December 2025

Dear Parents/Guardians;

UPDATES TO THE ST DOMINIC'S PRIORY COLLEGE LAPTOP AGREEMENT PROGRAM FOR 2026

At St Dominic's Priory College, we continually review our programs to ensure they support students' learning, wellbeing, and digital literacy. As part of this commitment, the College has updated its Laptop Program for 2026 to better reflect the needs of students in each stage of schooling.

These updates follow a review to ensure the program remains equitable, sustainable, and aligned with best practices in digital learning. The changes are designed to:

+ Provide consistency and reliability in device performance for younger students.
+ Support digital independence and responsibility for senior students.

SUMMARY OF KEY CHANGES TO THE COLLEGE LAPTOP AGREEMENT *(effective 2026)*

+ *Years 4 – 9:* All students will use a College-owned laptop supplied, configured and supported by the College.
+ *Years 10 – 12:* Students will have the option to participate in the Bring Your Own Device (BYOD) program or continue with their College-owned laptop arrangement.
+ *Damage to College-owned devices:* If a school-issued device is damaged, the College will notify parents within 10 school days of any additional charges to the family's fee account.
+ *Cybersecurity and privacy:* New clauses clarify that VPNs, proxies and unapproved extensions are not permitted. The College monitors devices only to the extent necessary. This is to ensure safety and learning integrity.
+ *Loan device support:* If a College-owned laptop or BYOD requires repair, a short-term loan device will be provided, subject to availability.

These changes strengthen our capacity to provide consistent, safe and reliable digital access while supporting students' growth as ethical, independent users of technology.

Please note, that upon enrolment, families completed the Terms and Conditions of Enrolment, which form part of the legally-binding enrolment contract. Parents and students agree *"to be bound by such rules, regulations, codes of conduct, and policies of the College as may be in force from time to time."* This, too, includes our Laptop Program Agreement at St Dominic's Priory College (see attachment).

We encourage families to read the updated 2026 Laptop Program Agreement carefully. For further information, please contact: Joanne Villis, Director of Technology Enrichment at jvillis@stdominics.sa.edu.au

We thank you for your partnership in supporting students to become confident, capable and responsible digital learners.

Kind regards,

Dr Helen Steele
COLLEGE PRINCIPAL

We acknowledge St Dominic's Priory College is situated on Kaurna Land and we pay our respects to Elders past, present and future.

LAPTOP PROGRAM AT ST DOMINIC'S PRIORY COLLEGE

Students in Years 4, 5, 6, 7, 8 and 9 are issued a COLLEGE-OWNED LAPTOP.

Students in Years 10, 11 and 12 have one of the two options as outlined below:

OPTION 1: COLLEGE-OWNED LAPTOP MODEL AGREEMENT

Current students using a College-Owned Laptop will continue to retain their device, and new students will be issued a College-Owned Laptop. The associated costs are incorporated into the annual tuition fees paid by families.

OPTION 2: BRING YOUR OWN DEVICE (BYOD) MODEL AGREEMENT

Students may opt to bring their own device (BYOD). The BYOD model has some parameters and will impact costs borne by families.

If your daughter/s in Years 10 to 12 do not already own a device, we recommend they continue to access the College-provided laptop device on offer.

If your daughter already owns a laptop or you wish to purchase a new laptop, please view our recommended specifications in this agreement. The College has completed research to provide you with a list of recommended specifications for effective curriculum use at the College. It is important that you consider this to ensure your daughter's purchase is compatible with our ICT environment.

As the College continues to seek ways to improve our IT services, we hope that moving in this direction will provide students and staff a more flexible approach to their learning and teaching. To support our work in this area we have provided three documents with this correspondence.

APPENDIX A	College-Owned Laptop Agreement
APPENDIX B	Bring Your Own Device (BYOD) Agreement
APPENDIX C	Digital Responsibilities Agreement

For further information, please do not hesitate to contact Joanne Villis (Director of Technology Enrichment) via email, jvillis@stdominics.sa.edu.au.

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COLLEGE-OWNED
LAPTOP AGREEMENT
APPENDIX A

ST DOMINIC'S
PRIORY COLLEGE
EDUCATING GIRLS, INSPIRING CONFIDENCE

COLLEGE-OWNED LAPTOP AGREEMENT

1. PURPOSE OF AGREEMENT

This agreement sets out the rights and obligations of students and parents/guardians in relation to the College-Owned Laptop Agreement Program.

