



LAPTOP HIRE PROGRAM

Information Brochure & Guide for Parents/Guardians

An investment in Education

As a school, we have decided to provide two laptop programs for students to participate in to enable a true, equitable 1 to 1 learning experience. The two programs that we offer are the BYOD (Bring Your Own Device) program and the Laptop Hire Program. These programs allow students to take work with them, personalise their device, install additional software on their device, make electronic notes and carry digital textbooks.

We have chosen to implement a 1 to 1 laptop program because:

- We recognise the demand for seamless movement between school, work, home and play.
- Our 1 to 1 Laptop 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 providing students with the skills and experiences that will prepare them for the high tech world in which they will live, learn and work.

Laptop Program Overview

This program allows students to hire a school owned laptop for a fee, which comes standard with Education Queensland's Managed Operating Environment and gives students access to our school network and software as well as a laptop that they can take home each night.

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 fee 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.

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

The 'Laptop' Package

The laptop hire package consists of an 11.6" ultra-portable or 14" laptop computer loaded with the schools Managed Operating Environment (MOEv6 Windows 11 Education Edition); protective hard carry case; charger and the department's standard suite of software, including Microsoft Office.

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 software including Microsoft Office 365.
- Protected by web filtering at school and at home.
- Protected by Computrace theft protection



SCAN TO ACCESS
DOCUMENT
ONLINE

Equipment Ownership

All laptops used in the program are the property of Gin Gin State High School. At the end of the loan period each year, all devices will be returned to the school and restored to factory defaults. 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.

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.

Theft & 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 but is not limited to lost chargers, hard carry cases, USB adaptors and stylus pens.

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, 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 hard case, keys being removed from the laptops keyboard due to excessive force applied (see Laptop Hire Charter Agreement for more detailed examples).

Web Filtering

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
- 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/>.

Laptop Hire Process

1. Download and read the [Student Laptop Hire Charter](#) available from the school website.
 
2. Complete the [Student Laptop Hire Agreement & Application Form](#).
 
3. Return the agreement form with payment to the school office (please allow a few days to process).
 
4. The IT department will then build the students' personal laptop and advise them on daily notices when it is ready for collection.

PLEASE NOTE: there will be approximately 1 week wait between the form submission (with payment) and the student receiving the laptop (time of year dependent).


5. Students will need to check **student daily notices** to find out when their device is ready for collection from the IT Support Room.
 
6. Visit the IT Support Room before school or during recess breaks if any problems arise.
 
7. Setup the device for educational use at school and at home. If elevated access is permitted, students can install additional software as required.
 
8. Bring device to school daily for use in class.

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.

Frequently Asked Questions

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

Yes. All students will be required to have a laptop at school every day.

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

No. By default all social media sites will be blocked at home and at school. However, if your parent/guardian opts for a Medium Level of filtering, you will be able to access social media sites (at home only).

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

Loss or theft of the laptop must be reported immediately to the school. 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 on the laptop if Elevated Access is permitted by the parent/guardian on the Agreement Form.

Do I need to back up the laptop?

Yes. It is the student's responsibility at all times to back up all files.

Does the school provide Technical Support?

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

Will the school assist me with home internet connection settings and other technical 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.

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

The school has a fleet of day loan laptops available for students to borrow if they forget their laptop or if their hire laptop is not working. Students can collect and sign out a day loan laptop from the IT Support Room between 8.15am and 8.45am. These laptops **MUST NOT BE TAKEN HOME**, Day loan laptops must be returned by 3.00pm on the same day.

Can I bring my charger to school?

No. All chargers are to be left at home. It is the student's responsibility to attend school every day with a fully charged laptop.

**STUDENT LAPTOP HIRE AGREEMENT & APPLICATION FORM**

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

STUDENT AGREEMENT			
STUDENT AGREEMENT	STUDENT PARTICIPATION		
	I wish to participate in the 2025 Gin Gin State High School Laptop Hire Program. I have read and understood the <u>Student Laptop Hire Charter</u> and the school's <u>Student Code of Conduct</u>. 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.		
	Student Name:		
	Year Level:		
	Username / Log On (if known):		
Student Signature:		Date:	

PARENT/GUARDIAN AGREEMENT				
PARENT/GUARDIAN AGREEMENT	PARENT/GUARDIAN PARTICIPATION			
	I give permission for my child to participate in the 2025 Gin Gin State High School Laptop Hire Program. I have read the Student Laptop Hire Charter Agreement and understand my responsibilities. I agree to abide by it and will pay any expenses incurred should the laptop and / or its accessories be lost or damaged.			
	ELEVATED ACCESS (please tick one) NB: Elevated access allows students to install additional software.			
	<input type="checkbox"/>	I AGREE to elevated access (default)	<input type="checkbox"/>	I DO NOT AGREE to elevated access.
	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.			
	<input type="checkbox"/>	HIGH level of web filtering (default)	<input type="checkbox"/>	MEDIUM level of web filtering
	PAYMENT ARRANGEMENT – ANNUAL FEE OF \$200 (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 \$200.		
	<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: Term 1: \$70 ; Term 2: \$70; Term 3: \$60		
	<input type="checkbox"/>	Pro Rata Full Payment: I wish to make full payment of the agreed Pro-Rata amount as per the Pro-Rata Calculator on Page 9 of the Student Laptop Hire Charter.		
<input type="checkbox"/>	Pro Rata Term Instalments: I wish to make instalment payments, during the first two weeks of term, as per the Pro-Rata Calculator on Page 9 of the Student Laptop Hire Charter.			
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.				
Parent/Guardian Name:				
Parent/Guardian Signature:		Date:		

