



Student Laptop Hire Charter Agreement 2020

The Program

In 2020, a school laptop hire program will commence for Year 7 students. There are a limited number of devices in the program.

The laptop hire program has been designed to compliment the current BYOD program. Students may still choose to BYOD but they must choose one of these options so that all students in the class have constant and consistent access to a computer.

If parent feel that they are unable to engage in either of these programs, they will be required to meet with the Principal to discuss possible options or timing to access a device.

Laptops used in this program will be set up for each individual student and will come standard with the schools Managed Operating Environment (MOEv5 Windows 10 Education Edition), Microsoft Office 2016, filtered internet, access to the school network and access to school software.

The laptops are the property of the Queensland Department of Education and Training (DET), regardless of funding source. The school will take no responsibility for any theft or damage. Where the laptop is damaged or stolen, the school may invoice a student's parent/caregivers for the full cost of repair or replacement and the misuse of school laptops will be dealt with according to the Beerwah SHS Responsible Behaviour Plan for Students.

Students will be required to pay a yearly fee of \$275.00 (pro rata based on enrolment) for the personal use of these laptops. This payment can be made upfront or paid in advance on a term by term basis (across three terms). Laptops will need to be returned to the school over the Christmas holiday period for service and maintenance. This laptop will be covered for accidental damage and faulty components and the IT department at Beerwah SHS will manage any Accidental Damage or Warranty claims with the insurance vendor should they be necessary.

The Package

The equipment, referred to in this agreement, consists of a laptop computer; protective hard carry case; charger and the department's standard suite of software, including Microsoft Office.

For the purpose of this document, all of these items are referred to collectively as the 'laptop'. Each laptop will be:

- protected by anti-virus tools and automated updates
- able to be connected to the school network for filtered internet and email usage for student learning
- installed with the department's standard suite of productivity software
- Bluecoat web filtering at school (high) and at home (medium).

Acceptable Computer and Internet Use

Communication through internet and online communication services must comply with the Department's Code of School Behaviour and the Responsible Behaviour Plan available on the school website.

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Note: Use of internet and online communication services can be audited and traced to the account of the user.

Passwords

Passwords must not be shared; they must be kept confidential, and changed when prompted or when known by another user. Personal accounts cannot be shared. Students must not allow others to use their personal account or laptop for any reason. Students should log off at the end of each session to ensure no one else can use their account or laptop.



Theft and Loss

In the case of loss or suspected theft of an assigned laptop, the school will initiate recovery procedures, however, should a device be unrecoverable, the full cost of replacement may be charged to the parent/caregiver.

Warranty & Accidental Damage

All laptops and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage and accidental damage. There is no cover for negligence, abuse or malicious damage.

Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the school's office/administration staff or to the IT Department at Beerwah State High School.

The laptop is covered for one Accidental Damage claim per year. Where a laptop is accidentally damaged (including keyboard and permanent aesthetic damage), the school will initiate and manage a warranty claim with the insurance vendor. For any subsequent Accidental Damage claims within 12 months, the school will invoice a student's parent/caregiver for the full cost of repair plus labour and postage.

Wilful and Malicious Damage

Where a school or insurance vendor determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement may be charged.

Software

The software loaded on the laptop is licensed to the Department of Education and Training or the school. Students may have the ability to install additional software onto the laptop. However, only licensed software can be installed. The student must hold a valid licence for any software installed and the licence must be appropriate for installation on the laptop. Laptops will be periodically audited by the department and the student should present the valid software licence, if requested.

Monitoring and Reporting

Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the laptop is subject to review by authorised school staff. If at any stage there is a police request, Department of Education and Training will provide the authorities with access to the laptop and personal holdings associated with the use of the machine.

Subsequent Points of Agreement:

Students are reminded that in using these laptops they must comply with the school's Student Network / Internet Access Agreement and Internet Usage Policy.

Students should not:

- Create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place;
- Disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard;
- Use unauthorised programs and intentionally download unauthorised software, graphics, videos, music or games;
- Intentionally damage or disable computers, computer systems or DET networks;
- Use the laptop for unauthorised commercial activities, political lobbying, online gambling, harassment of others or any unlawful purpose;
- Disseminate images or sound using the laptop to others for the purpose of causing embarrassment to individuals or the school, or for the purpose of bullying or harassment.

The school has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

Students are responsible for the timely backing up of data. Should a hardware or software fault occur, assignment work may be lost. The school is not responsible for any data loss. Students should also be aware that, in the event that any repairs need to be carried out, the contents of the laptop may be deleted and reformatted.



Care and Use of Laptop

Whilst the laptop is issued to the student, they are responsible for taking care of and securing the laptop and accessories.

- When not in use the laptop should be stored in its carry case. Should students need to leave the laptop unattended it needs to be stored in a secure location e.g. locker.
- If a laptop is accidentally damaged students must report the damage immediately to administration personnel. If damage occurs to the laptop the school will determine when and/or if a replacement machine is made available to the student.
- Before switching on, gently place the laptop on a stable surface and then switch on.
- Avoid moving your laptop around when it is turned on and always package, carry and store the laptop in its carry case for transportation.
- Ensure the laptop is switched off before being placed into the carry case and transported.
- Take care when using the laptop. Avoid dropping or bumping the machine. Don't poke, prod, push or slam the LCD screen. Never pick up the laptop by its screen.
- Only connect the adapter supplied to your machine. Never use an adapter belonging to another machine.
- Do not wrap the cord tightly around the adapter box and when unplugging the power cord, pull on the plug itself, not the cord.
- Computer batteries can become hot during use. Do not use the computer on your lap.
- Don't have food or drink near the laptop.

