



O'LOUGHLIN CATHOLIC COLLEGE, DARWIN

Managed Device Policy

Purpose:

To ensure all students have equitable access to essential Information and Communication Technology (ICT) resources, particularly a school-provided laptop, to enhance learning and support educational outcomes. This policy outlines the conditions under which families paying the annual ICT Levy will receive a laptop for their child.

1. Introduction

At O'Loughlin Catholic College (OCC), we recognise the importance of digital technology in education. The annual ICT Levy supports the provision and maintenance of a high-quality learning environment through the availability of school-provided laptops. This policy aims to clarify the conditions for families and students regarding the use, care, and return of these devices.

Parents/guardians and students must familiarise themselves with this policy, as well as other associated policies outlined in the **OCC Managed Device Agreement**. For convenience, links to all relevant policies, including the **OCC Managed Device Agreement** and ICT Levy Policy, are available on the school website: <https://www.oloughlin.nt.edu.au/our-college/governance-policies/>

2. Eligibility

- 2.1 The annual ICT Levy is mandatory for all students in **Years 7 2025** and for any newly enrolled students in 2025. This will be rolled out further in 2026 and beyond.
- 2.2 Families who pay the annual ICT Levy are eligible for a school-provided laptop for each enrolled student.
- 2.3 The levy must be paid in full at the beginning of the school year before the laptop is issued.

3. Allocation of Devices

- 3.1 Laptops will be distributed at the start of the school year or upon enrolment.
- 3.2 The laptop remains the property of the school and is loaned to the student for educational purposes.
- 3.3 The **OCC Managed Device Agreement**, signed by both the parent/guardian and student, must be submitted before the device is issued.
- 3.4 Laptops are configured for access to the **occnetwork**, and use of the network must comply with the **OCC Managed Device Agreement**.

4. Responsibilities

4.1 Student Responsibilities:

- 4.1.1 Use the laptop responsibly and in accordance with the school's **OCC Managed Device Agreement**.
- 4.1.2 Always transport laptops in their protective case (not in a basic school bag).
- 4.1.3 Bring laptops to school fully charged and use them only for school-related tasks.
- 4.1.4 Report any damage, loss, or theft immediately to the school's ICT Department.

4.2 Parent/Guardian Responsibilities:

- 4.2.1 Pay the annual ICT Levy in full by the designated deadline to avoid disruption to device access.
- 4.2.2 Support the student in responsible use and care of the laptop.
- 4.2.3 Parents/guardians are liable for intentional or reckless damage to the laptop.
- 4.2.4 Parents/guardians are liable for theft outside of school grounds (recommended coverage through personal contents insurance).
- 4.2.5 In the event of theft on school grounds or school activities, parents/guardians must supply a **police statement** to the ICT Manager. Replacement of the laptop will depend on availability and is at the Principal's discretion.

5. Care and Maintenance

- 5.1 The school provides regular maintenance and technical support for school-related applications.
- 5.2 Students are responsible for keeping the laptop in good working condition and protecting it from damage.
- 5.3 Families are encouraged to have personal contents insurance to cover potential loss or damage beyond what is covered by the school (see 9.1 OCC Managed Device Agreement).

6. Return of Devices

- 6.1 Laptop devices will undergo an end-of-year audit.
- 6.2 Laptop devices must also be returned upon a student's departure from the College.
- 6.3 Early departure will not result in a refund of the levy.
- 6.4 Laptop devices must be returned in their issued condition, subject to reasonable wear and tear.
- 6.5 Replacement fees will apply for missing or significantly damaged device. Replacement fees will follow a sliding scale based on the laptop's value at the time of loss:

Year 1: 80% of replacement cost.

Year 2: 60% of replacement cost.

Year 3: 40% of replacement cost.

7. Consequences for Breach of Policy

Failure to comply with this policy, including failure to pay the annual ICT Levy, may result in:

- 7.1 Suspension of access to the laptop.
- 7.2 A requirement to return the device until the levy is paid.
- 7.3 Disciplinary action for misuse or damage.

8. Financial Assistance

Families experiencing financial hardship may apply for assistance through the school's **Fee Assistance** processes. Requests for support must be made in writing to the College's Principal / Business Manager.

9. Policy Review

This policy will be reviewed annually or as required to address the evolving needs of students, families, and technological advancements.

Commencement Date: 1 January 2025

Endorsed By: O'Loughlin Catholic College Executive

Approved By:

A handwritten signature in black ink, appearing to read 'Megan Evans'.

Megan Evans

College Principal

A handwritten signature in black ink, appearing to read 'Des Crowe'.

Des Crowe

Chair of the College Advisory Board

Approval Date: 29 November 2024

Review Date: 28 November 2025