



### **DEVICE MANAGEMENT**

Students are required to bring their fully charged devices to school daily and use them responsibly in accordance with the Student Code of Conduct.

### **STUDENT PASSWORDS**

Students have the option to set their own passwords and caregivers are encouraged to utilise their child's device for engagement with their learning programs. Students will receive their unique logins for the SeeSaw learning management system, granting access to their lesson content and teacher feedback.

### **PARENT PORTAL**

Caregivers will also receive their individual logins for the SEQTA learning management system, allowing access to timetables, lesson content, assessment information, and assessment results.

### **PASSWORD CHANGES**

To request password changes, both students and caregivers can contact the ICT Helpdesk via email at [helpdesk@corpus.wa.edu.au](mailto:helpdesk@corpus.wa.edu.au).

### **DEVICE CARE AND RESPONSIBILITY**

Students in Kindergarten to Year 3 will be directed to return their devices to the secure class iPad charging stand(s) at the conclusion of the school day. Students in Years 4 to Year 6 are responsible for their device's security and usage. They should keep their device in their classroom when not in use during the school day and take it home daily. The College is not liable for damage or theft if the device is left at the College overnight.

# DEVICE PROTECTION INFORMATION

## DEVICE PROTECTION AND WARRANTY

The College provides Griffin All-Terrain cases (Kindergarten to Year 3) and Logitech iPad cases (Year 4 to Year 6) to protect devices from light damage. Students must use these cases when transporting their devices between classes and to and from school (Year 4 to Year 6 students). All cases are covered by warranty for manufacturing defects and can be replaced at the ICT Helpdesk.

## USAGE GUIDELINES

Students should use their iPads in dust-free environments like classrooms and avoid using them near water, in dusty areas, or under direct sunlight.

## CLEANING RECOMMENDATIONS

To maintain optimal performance, students should keep their devices clean and free of dust and debris. Non-corrosive wipes like baby wipes or alcohol wipes (containing no more than 70% isopropyl alcohol and no additives) can be used on all components, followed by a microfibre cloth to remove residue.

## APPROVED BRANDS FOR WIPES

Baby Wipes: Huggies Fragrance-Free, CUB Biodegradable Fragrance-Free, Curash Water Wipes

Alcohol Wipes: Any brand with no more than 70% isopropyl alcohol and no additives

## BATTERY CARE

Students in Kindergarten to Year 3 will be directed to return their devices to the classroom charging stand. Students in Years 4 to 6 must ensure their devices are fully charged daily for school work. There will be charging stations located within classrooms for low battery situations.

# DEVICE INCIDENT PROCESSES

## WARRANTY AND DAMAGE

Restart the iPad if it malfunctions; do this at least once a week for trouble-free use.

If issues persist, return the device to the ICT Helpdesk for assessment, and a loan unit will be provided during repairs.

- Accidental damage incurs a \$100 repair charge as insurance excess.
- Intentional damage or repeated accidental damage may result in a higher excess charge.

## DEVICE NOISES

Turn off and return the device to the ICT Helpdesk if it makes irregular noises, as this could indicate a failing component.

## LOST DEVICES

Report a lost device immediately to the ICT Helpdesk while at school or to the police and ICT Helpdesk if lost outside school. College insurance covers loss with the following excess,

Year 3 & 7 - \$250

Year 10 - \$250

## WET DEVICES

Turn off the device, let it drain upside down, pat dry visible residue with a microfibre cloth, and return it to the ICT Helpdesk for assessment. Do not turn it back on.

## DEVICE FIRE

If safe, turn off the device, place it outside away from ignition sources, and use a fire blanket or dry chemical extinguisher for lithium batteries. If not safe, vacate the area and contact the fire department.

## CONTACT INFORMATION

For more information about the device program, contact the ICT Helpdesk via:

- Email: [helpdesk@corpus.wa.edu.au](mailto:helpdesk@corpus.wa.edu.au)
- In-person at the Robert McCormack Library on the Senior Campus
- Phone: (08) 6332 2574