



Digital Learning in 2027

In 2027, **all students** will be required to have a laptop so that they can stay connected to classroom content both at school and at home. Parents and students can choose from two options, it is up to families to choose the option that is right for them.

Some benefits of Digital Learning are:

- Access in all classes to filtered internet and the School's Learning Management System (Daymap)
- Access to Athletics and the JacPlus e-book library
- Access to Class OneNote 24/7 via the School's 'cloud services'
- Free installation of Office 365 on up to 5 devices
- Access at home to Outlook 365 - student and teacher emails and school calendars
- Access to electronic copies of the text books

Strong support from parents and caregivers is paramount in ensuring students gain maximum benefit for their learning.

Option 1 – Bring Your Own Device (BYOD)

In this option, students and parents purchase a device privately.

Things to note about this option:

- The School will charge a yearly Levy of \$50 for each personal laptop/tablet device for technical support to connect to the School's wireless network. The School's wireless network enables students to access filtered internet and the School's Learning Management System (The Learning Place)
- The levy will be for a calendar year and will need to be paid at the start of every year. A BYOD sticker will be stored in your student's diary as evidence of the signed agreement
- Laptop computers/tablet devices can only be used at school with the knowledge and written approval of the parent/guardian and the School
- The School cannot undertake to provide technical assistance for hardware or software problems that may occur with BYOD laptops/tablet devices
- Due to current technical limitations **BYOD devices cannot access network drives or printers**
- Minimum Requirements –
 - Operating System: Windows 10 Home or Windows 10 Pro are preferred, but "Windows 10 S" does not work within EQ), or Apple OSX 10.9 (or later)
 - Processor: Intel Core i3 1.7 GHz 64-bit capable
 - Installed Memory (RAM): 8GB
 - 14" screen
 - 256GB SSD Hard Drive
 - Battery Life 4 hours plus
- Current suggested minimum device specifications can be viewed on our website under 'Extra-curricular': <https://toogoolawahshs.eq.edu.au/curriculum/bring-your-own-device>

Option 2 – Join the School Take-Home Laptop Program

In this option, students and parents will be supplied with a School owned device for the year and pay a yearly participation fee of \$220.

Things to note about this option:

- The yearly payment of \$220 can be paid by instalments through the Student Resource Scheme
- The School will provide technical assistance for hardware or software problems that may occur with the School's laptops
- As the laptop is school property, students can only use the school laptop for learning related activities



2027 OPTION 1 BRING YOUR OWN DEVICE POLICY

Please keep for your information

Policy Regarding the Use of Student Personal Laptops

Toogoolawah SHS is committed to providing supportive learning environments for all students and is keen to assist students with personal laptops. Clearly, safety and security from both the student's point of view and the Schools are prime concerns as is the impact on school resources.

Consequently, the following Policy Position has been established:

- Personal laptop computers may be used at school by all students
- Laptop computers can only be used at school with the knowledge and written approval of the parent/guardian and the School
- The signing and registering of the **Option 1 BYOD Agreement** constitutes such knowledge and approval
- The levy will be for a calendar year and will need to be paid at the start of every year.
- The student accepts FULL responsibility for the care and use of their own laptop. In particular, the School does not accept responsibility for theft, damage or loss of the device or parts/accessories. Families should check the details of their personal insurance coverage for events such as loss/damage
- Unless specifically stated Home and Contents insurance does not cover a laptop/tablet device against accidental damage or theft when outside the home. There is risk associated with bringing a laptop to school and it is highly recommended that parents consider electing to purchase a suitable insurance option as part of their Home and Contents package

Under no circumstances are students to leave a device unattended and the following guidelines have been developed to protect students.

