



# Student LAPTOP HIRE Charter Agreement

TAKE HOME LAPTOP PROGRAM

INFORMATION FOR PARENTS/CAREGIVERS AND STUDENTS



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## STUDENT LAPTOP HIRE CHARTER

### PROGRAM OVERVIEW

**The Student Laptop Hire Scheme is available to students enrolled in Years 7, 8, 9 and 10 in 2021.**

As a school, we have decided to provide a Laptop Hire Scheme where students hire a school-owned laptop for educational use at school and at home.

This program allows those students who do not have access to their own device to have a true 1 to 1 experience, enabling them to take work with them, install additional software, make electronic notes and carry digital textbooks provided by the Resource Centre.

We have chosen to support a co-contribution laptop hire model because:

- We recognise the demand for seamless movement between school, work, home and play.
- Our Laptop Hire program assists students to improve their learning outcomes in a contemporary educational setting.
- Assisting students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers.

Our school P&C has endorsed a co-contribution of \$200 to be charged per device per annum (pro-rata based on enrolment) for the device hire. By paying the \$200 students are guaranteed their own laptop for the school year, however, **laptops will need to be returned to the school over the Christmas holiday period for service and maintenance.**

All laptops used in the program are the property of Gin Gin State High School.

### THE 'LAPTOP' PACKAGE

The equipment, referred to in this agreement, consists of either an 11.6" or 14" ultra-portable laptop computer loaded with the schools Managed Operating Environment (MOEv5 Windows 10 Education Edition); 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 wireless network for filtered internet and email
- Able to be used at home and at school for student learning
- Installed with the department's standard suite of productivity software
- Protected by web filtering at school and at home.
- Protected by Computrace theft protection



## DEVICE CARE

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. 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/caregiver for the full cost of repair or replacement.

## DATA SECURITY AND BACK-UPS

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost.

**The student is responsible for the backup of all data.** The backup of the data on the device is the responsibility of the student and should be backed up on an external device, such as an external hard drive or USB drive. **The school will take no responsibility for lost data.** Students should be aware that, in the event that any repairs need to be carried out, the contents of the device may be deleted and the storage media reformatted.

## ACCEPTABLE COMPUTER AND INTERNET USE

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Information and Communication Technologies (ICT) Student Use Agreement.

This policy also forms part of this Student Laptop Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds.

Communication through internet and online communication services must also comply with the department's [Code of School Behaviour](#) and the [Responsible Behaviour Plan](#) available on the school website.

**Note:** Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

## PASSWORDS

Use of the school's ICT network is secured with a username and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students or staff).

- The password should be changed regularly, as well as when prompted by the department or when known by another user.
- Personal accounts are not to be shared. Students should not allow others to use their personal account for any reason.
- Students should log off at the end of each session to ensure no one else can use their account or device.



## DIGITAL CITIZENSHIP

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online today are easily searchable and accessible. This content may form a permanent online record into the future. Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community. Parents and caregivers are requested to ensure that their child understands this responsibility and expectation.

## CYBERSAFETY

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as possible.

Students are encouraged to explore and use the “Cybersafety Help” button to talk, report and learn about a range of cybersafety issues.



Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other online content, containing:

- A message sent to them in confidence
- A computer virus or attachment that is capable of damaging the recipients’ computer
- Chain letters or hoax emails
- Spam (such as unsolicited advertising).

Students must never send, post or publish:

- Inappropriate or unlawful content which is offensive, abusive or discriminatory
- Threats, bullying or harassment of another person
- Sexually explicit or sexually suggestive content or correspondence
- False or defamatory information about a person or organisation.

Parents/caregivers and students are encouraged to read the department’s [Cybersafety and Cyberbullying guide for parents and caregivers](#).

## WEB FILTERING

The Department of Education (DOE) operates a web filtering system to protect students and restrict access from malicious web activity and inappropriate websites.

The DOE Web filtering system is installed on all school owned laptops and workstations, including all laptops provided in this program. The Web filtering client is always active to a certain extent on these devices, whether it is connected to a school wireless network or a personal/home wireless network.



When students are connected through DOE managed networks they will have a very high level of filtering applied. This level restricts them from websites such as:

- Social networking sites e.g. Facebook
- Open/mixed content sites e.g. YouTube
- Chat/Instant Messaging sites e.g. MSN Messenger
- Internet telephony and video conferencing sites e.g. Skype
- Document sharing and cloud storage e.g. Dropbox, OneDrive, iCloud, Google Drive
- Peer to Peer sites and downloading services e.g. Bit Torrent, uTorrent etc.

