

ILT Device Terms & Conditions



1. Introduction

Scotch College provides each student with a high-quality Apple device as part of our Information & Learning Technology (ILT) programme. The ILT programme supports student learning across all year groups by ensuring every student has reliable access to the technology they need throughout the school day. For students in Year 5 and above, this extends to learning at home as well.

This document sets out the terms under which the device is provided, the respective responsibilities of the school and of families, and the support, repair, and insurance arrangements that apply. Please read it carefully – you can return to this page at any time if you need to refer back to it.

2. Device Ownership

The device remains the property of Scotch College for the full duration of the device cycle. Families do not own the device during this period; it is provided on a managed-use basis as part of the school's educational programme.

At the end of each two-year cycle, devices are returned to the school and sold through a certified reseller. The proceeds contribute to funding the next cycle of devices, keeping the programme sustainable and ensuring students always have access to current, well-maintained technology. Further detail on the return process is provided in Section 10 (End-of-Cycle Process).

3. The Device Cycle

Scotch College assigns devices to students on a two-year cycle. Fees for device provision are listed in the current Fee Schedule, available on the school website. Fees are charged to your Fee Account.

If a student joins partway through a cycle, they will receive the same device model as their peers in the relevant year group. Fees will be pro-rated accordingly and listed in the Fee Schedule.

If a student leaves Scotch College before the end of a device cycle, the device must be returned to the Tech Centre within five (5) school days of the student's final day. A condition assessment will be carried out at that time. Any outstanding device fees or damage charges will be applied to the family's fee account prior to account finalisation.

4. Your Responsibilities – Device Care

Students and their families are responsible for ensuring the device is kept in good working order throughout the device cycle. The care requirements set out below apply to all year groups, with the exception noted for Kindy to Year 4 students.

Note for Kindy to Year 4 Families

Students in Kindy to Year 4 do not take their devices home. At the end of each school day, devices are secured in locked, on-campus charging stations and remain at school overnight, on weekends, and during school holidays.

As a result, the off-campus care responsibilities described below do not apply to Kindy to Year 4 families. On-campus care responsibilities apply to all year groups.

On-Campus Care (All Year Groups)	Off-Campus Care (Year 5 and Above)
The following rules apply to all students while the device is at school: • Always transport the device in the Scotch-provided case, clamshell, or cover. • Do not eat or drink near the device. • When not in use, the device must be either with the student or secured in a locked locker or classroom. • Do not leave the device unattended in any public area of the school, including playing fields, canteens, or car parks. • Report any damage or technical issues to the Tech Centre promptly – do not attempt to repair the device yourself.	The following additional rules apply when the device leaves the school premises. These rules apply to students in Year 5 and above, who take their device home each day. • Never leave the device in a vehicle, whether attended or not. • Never leave the device unattended in a public place, including shops, sporting facilities, or public transport. • When travelling, always carry the device as hand luggage – do not check it in with baggage on flights or place it in luggage that will be stowed in a hold, boot, or luggage compartment. • We strongly recommend families note the Scotch College device on their Home and Contents insurance policy. This will reduce your out-of-pocket costs if a device is lost, stolen, or catastrophically damaged away from school – particularly during personal or family travel.

5. Support

Scotch College provides a comprehensive support service for all ILT devices. Support is available through the following channels:

- **Tech Centre:** The Tech Centre is your first point of contact for all device issues — both software and hardware. There are two Tech Centre locations:
 - Junior and Middle School (JML): located in the Junior/Middle Library.
 - Senior School (SS): located in the Lower Library.
- **Online Resources:** A range of digital support resources are available to students and families:
 - home.scotch.wa.edu.au – the school's online portal, providing access to all school services and resources for the Scotch community.
 - Seqta Learn (for students) and Seqta Engage (for parents) – the school's learning management platforms, where you can find student timetables, upcoming assessments, and academic results.
 - The Scotch School App – available from the App Store (iPhone/iPad) or Google Play Store (Android).
 - Self-service software – where students can download the applications required for their studies.
- **On-Site Technical Support:** An Apple Certified technician is based on campus and carries out all device repairs on-site. Loan devices are available while repairs are being completed.
- **Digital Pedagogy Specialist:** A dedicated Digital Pedagogy Specialist works with students, staff, and families to support effective and confident use of technology in learning.

6. Peripherals

Loss or damage to peripherals – such as the Apple power adapter or Apple Pencil – will incur a replacement charge to your Fee Account.

If a peripheral is damaged, please return the damaged item to the Tech Centre. In many cases we are able to process damaged items as an exchange rather than a full replacement, which can reduce the cost to families.

7. Repairs

All repairs are carried out on-site by our Apple Certified technician. You do not need to arrange repairs through Apple directly – all repair requests should be made through the Tech Centre.

Each device is covered by AppleCare+ (Apple's device protection plan), which provides cover for an unlimited number of accidental damage incidents over the device cycle. Each repair under AppleCare+ is subject to an AppleCare+ service fee. Current AppleCare+ service fees are listed on Apple's website: apple.com/au/support/products/mac/

A loan device will be made available while your child's device is being repaired. Loan devices are subject to the same terms and conditions as this agreement.

Important: AppleCare+ does not cover catastrophic damage caused by liquid or food spills. Please refer to Section 8 (Insurance) for how catastrophic damage is handled.

8. Insurance

Scotch College provides insurance coverage for student devices. The sections below explain what is covered, what the costs are, and how to make a claim.