- When devices are not in use the students should ensure the device is secure. This includes occasions when undertaking co-curricular activities. Students must always take home their devices overnight and never leave them in a locker
- Students should always attempt to minimise the total weight of materials transported to and from home. When carrying their bag/s students should attempt to alter the carrying hand and regularly take breaks. If a backpack is being used then always use both straps and pack the heaviest materials so they will be closest to your back. Remember that the laptop is valuable and always have it in sight or preferably hold it when travelling

TOOGOOLAWAH SHS attempts to provide a safe Internet experience for students by using Education Queensland's state of the art filtering technology.

- The laptop will only have access to the Internet via the School's wireless network.
- Students will still be bound by the Toogoolawah SHS Acceptable Usage Policy and at **NO** stage will they have direct access to the Toogoolawah SHS Computer Network. The integrity of the School's network could be severely compromised by the introduction of viruses and this is a risk that cannot be accepted



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- Students will have access, via the School's wireless network, to the School's Learning Management System (The Learning Place), Daymap and other learning platforms, filtered Internet and WebMail
- While at school students will use the School's wireless network connection exclusively for educational purposes. At NO stage should students access programs or material from the laptop which are not relevant to their current work/learning
- The School does not permit activities such as downloading inappropriate files, playing networked computer games or accessing Social Media sites

The use of a laptop at particular times in individual lessons is at the discretion of the subject teacher.

- There may be times when the activity is intended to be done without computer assistance or when the attention of the student is required elsewhere
- The teacher may require the student to close down the laptop and continue working via other means
- The School reserves the right to confiscate the laptop when:
 - The student refuses to follow the directions of subject teachers to close down the laptop and continue working via other means
 - Where there is reasonable suspicion that material contrary to the values of the School is being brought to school on the laptop

The use of power cords creates an Occupational Health and Safety risk and also increases the possibility of damage to the device should a student trip on it.

- Students are expected to bring their devices to school each day with a fully charged battery and the charger
- If one battery does not provide the required length of use, students will have limited provision to charge the laptop

The School cannot undertake to provide technical assistance for hardware or software problems that may occur with laptops.

- Such assistance remains the personal responsibility of the student as a private matter. If the laptop/malfunctions during a lesson, the student is required to continue learning promptly, in a conventional manner
- The student is responsible to ensure that any software or application required is already installed on their laptop. The School is unable to supply or install software due to resource constraints and licensing agreements
- Students are encouraged to, and responsible for performing regular backups of their files. The importance of current work will often determine backup frequency
- Students are unable to access school printers directly from a personal laptop and will require a USB to transfer documents to the school
- Direct connection of the laptop to the network is not permitted. It is the student's responsibility to have a suitable data-transfer device



2027 OPTION 1 BRING YOUR OWN DEVICE POLICY

Please return to the School

Student Name		Year Level	
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I have read the policy regarding the Use of Student Personal Computing Devices (BYOD Policy) and agree that:

- the laptop will have access to the Internet via the School's wireless network
- Students will still be bound by the Toogoolawah SHS ICT Acceptable Usage Policy
- while at school students will use the School's wireless network connection/their own internet connection exclusively for educational purposes
- students will access programs or material from the laptop/tablet device which are relevant to their current work/learning
- downloading inappropriate files, playing networked computer games or accessing Social Media sites is not permitted

The points above have been extracted from the BYOD Policy and are listed here for emphasis. **Please complete and sign this form and return it to the School Office as soon as possible to allow time for processing.**

Name of parent/caregiver		Signature of parent/caregiver	
Date			

Office Use Only: DATE RECEIVED

Student Resource Scheme - Participation Agreement Form

The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Participation

YES I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.

NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new [Participation](#) Agreement Form.

School Name	TOOGOOLAWAH STATE HIGH SCHOOL - BYOD PROGRAM
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.



Terms and Conditions

Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.
22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
 23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
 24. The school administration office must be notified immediately of the loss or damage to any hired item.
 25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
 26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
 27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.





2027 SCHOOL TAKE-HOME LAPTOP PROGRAM



Student and Parent Responsibility Agreement

Please keep for your information

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.

In the event of non-compliance of agreed responsibilities, schools may review the student's continued participation in the take-home program. The laptop remains the property of Toogoolawah SHS and is loaned to the student for an annual fee.

