



2024 OPTION 2 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.



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- 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.



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2024 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

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	TOOGOLAWAH STATE HIGH SCHOOL - TAKE HOME LAPTOP 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 maybe:
 - 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.