Note for Kindy to Year 4 Families

Because devices for students in Kindy to Year 4 are secured on campus at all times, the insurance provisions relating to loss, theft, and off-campus damage are unlikely to apply. Cover remains in place for damage that occurs during the school day. If you have any questions, please contact the Tech Centre.

- **What We Cover**

- Accidental damage – physical damage that results from a sudden, unforeseen event (for example, a drop or impact).
- Theft – including theft involving forced entry into a building or residence, or the taking of the device by force, intimidation, or physical confrontation.
- Loss in transit – provided the device was not left unattended in a public place or vehicle.
- Fire.

- **Where Cover Applies**

- Anywhere within Western Australia.
- Interstate or international coverage applies for school-directed trips only (e.g., sport tours, excursions, camps).
- Insurance coverage does not extend to personal or family holidays, whether within Australia or overseas. Families are encouraged to note the Scotch College device on their own Home and Contents insurance policy to cover these periods.

- **What Is Not Covered (Exclusions)**

- Theft when the device was left unattended in a public area (including motor vehicles) without a responsible person present to supervise it.
- Damage or loss resulting from negligence or failure to meet a reasonable duty of care (that is, failing to take the steps a responsible person would take to protect the device).
- Damage occurring during air, sea, or train travel unless the device was carried as personal hand luggage.
- Normal wear and tear (see Section 9 for guidelines).
- Damage caused by excessive exposure to sunlight, heat, corrosion, contamination, pollution, or extreme temperature variations.
- Acts of terrorism, war, or invasion.
- Catastrophic damage caused by liquid or food spills (see Section 8.4 below for how these are handled separately).

- **Process and Cost**

Situation	What to do	Cost to family
Physical accidental damage (cracked screen, broken casing, etc.)	Bring to Tech Centre – repaired via AppleCare+.	AppleCare+ service fee. Unlimited incidents per cycle.
Minor liquid or food damage (repairable)	Bring to Tech Centre – insurance claim lodged.	\$500 excess (first claim in cycle). Full replacement cost if a second claim is made in the same cycle.
Catastrophic liquid or food damage (beyond repair or extensive)	Bring to Tech Centre – assessed by technician.	Cost of parts if repairable; 50% of replacement cost if beyond repair. AppleCare+ does not apply.
Lost device	Contact Tech Centre immediately – insurance claim lodged.	\$500 excess (first claim). Full replacement cost on a second claim in the same cycle.
Stolen device	Obtain a Police Report, then contact Tech Centre – insurance claim lodged.	\$500 excess (first claim). Full replacement cost on a second claim in the same cycle.

9. Fair Wear and Tear Guidelines

At the end of the two-year device cycle, the device will be assessed for condition. To achieve fair market value (the basis for any end-of-cycle purchase offer), the device must be in a condition suitable for re-sale. Any reduction in fair market value caused by damage beyond normal wear and tear will be charged to your Fee Account.

The following guidelines explain what does and does not count as normal wear and tear.

Acceptable – Normal Wear and Tear	Not Acceptable – Damage Beyond Normal Wear and Tear
The following are considered normal for a device used over two years and will not attract a charge: • Light scratches on the device casing. • Light wear on palm rests. • Faded lettering on keys. • Slight fading of casing colour.	The following will be assessed and may result in a charge to your Fee Account: • Missing keys. • Cracked or bent casing, screen, or lid. • Broken hinges or latches that prevent the device from closing. • Non-removable stickers or labels adhered to the device. • Etching, excessive scratching, or abnormal markings. • Pressure patches, burns, or scratches on the screen. • Significant discolouration or staining (including paint, liquid paper, or similar substances) that requires specialised cleaning prior to re-sale. • Device that will not boot up, or where a student-set password prevents the school from running standard diagnostic tests. • Removal of serial number identification tags or product labels. • Any damage that disfigures the device from its normal appearance or function – assessed against a device of equal age and make without disfigurement.

10. End-of-Cycle Process

Approximately eight (8) weeks before the end of a device cycle, Scotch College will write to families to outline the return process and timeline, and to explain what will happen next.

At the end of the cycle, the device must be returned to the Tech Centre in a condition suitable for re-sale, as described in the fair wear and tear guidelines in Section 9. The device will be assessed at the point of return, and any damage beyond normal wear and tear will be charged to your Fee Account.

Once returned, all school data and student accounts are securely removed from the device by the Tech Centre before it is passed on through our certified reseller.

11. Data and Privacy

Student devices are managed by Scotch College's IT department using mobile device management (MDM) software. This allows the school to remotely configure devices, push software updates, and enforce school-approved settings.

Student personal data stored on the device remains the responsibility of the family. Scotch College's management of the device is limited to school-related configuration and software. Families should ensure that any personal files, photos, or accounts stored on the device are backed up regularly.

At the end of a device cycle, or when a student leaves the school, the Tech Centre will perform a secure wipe of all school-managed data, accounts, and configuration before the device is returned to the family or re-issued. Families are responsible for backing up any personal data before returning the device.

Scotch College collects and handles personal information in accordance with its Privacy Policy, available at home.scotch.wa.edu.au. For questions about data handling, please contact the school's Privacy Officer.

12. Acceptable Use

The device is provided primarily for educational purposes. Students are expected to use the device in accordance with Scotch College's ILT Acceptable Use Policy, which is available on home.scotch.wa.edu.au.

Misuse of the device – including accessing inappropriate content, circumventing school security controls, or using the device in a manner that breaches the Acceptable Use Policy – may result in disciplinary action and/or withdrawal of device access. The school reserves the right to inspect device usage where there is a reasonable concern about misuse.