When students use their school owned device at home, the filtering system (proxy client) can function with two levels of filtering, **high** (more restrictive) or **medium** (less restrictive).

A **high** level of filtering at home is less restrictive than at school, however it provides a greater level of protection than medium. Some websites and web applications that are blocked at school but are available to students at home include:

- Personal blogs
- Chat/Instant Messaging e.g. MSN Messenger
- Internet Telephony and video conferencing e.g. Skype
- Media Sharing e.g. Flickr
- Cloud Storage e.g. Dropbox, OneDrive, iCloud
- Software downloads

By request parents/caregivers can allow their child **medium** level filtering when they are connected to non-departmental internet connections, such as their own home internet.

**Medium** level filtering provides a less restrictive level of protection. Students with this level can access a wider range of websites away from school, which include:

- Social networking e.g. Facebook
- YouTube
- Adult/mature content
- Nudity
- Alternative spirituality/belief
- Translation websites

It is important to remember, filtering systems do not replace the need for parental supervision when students are online.

If parents/caregivers choose to permit their child to have a medium level of filtering at home, they need to be aware that the child's online activities are the shared responsibility of the parent and the student. This process requires sign off on the Student Laptop Hire Agreement Form indicating your willingness to support your child's access to medium filtering.

Parents, caregivers and students are encouraged to visit the Government's eSafety website at <https://www.esafety.gov.au/>.

## STUDENTS' REPORTING REQUIREMENTS

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DOE network must also be reported to the school.



## **PRIVACY AND CONFIDENTIALITY**

It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. It should also be ensured that privacy and confidentiality is always maintained.

## **INTELLECTUAL PROPERTY AND COPYRIGHT**

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics, music, videos or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

## **MONITORING AND REPORTING**

Students should 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 device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

## **MISUSE AND BREACHES OF ACCEPTABLE USAGE**

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, or involvement of the Queensland Police Service.

## **SOFTWARE**

The software loaded on the device is licensed to the Department of Education (DOE) or Gin Gin State High 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.



## ELEVATED ACCESS

Hire laptops may have elevated permissions applied to them, which allows students to perform tasks such as installing additional software including printer drivers for home printers, drivers for cameras, additional web browsers (e.g. Firefox) etc.

This access provides additional permissions above and beyond those available on other MOE (Managed Operating Environment) built workstations and devices. Students should not misuse these privileges. The misuse of this access may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

If granted elevated access, students will have the ability to install additional software onto the school owned laptop. However, only licensed software can be installed. The student must hold a valid license for any software installed and the license must be appropriate for installation on the device.

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

The school will manage the provision of elevated access and may require a parent/caregiver to approve this.

## EQUIPMENT OWNERSHIP

At the end of the loan period each year, all devices will be returned to the school. The devices will have all licensed software and data removed and will be restored to their original factory settings. Gin Gin State High School will make a decision regarding the disposal, sale or recycling of the used devices, when they reach an appropriate age or go end-of-life.

If the student completes their schooling or transfers from the school, the device must be returned to the school. If the device is not returned, reimbursement will be sought.

## FEE FOR PROVISION OF DEVICE

To participate in the school's Student Laptop Hire program, there is a cost involved for the provision and delivery of the device. **Our school P&C has endorsed a co-contribution of \$200 to be charged per device per annum (pro-rata based on enrolment) for the device hire.**

The items below are included in Gin Gin State High School's standard Laptop package:

<b>Take Home Laptop Package Includes:</b>	
Laptop	Included
Protective Hard Carry Case	Included
AC Power Charger	Included
Internet Filtering	Included
Windows 10 Operating System	Included
Microsoft Office Software Suite	Included
Technical Support	Included
Warranty	Included
Accidental Damage Protection	Included
Hotswap Device (if hire laptop requires repairs )	Included
School owned software	Included





## PRO-RATA CALCULATOR

Term	Term 1	Term 1	Term 2	Term 2	Term 3	Term 3	Term 4
Week	1-5	6-10	1-5	6-10	1-5	6-10	1-10
Full Pro-Rata Amount	\$200	\$175	\$150	\$125	\$100	\$75	\$50
Payment Schedule	T1: \$70 T2: \$70 T3: \$60	T1: \$70 T2: \$70 T3: \$35	T2: \$75 T3: \$75	T2: \$75 T3: \$50	T3: \$50 T4: \$50	Full Amount Payable	Full Amount Payable

## THEFT AND LOSS

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

## 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.**

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 (if applicable).