Borrowing a Stay at School Laptop – Conditions of Use

The school has a fleet of laptops available for Year 7 students to borrow on a daily basis if they forget their laptop or if their hire laptop is not working.

About Stay at School Laptops:

- The Student Laptop Hire Agreement and Stay at School Laptop Permission Form must be signed and returned to the school before a Stay at School laptop can be borrowed.
- Stay at School laptops are available for borrowing from the IT Support Room in the Library from 8.00am each day and must be returned by 3.00pm on the same day.

By signing the Student Laptop Hire Agreement and Stay at School Laptop Permission Form, the student and parent/caregiver understand and acknowledge that:

- The laptop must stay at school.
- The laptop must be returned to the IT Support Room in the Library by 3.00pm on the day it was borrowed.
- The borrower and their parent/caregiver is responsible for any damage to the laptop and agree to pay for any repair cost. Stay at School laptops are checked for damage by IT staff every day upon return.
- All policies and guidelines as per the Responsible Behaviour Plan for students apply to the use of a stay at school laptop.
- If the laptop is lost while borrowed, the full cost of replacement will be required.

NOTE: Failure to return the laptop may result in the student not being allowed to borrow a school laptop.



Frequently Asked Questions – Laptop Hire Scheme

Will I need to bring the Laptop to school every day?

Yes. From 2020, all students in Year 7 will be required to have a laptop at school every day.

Will I be able to access Social Media sites on my laptop?

Yes but only from home.

What happens if I lose my laptop or it gets stolen?

Loss or theft of the laptop must be reported immediately to the school's office/administration staff. In the case of loss or suspected theft of an assigned laptop, the school will initiate recovery, however, should a device be unrecoverable, the full cost of replacement may be charged.

Can I install software on the laptop?

Yes. Students can install additional software onto the laptop. However, only licensed software can be installed.

Do I need to back up?

Yes. It is the student's responsibility at all times to back up all files. The school is not responsible for any data loss.

What happens if I accidentally damage the laptop?

Any damage, software or hardware issues must be reported immediately to the school's office/ICT staff.

Will the school assist me with network connection issues at school?

Yes. Students can visit the IT Support Room located in the Library before school and during recess breaks for advice and assistance.

Will the school assist me with home internet connection settings and issues?

No. Your home internet provider or local computer technician can assist you with these enquiries.

Will the school protect the device from virus attacks?

Yes. Each school assigned laptop will be protected by anti-virus tools.

Can I take my hire laptop to the IT Department at school for repair?

Yes. Students can visit the IT Support Room located in the Library before school and during recess breaks for advice and assistance. The IT Department will manage any warranty claims if necessary and will provide hardware or software repairs as required.

What happens if I forget my laptop or my laptop is broken?

The school has a small fleet of laptops available for Year 7 students to borrow on a daily basis if they forget their laptop or if their hire laptop is not working. Students can collect and sign out a laptop from the IT Support Room in the morning between 8.00 – 8.45am. These laptops MUST NOT BE TAKEN HOME, Stay at School laptops must be returned by 3.00pm on the same day. Students who leave early will need to organise to drop off the laptop when they sign out at the office.

Can I bring my charger to school?

All chargers are to be left at home. It is the student's responsibility to attend school every day with a fully charged laptop.

What is deemed inappropriate?

All illegal (unlicensed) software; pirated music or videos; defamatory documents, or images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate.



Queensland Government

BEERWAH STATE HIGH SCHOOL STUDENT LAPTOP HIRE AGREEMENT FORM



The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

STUDENT AGREEMENT	STUDENT PARTICIPATION		
	<p>I wish to participate in the 2020 Beerwah State High School Laptop Hire Program.</p> <p>I have read and understood the above agreement and the school Responsible Behaviour Plan. I agree to abide by the guidelines outlined by both documents.</p> <p>I acknowledge my responsibility to use the laptop in accordance with these rules and understand the consequences should I fail to abide by these rules.</p>		
	Student Name:		
	Year Level:		
	Username / Log On (if known):		
	Student Signature:		Date:

PARENT/GUARDIAN AGREEMENT	LAPTOP HIRE PROGRAM				
	<p>I give permission for my child to participate in the 2020 Beerwah State High School Laptop Hire Program. I have read the above agreement and understand my responsibilities. I agree to abide by it and pay all costs which may occur should the laptop and / or its accessories be lost or damaged.</p>			YES / NO (Circle)	
	BORROWING A STAY AT SCHOOL LAPTOP				
	<p>I have read and understand the conditions of use and give permission for my child to borrow a 'Stay at School' laptop if necessary.</p>			YES / NO (Circle)	
	PAYMENT ARRANGEMENT – ANNUAL FEE OF \$275 (PRO RATA BASED ON ENROLMENT) (please tick one)				
	<input type="checkbox"/>	Now: I wish to make full payment now as a single payment of the total annual fee of \$275			
	<input type="checkbox"/>	Term Instalments: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount.			
		Deposit: \$125 (by 22 Jan 2020)	Term 1: \$50 (by week 3)	Term 2: \$50 (by week 3)	Term 3: \$50 (by week 3)
	<input type="checkbox"/>	Pro Rata Payment: I wish to make full payment of the agreed Pro-Rata amount of \$			
	<p>I agree to make payment by the due dates and I understand that any failure to make payments by these dates may result in the cancellation of my child's participation in the Laptop Hire Program and debt recovery action being undertaken. I understand my student will not be permitted to participate in optional school activities if my payment arrangement falls into arrears.</p>				
Parent / Caregiver's Name:					
Parent / Caregiver's Signature:			Date:		

OFFICE USE ONLY			
Payment Received On:		Laptop Issued On:	
Equipment Details	Make / Model	EQ Asset Number	Asset Serial Number
Laptop			