Device Program Policy

We are very excited to launch our new Device Program Policy for Evocca College students.

As of the 1st of April 2015 this program will enable you to access technology at home and at the college. We have put a lot of thought and research into this decision and believe that this tool will allow you to excel at your studies, whilst using the latest in technology and innovation.

A device is a privilege that we want to extend to our students who are engaged and completing the milestones in their course. In order to distribute these learning tools to students, we have developed the following program and policy to outline the distribution and use of the Evocca College device.

You are required to sign and return all pages of this device policy to Evocca College in order to participate in the device loan program.

Distribution of the device

The device belongs to Evocca College, not to the student, and is on loan to the student for the duration of their studies. When the student completes, cancels, withdraws or expires from any course, the device is to be returned to Evocca College in good working order.

The following courses receive the respective device:-

<table>
<thead>
<tr>
<th>Course</th>
<th>Evocca Loaned Device</th>
<th>Loan Available After</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB – Business Faculty</td>
<td>iPad</td>
<td>Successful completion of first unit of study and passing 1st census</td>
</tr>
<tr>
<td>CHC – Community Services and Counselling Faculties</td>
<td>iPad</td>
<td>Successful completion of first unit of study and passing 1st census</td>
</tr>
<tr>
<td>ICT – Faculty Web / DMT / IT</td>
<td>laptop or similar</td>
<td>Successful completion of first two units of study (first cluster) and passing 2nd census</td>
</tr>
<tr>
<td>ICT – Gaming Faculty</td>
<td>laptop or similar</td>
<td>Successful completion of first two units of study (first cluster) and passing 2nd census</td>
</tr>
<tr>
<td>TTE – Travel, Tourism and Events Faculty</td>
<td>iPad</td>
<td>Successful completion of first unit of study and passing 1st census</td>
</tr>
<tr>
<td>SIB- Beauty Faculty</td>
<td>iPad</td>
<td>Successful completion of 6 units of study (entire first cluster plus first unit of 2nd cluster) and passing 2nd census</td>
</tr>
</tbody>
</table>
**When is it loaned?**

The device is loaned to the student on the following basis:

- **Enrol**
  - Enrol into an Evocca College course
  - Complete your Individual Learning Plan (ILP)

- **Read Policy**
  - Read the Device Program Policy
  - Sign the Policy and return to your Branch Manager

- **Study**
  - In accordance with the schedule on the previous page

- **Device Loan**
  - In accordance with the schedule on the previous page

- **Returns**
  - Finish studies, either completed, cancelled, expired or withdrawn
  - Return the device to Evocca College in good working order

**What happens if the device is lost or damaged?**

- This is an expensive tool loaned to you for the duration of your course.
- The student takes responsibility for looking after their assigned device.
- If the device is lost or stolen, you must report this to your Branch Manager immediately.

**Device Software Agreement**

The device belongs to Evocca College, not to the student, and is on loan to the student until the end of their studies where their assigned device will need to be returned to Evocca College in good working order.

The device supplied by Evocca College is to be used as an aid to studies. College and educational needs will receive priority over personal use of the device.

- The device is not to be used for the access/downloading/transport of inappropriate or illegal content.
Student Device Guidelines and Responsibilities

1. Education purposes
   (a) Students are to use their device for educational purposes.
   (b) Only appropriately licensed software is to be stored on the device.
   (c) Non educational software or data should not inhibit the use of the device as a learning tool.
   (d) The College reserves the right to carry out software, hardware and data inspections of device at any time.

2. Student responsibilities
   (a) Each student is responsible for keeping the device secure.
   (b) The device is to be kept clean and free from graffiti and stickers other than those authorised by the College.
   (c) Students are not to remove any college identification labels from their device.

3. Data backup and software upgrading
   (a) Students are responsible for the backup of all data as recommended by the College.
   (b) Students are responsible for ensuring that all software is kept up to date (e.g. Operating System).

4. Technical support
   (a) Students will be given full local administrator rights of their device.
   (b) Students will be given Wi-Fi access at the College.
   (c) Students must take care to not install any Malware or software that may contain viruses on their device.
   (d) In the event of a hardware malfunction students should contact the College for assistance.

5. Loss, theft and repairs
   (a) All instances of loss, damage or theft must be reported to the College as soon as possible. Students may be charged for the cost of repairs if due to negligence. In the event of a hardware malfunction, a report must be made to the College as soon as possible for warranty repairs to be organised.
   (b) The College must be notified of any lost or stolen device. Police reports will be required when necessary.
   (c) Students will be responsible for paying any fees due to loss, theft or damage.

6. Assessment and homework
   (a) Students are encouraged to use their device for home study use and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task.
7. Classroom usage
   (a) The student device is to be brought to College each day, however the tutor will manage the use of the device in the classroom.
   (b) When in use, the device should be placed on a table or desk wherever possible.

8. Ownership
   (a) Evocca College remains the owner of the device and all accessories at all times.
   (b) Students have use of the device whilst they are enrolled as a student at the College.
   (c) If the student either; completes, cancels, withdraws, expires, stops attending or progressing in their course, the device and accessories are to be returned to the College in good working order.

9. Returning of the device
   (a) Students are to return the device to any Evocca College campus across Australia in good, working order.
   (b) Distance students are responsible for returning the device to their closest branch.

10. Failure to return the device
    (a) Failure to return the device will result in legal letters, debt collectors and or police reports. Students who fail to return their device will be responsible for any costs associated with recovering the device and may include fees such as;
        • legal fees
        • debt collectors fees
        • administration fees
        • retail cost of the device.
Device Program Policy Acknowledgement and Acceptance

It is Evocca College’s policy to have guidelines in place for the proper use of all technology resources as outlined in this Device Program Policy. All students have a responsibility to use these resources in a professional, ethical and lawful manner as outlined by this Evocca College device policy.

All new Evocca College (including Nuvocca) students, as part of their induction are required to read the Device Program Policy and complete this acknowledgement and acceptance form.

A copy of this form will be placed in your student file.

Name: ................................................................................................. Student Number: ........................................

I have read and understood the Evocca College (including Nuvocca) Device Program Policy and agree to abide by the rules and guidelines outlined in this policy and will comply with the policy.

I understand that the device is, and will remain, property of ACTE Pty Ltd trading as Evocca College/Nuvocca at all times. I understand that there may be costings involved for damages, loss, theft or failure to return the device back to Evocca College in good working order.

Note: If there is anything you do not understand, ask your Branch Manager or Tutor for explanation or clarification before indicating ‘yes’.

Signed: ................................................................................................. Date: ........................................

Student

Signed: ................................................................................................. Date: ........................................

Witness