## NON-WARRANTABLE DAMAGE

Non-warrantable damage is where damage to the device is not covered under warranty or accidental damage protection. **Where the 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.**

Some examples include:

- Damage caused by not carrying the laptop in the provided hard case.
- Any keys being removed from the laptops keyboard due to excessive force applied
- Leaving objects (such as headphones or pens) on the keyboard when closing the laptop lid, and as a result the LCD display is damaged (this may be deemed as negligence).
- Leaving the laptop unattended and as a result the device is damaged.
- Willfully damaging the device by drawing or scratching the device with a sharp implement.



## **TECHNICAL SUPPORT**

Please advise the IT Department at Gin Gin State High School of all warranty issues, accidental damage, theft or loss as soon as the incident occurs. The school will then contact the vendor to resolve the relevant issues, and the student will be provided with a replacement laptop (subject to availability).

## **SCHOOL CONTACTS**

Below are the contact details for the IT Department at Gin Gin State High School. If you have any questions or require any further information regarding the laptop program, please do not hesitate to contact us.

**Email:** [byox@ginginshs.eq.edu.au](mailto:byox@ginginshs.eq.edu.au)

**Phone:** (07) 4133 2111

The IT Support Room is open for students to access at the below times:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Before School</b>	8:15 – 8:45	8:15 – 8:45	8:15 – 8:45	8:15 – 8:45	8:15 – 8:45
<b>First Recess</b>	11:15 – 11:55	11:15 – 11:55	11:15 – 11:55	11:15 – 11:55	11:15 – 11:55
<b>Second Recess</b>	1:05 – 1:35	1:05 – 1:35	1:05 – 1:35	1:05 – 1:35	1:05 – 1:35
<b>After School</b>	2:45 – 3:15	2:45 – 3:15	2:45 – 3:15	2:45 – 3:15	2:45 – 3:15



## STUDENT LAPTOP HIRE AGREEMENT & APPLICATION FORM

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

STUDENT AGREEMENT	<b>STUDENT PARTICIPATION</b>		
	I wish to participate in the 2021 Gin Gin State High School Laptop Hire Program.		
	<b>I have read and understood the Student Laptop Hire Charter and the school's Responsible Behaviour Plan.</b>		
	I agree to abide by the guidelines outlined by both documents.		
	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.		
	<b>Student Name:</b>		
	<b>Year Level:</b>		
	<b>Username / Log On (if known):</b>		
	<b>Student Signature:</b>		<b>Date:</b>

PARENT/GUARDIAN AGREEMENT	<b>PARENT/GUARDIAN PARTICIPATION</b>			
	I give permission for my child to participate in the 2021 Gin Gin State High School Laptop Hire Program. <b>I have read the Student Laptop Hire Charter Agreement and understand my responsibilities.</b> I agree to abide by it and will pay any expenses incurred should the laptop and / or its accessories be lost or damaged.			
	<b>ELEVATED ACCESS (please tick one) NB: Elevated access allows students to install additional software.</b>			
	<input type="checkbox"/>	I <b>AGREE</b> to elevated access (default)	<input type="checkbox"/>	I <b>DO NOT AGREE</b> to elevated access.
	<b>WEB FILTERING (Please tick one) NB: Medium filtering allows a greater range of websites to be accessed away from school including YouTube and Facebook. High filtering does not allow this; similar to the school filtering.</b>			
	<input type="checkbox"/>	<b>HIGH</b> level of web filtering (default)	<input type="checkbox"/>	<b>MEDIUM</b> level of web filtering
	<b>PAYMENT ARRANGEMENT – ANNUAL FEE OF \$200 (PRO RATA BASED ON ENROLMENT) (please tick one)</b>			
	<input type="checkbox"/>	<b>Now:</b> I wish to make full payment now as a single payment of the total annual fee of \$200.		
	<input type="checkbox"/>	<b>Term Instalments:</b> I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: \$70 ; Term 2: \$70; Term 3: \$60		
	<input type="checkbox"/>	<b>Pro Rata Full Payment:</b> I wish to make full payment of the agreed Pro-Rata amount as per the Pro-Rata Calculator on Page 9.		
<input type="checkbox"/>	<b>Pro Rata Term Instalments:</b> I wish to make instalment payments, during the first two weeks of term, as per the Pro-Rata Calculator on Page 9.			
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.				
	<b>Parent/Guardian Name:</b>			
	<b>Parent/Guardian Signature:</b>		<b>Date:</b>	