2. PERIOD OF AGREEMENT

2.1 Commences Term 1 of the school year.

2.2 Terminates at the end of the student's schooling at St Dominic's Priory College or upon return of a College-Owned device.

2.3 Exclusive Use: St Dominic's Priory College provides exclusive use of the laptop as a tool to assist student learning both at the College and at home. All Year 4 to Year 9 students will have a College-Owned Laptop.

3. ITEMS INCLUDED IN THE AGREEMENT

3.1 **REQUIRED EQUIPMENT:**
   - Laptop
   - Laptop Bag
   - Charger

3.2 **SOFTWARE AND APPLICATIONS:**

3.2.1 **MICROSOFT OFFICE 365**. All enrolled students are entitled to access Microsoft Office 365, which will be installed on their College-Owned device.

3.2.2 Other applications and software used by students are provided by the College.

3.2.3 **ADMINISTRATOR RIGHTS.** The College gives students administrator rights to the device so that they can access and download the apps / software as needed. At our discretion, the College reserves the right to monitor and restrict applications.

3.2.4 St Dominic's Priory College does not object to the installation of additional applications and files on the laptop, provided that the installed applications must;

   a. Be appropriately licensed (i.e. they do not breach copyright and intellectual property laws - this includes video and music downloads).

   b. Be ethically and morally acceptable (including consideration of age-appropriate ratings and compliance and privacy issues).

   c. Not affect the efficiency or 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).

d. Not impact the College's wireless network.

e. Not interfere with the classroom learning program (i.e. they may only be used in class under specific teacher direction).

Where there is a contravention of this Agreement, consequences may apply. Other sanctions may be imposed in line with the *St Dominic's Priory College ICT Acceptable Use Policy*.

4. ITEMS EXCLUDED FROM THE AGREEMENT

4.1 Peripherals such as headphones, USB and Media.

4.2 Off-site Internet Access.

5. FINANCIAL ARRANGEMENTS

5.1 OWNERSHIP: St Dominic's Priory College owns the laptop. The laptop remains the property of the College.

5.2 DAMAGE TO COLLEGE-OWNED DEVICES: Any damage to the laptop is to be reported to an ICT Support Technician immediately. Early attention resolves issues quickly. Any delays may be costly to the student and the College.

5.3 REPORTING OF LOSS/THEFT: Loss or theft of laptop must be reported to an ICT Support Technician immediately. In the case of theft, it must also be reported to the Police. St Dominic's Priory College reserves the right to determine the amount payable for replacement of the device due to loss/theft. The amount payable to replace the device will be at the discretion of the College, and in line with the value of the device, at the time of theft and loss.

5.4 CLAIM: If a school-issued device is damaged, the College will notify parents in writing of repair or replacement costs.

6. RETURN OF LAPTOP

6.1 The College-Owned Laptop will need to be returned to the College in the following circumstances:

6.1.1 A student leaves the College during the year.

6.1.2 A student changes to the BYOD option.

6.1.3 A student is absent for an extended period of time that has been approved by the Principal.

6.1.4 At the request of the College for re-imaging and maintenance.

6.1.5 In the case of misuse as identified by the College.

7. ICT HELP

The College ICT Help Desk will provide service between the hours of 8:00 am and 4:00 pm, Monday to Friday of the school term.

BRING YOUR OWN DEVICE (BYOD) AGREEMENT

1.   PURPOSE OF AGREEMENT

This Agreement sets out the rights and obligations of students and parents/guardians in relation to the College's Bring Your Own Device (BYOD) Model.

This Agreement applies to students in Years 10, 11 and 12 only.

2.   PERIOD OF AGREEMENT

2.1   Commences upon email notification to the College that a BYOD option has been selected. Please email jvillis@stdominics.sa.edu.au .

2.2   Terminates at the end of the student's schooling at St Dominic's Priory College.

3.   PURCHASING OF A DEVICE

The following section includes Student Commitment (3.1); College Security (3.2), and Specifications (3.3).