Student and Parent Responsibilities

Faults and damages to the Laptop:

- All devices and batteries are covered by a manufacturer's warranty that cover faults and manufacturing defects through normal usage.
- The laptop warranty is "onsite" meaning that the school manages the repairs and the computer company's technician comes to the school to make the repairs.
- If the computer company determines that the repairs are not covered by warranty, they will repair the device and the cost of the repair will be invoiced to parent/caregiver.
- There is no warranty for negligence, abuse or malicious damage. For example, a laptop screen replacement may cost \$200.
- Students will be required to replace lost or damaged chargers and the cost will be invoiced to parent/caregiver. For example, a Dell laptop charger costs approximately \$40.
- School laptops are identified with a 'skin'. Removal of this skin will incur a \$50 fee for replacement.
- Devices may be rebuilt at any time due to a range of reasons, including school servicing and all local data including personal software is wiped. Students are encouraged to use cloud storage (School Onedrive) to prevent data loss. Personal software remains the responsibility of the student and parent/caregiver.
- Students are not permitted to put personal stickers on their laptops because this increases the work during annual servicing and cleaning.

Theft

If the device is stolen outside of school, the parent/caregiver will need to report the incident to the police and provide following documentation to the School:

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

Should a device be unrecoverable, the cost of replacement is as follows:

- First case: \$500, payable by the parent/caregiver
- Subsequent cases: full replacement cost

Software

- The software loaded on the device is licensed to the School.
- Students may have the ability to install additional software onto the laptop if they own a licence for the software. Any software installed must be appropriate for school.



2027 SCHOOL TAKE-HOME LAPTOP PROGRAM



- Devices may be audited requiring students to present a valid software licence for any personal software installed.

Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the School. Documentation will need to be completed before repairs can be actioned.

School Expectation for Student laptop use, Students will:

- Login into my school laptop using only **my** username and password.
- Keep login passwords confidential at all times.
- Use my school laptop digital learning technologies for learning related activities.
- Not access, download, store, email or save Illegal software, games or inappropriate content on the laptop.
- Not attempt to circumvent the network or internet security.
- Charge my laptop fully each evening in preparation for the next school day and bring the charger to school.
- Store my school data on the School OneDrive.
- Promptly report to my parent/caregiver and to school staff any inappropriate material that is accidentally accessed.
- Promptly report any damage to my parent/caregiver first and then the IT Technician located in E Block.
- Not deface my laptop or case with stickers or graffiti or by removing the skin.
- Carry my laptop in the supplied case or privately purchased protective carry case at all times.
- Keep my laptop in a safe and secure location when I am not using it.

Please retain this information for future reference.

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



2027 SCHOOL TAKE-HOME LAPTOP PROGRAM



2027 Student Laptop Agreement Form

Please return to the school

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:

Please initial	Terms of the agreement
	I agree to contribute the participation fee of \$220 for my child to access the Take-Home component of Student Take-Home Laptop Program.
	I agree to being invoiced for repairs and cost not covered by the laptop warranty.
	I accept all policies and guidelines as per the Student Responsibility Agreement, which outlines appropriate use of the device and the internet.
	I understand and agree with all of the conditions detailed in the Student Laptop Take-Home Agreement.
	I 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.

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

Name of parent/caregiver		Signature of parent/caregiver	
Date			

Office Use Only: DATE RECEIVED

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The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

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Participation

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School Name	TOOGOOLAWAH STATE HIGH SCHOOL - TAKE HOME LAPTOP PROGRAM
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

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- hired to the student for their personal use for a specified period of time.
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 - Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
 - The school administration office must be notified immediately of the loss or damage to any hired item.
 - Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
 - The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
 - Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

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- Any concessions relating to the participation fee will be at the discretion of the Principal.

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Parents' Experiencing Financial Hardship

- Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
- Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
- The onus of proof of financial hardship is on the parent.
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- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

