Approval Date	Review Date
Approved	Governing Council	Deputy Principal/Delegate	T3 2020	T3 2021