3.1   **STUDENT COMMITMENT**

The St Dominic's Priory College BYOD Model requires a commitment from students to the following:

3.1.1   Adhering to the specifications as outlined in this Agreement.

3.1.2   Acting responsibly with the use of technology at all times.

3.1.3   Providing access to the device to the ICT Support Staff to assist with the installation of software, directly related to the use of the device. Ensure that appropriate virus protection is installed on the laptop.

3.1.4   Taking full responsibility to ensure the laptop is protected.

3.2   **COLLEGE SECURITY**

3.2.1   Not installing VPNs, proxy tools, or unapproved browser extensions. The College reserves the right to audit, inspect or remove software that poses a cybersecurity risk.

3.2.2   The College monitors device activity, to the extent necessary to ensure safe, responsible and educational use.

3.3 SPECIFICATIONS

The following specifications ensure that your daughter/s will be able to access all the required applications and have an equitable learning experience:

3.3.1 OPERATING SYSTEM:
- Windows devices: Windows 11 Professional or higher.
- Mac devices: The latest version of macOS, or the most recent two supported macOS releases.

3.3.2 CPU OPTIONS:
- Intel: Intel Core 5 120U or higher.
- AMD: AMD Ryzen 5 8640U or higher.

3.3.3 BATTERY LIFE: 8 hours or greater. The battery should have a full three-year warranty or can easily have its battery charged / replaced to ensure all-day computing is possible.

3.3.4 WEIGHT AND PORTABILITY: This needs to be appropriate for the user and able to be carried in a laptop bag.

3.3.5 SCREEN SIZE: Minimum 13-inch screen (measured diagonally). Anything smaller than this can impact on eye fatigue, if using the device for prolonged periods of time.

3.3.6 STORAGE: Most devices currently on the market, come with adequate hard drive space. The College will provide students with access to cloud storage via Microsoft OneDrive.

3.3.7 CAMERA/INTERNAL MICROPHONE – must be accessible.

3.3.8 PROTECTION: Purchase a sturdy shell-case / cover to protect the device.

4. ITEMS INCLUDED IN THE AGREEMENT

4.1 SOFTWARE AND APPLICATIONS:

4.1.1 MICROSOFT OFFICE 365. All enrolled students have access to a College subscription to Microsoft Office 365.

4.1.2 Other applications and software used by students are provided by the College but will need to be downloaded onto each personal device.

4.1.3 ADMINISTRATOR RIGHTS: Students are the administrator of their device. This will allow download of apps and software needed.

4.1.4 All applications installed on a device must;
   a. Be appropriately licensed (i.e. they do not breach copyright and intellectual property laws - this includes video and music downloads).
   b. Be ethically and morally acceptable (including consideration of age-appropriate ratings and compliance and privacy issues).
   c. 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).

d.   Not impact the College's wireless network.

e.   Not interfere with the classroom learning program (i.e. they may only be used in class under specific teacher direction).

Where there is a breach of this Agreement, consequences may apply. Other sanctions may be imposed in line with the *St Dominic's Priory College ICT Acceptable Use Policy*.

5.   ICT HELP

5.1   The College ICT Help Desk will provide service between the hours of 8:00 am and 4:00 pm, Monday to Friday of the school term.

5.2   The College acknowledges the following limitations:

5.2.1   Students will have to arrange all repairs directly with their own computer manufacturer / insurer.

5.2.2   BYOD laptops will receive technical support from the College ICT Help Desk for common issues such as connectivity, software access, and configuration. However, any issues beyond the capabilities or scope of the College ICT Technicians, including hardware repairs or manufacturer-specific faults, must be resolved privately with your vendor.

5.2.3   All chargers must be electronically tagged and tested by the College, before being used onsite.

5.2.4   **LOAN DEVICE POLICY**: The College will provide a short-term loan laptop while a BYOD device is under repair. Loan availability is limited.

DIGITAL RESPONSIBILITIES AGREEMENT

1. PURPOSE OF AGREEMENT

This Agreement sets out the rights and obligations of students and parents/guardians in relation to the College-Owned Laptop Agreement and the College's BYOD Agreement.

