



OPTION 2 SCHOOL TAKE-HOME LAPTOP PROGRAM

Keep for your information

Student Responsibilities

Damage or lost equipment

All devices and batteries are covered by a manufacturer's warranty that covers manufacturing defects through normal usage. In addition, devices are covered by an insurance policy that protects against accidental damage. There is no cover for negligence, abuse or malicious damage. Students will be required to replace lost or damaged chargers and keys. In the event of non-compliance of agreed responsibilities, schools may review the student's continued participation in the take-home program.

Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the School.

Theft

If the device is stolen outside of school, the parent/caregiver will need to report the incident to the police and ensure they have the following documentation when informing the School:

- Police crime number
- Statutory declaration (usually completed with the police)

Should a device be unrecoverable – whether lost or stolen, the cost of replacement is as follows:

- First case: \$200, payable by the parent/caregiver
- Subsequent cases: full replacement cost

Accidental damage

Where a device is accidentally damaged, schools will invoice a student's parents according to the following sliding scale:

First incident: \$50 ➔ Second incident: \$100 ➔ Subsequent: \$150

Wilful and malicious damage

Where the Insurance Company 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 device is licensed to the DET or the School. The parent or caregiver must ensure that the software is not copied, deleted or transferred, without prior written consent from the School. Unauthorised use may breach copyright laws and the parent or caregiver may be held liable for any damages incurred.

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. Devices may be audited by a school requiring students to present a valid software licence for any personal software installed. Devices may be rebuilt at any time for numerous reasons without consultation with students or parents and all local data may be lost in this process.



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Student Name		Year Level	
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Toogoolawah State High School maintains a strong focus on embedding digital learning into the curriculum. Having access to such technologies brings with it certain responsibilities – both ethical and legal. The smooth operation of the school computer network relies on the proper conduct of the users who must adhere to the following agreement:

As a responsible user I agree that:

- I will login into the School network, or any other digital device using only my username and password which is provided by the School
- Login passwords must be kept confidential at all times
- I will only use digital learning technologies (including the internet and emails) for learning related activities
- Illegal software, games or inappropriate content are not to be accessed, downloaded, stored, emailed or saved on your laptop or USB storage devices
- I adhere to the laws concerning copyright and other intellectual property rights, and will acknowledge the owners of copyright works
- I will not retrieve, view, post, store or distribute any material that is sexually explicit, obscene, violent or offensive via my School's email account, network or other hardware
- I will not use digital technologies to harass or bully others
- I will not attempt to circumvent the network or internet security
- I will not knowingly introduce a virus onto the device or School network
- I will charge my laptop fully each evening in preparation for the next school day
- I will regularly back-up my device and personal data on the network, a USB or portable device and understand that it is my responsibility to have a backup completed before visiting the IT team with any issues to do with my device or network account
- I will promptly report to staff any inappropriate material that is accidentally accessed
- I will promptly report any damage to any hardware or software to the IT Technician located in E Block
- I will not deface my laptop or case with stickers or graffiti
- I will carry my laptop in the supplied or privately purchased protective carry case at all times
- I will keep the laptop with me at all times or stored in a safe place when not possible
- My parents/caregivers will be aware of and monitor my use of digital technology and the internet at home as they see appropriate

Student Responsibilities

Please retain this information for future reference.

Complete and sign the Laptop Agreement Form and return to the school Office.



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Student Name		Year Level	
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The Student Laptop Agreement Form must be **signed and returned to the School Office before the device is issued**. The student and parent or caregiver must carefully read this Agreement before signing it. Any questions should be addressed to the School and clarification obtained before the Agreement is signed.

In signing below, I acknowledge that I:

- accept all policies and guidelines as per the Student Responsibility Agreement, which outlines appropriate use of the device and the internet
- understand and agree with all of the conditions detailed in the Student Laptop Take-Home Agreement
- understand that failure to comply with the Student Laptop Take-Home Agreement could result in recall of the device, charges for damage and/or loss of access for home use
- agree to contribute the participation fee of \$220 for my child to access the Take-Home component of Student Take-Home Laptop Program

Please complete and sign this form and return it to the School Office as soon as possible to allow time for processing.

Student's name		Parent/caregiver's name	
Signature of student		Signature of parent/caregiver	
Date		Date	

Office Use Only: DATE RECEIVED