There are several areas of responsibility that all students must take regarding their digital use. The following provides a list of student responsibilities: Internet Use (Section 1); Virus Protection (Section 2); Backup and Data Storage (Section 3); Battery and Charging (Section 4); Caring for your Laptop (Section 5).

SECTION 1: INTERNET USE

Students can access the internet through the school's network whilst on site. This will be monitored and subject to strict filtering, which is in place to meet our child safeguarding obligations.

1.1 Students are reminded that inappropriate download attempts can be detected when the devices are connected to the school's network. This may result in breaches to the *St Dominic's Priory College ICT Acceptable Use Policy*.

1.2 Parents / Guardians must carefully consider how they allow access to the internet at home. Wireless access can be limited through the router being turned off at times when you do not want to allow online activity. Also cabled access in a more open home setting, allows greater information to be sought by parents / guardians about what is being accessed via the web.

1.3 All internet access is provided by the College through password-protected wireless access points. Students must not install VPNs, proxy tools, or unapproved browser extensions. The College reserves the right to inspect or remove software that poses a cybersecurity risk. Devices may be subject to security audits when connected to the College network.

1.4 The College monitors device activity only to the extent necessary to ensure safe, responsible, and educational use. Personal content unrelated to school activities is not accessed or retained by the College.

SECTION 2: VIRUS PROTECTION

All students must ensure that they have appropriate virus protection installed on their device.

2.1 Windows Defender Antivirus is already pre-installed on all Windows laptops and is a suitable virus protection.

2.2 If a student's device attempts to connect to the school network and is found to have a virus, the student will be notified immediately, and access will be denied until the device has been cleared of any threat. It is important to note that viruses can enter laptops through removable media such as mobile phones, Bluetooth devices, USB memory sticks, emails, the internet (including web browsing, File Transfer Protocol (FTP) programs, online games, and chat rooms).

2.3 To ensure protection against viruses, the College provides the following tips that students must follow:

2.3.1 Do not open any files attached to suspicious or unknown emails.

2.3.2 Exercise caution when downloading files from the Internet.

2.3.3 Save downloaded files to the laptop's hard disk and run the virus scanner on the files before opening them.

2.3.4 Delete chain and junk emails. Do not forward or reply to any of these.

2.3.5 Never reply to junk email, commonly referred to as 'Spam'.

2.3.6 Be aware that hundreds of viruses are discovered each month. Run your virus scan regularly.

2.3.7 Remember that if in doubt, they can ask the St Dominic's Priory College IT Support Staff for advice.

SECTION 3: BACKUP AND DATA STORAGE

It is important for each student to keep backups of their critical work. The College will not be held responsible for lost work due to a failure to backup.

3.1 The use of Office 365 OneDrive is required for storing files as it is secure cloud storage and gives ease of access to all stored information both on and off campus. The school OneDrive account (not personal) must be used.

SECTION 4: BATTERY AND CHARGING

4.1 Students must bring their laptop to school each day fully charged. Students may bring their own charger to school if it has been electronically tested and tagged by the College.

4.2 Students may need to adjust their power settings to ensure that their device will last the full day.

4.3 If the laptop battery has reached EOL (End of Life) a replacement battery/laptop will need to be considered. This can range from 3-4 years from new.

SECTION 5: CARING FOR YOUR LAPTOP

The following provides useful information for caring for your laptop.

- Always store your laptop in a bag/case when not in use.

- Make sure to fully shut down the laptop when not in use long term.

- Be careful when putting the laptop in the car or bus; that no other items are on top of it, and nothing will roll onto the laptop.

- Laptops should be stored carefully in your locker when not in use. Do not to leave your laptop in an unattended or unsecured location.

- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

- 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.

- Do not leave your laptop on the floor, or on an uneven surface, or let another student use or carry your laptop. Payment for repair of any damage is the sole responsibility of the student issued with the laptop.

- Connect your power adapter only to your laptop.

- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.

- When unplugging the power cord, pull on the plug itself, rather than the cord.

- Avoid exposing your laptop to direct sunlight or sources of heat, dust, dirt, rain, moisture, heavy shock, or vibration.

- Laptop screens are delicate, and they do not like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Do not slam the screen closed and always be gentle when putting your laptop down. Ensure that nothing is left on the keyboard before closing the lid. Serious, expensive damage to the screen may result.