Students in Years 7 to 12 will be able to hire a personal laptop from the school (in the past provided for free through Federal government funding) for use while at school. Laptops will be allowed to be taken home as a part of this agreement.

All laptops used in the program have been set up for each individual student and are not to be used by others; the laptops are the property of the Queensland Department of Education and Training (DET), regardless of funding source. In order to maintain the security of the department’s network and support Managed Operating Environment (MOE) only approved devices supplied through the school can be connected to the network or school internet services.

Privately owned devices are not recommended and cannot be connected to departmental networks or internet services at school. The school will take no responsibility for any theft or damage (deliberate or accidental). Misuse of personal laptops will be dealt with according to the Rosedale Responsible Behaviour Plan for Students.

Students will be required to pay a yearly fee of $250.00 (pro rata based on enrolment) for the personal use of these laptops. This payment can be made upfront or through a payment plan organised through the school office. By paying the $250, students are guaranteed their own laptop for the year which can be used throughout the year and is to be returned to the school over the Christmas holiday period for service and maintenance. This laptop will be covered for accidental damage and any faulty components and will be fixed through school systems. After four years of operation, this computer will no longer be under warranty and may be available for purchase at a nominal fee.

An equity system will be available by application for students of families that are suffering proven financial hardship. The number of laptops is limited and will be allocated by school administration only. Equity laptops will still incur fees for any damages.

**The Package**

The equipment, referred to in this agreement, consists of a laptop computer; hard 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 network for filtered internet and email usage for student learning
  + installed with the department’s standard suite of productivity software
  + protected by Computrace theft protection
  + Bluecoat web filtering (which provides the department with the ability to manage the

inappropriate material of the department’s ICT network users).

**Acceptable Computer and Internet Use**

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

<http://ppr.det.qld.gov.au/corp/ict/management/Procedure%20Attachments/Information%20Communication%20and%20Technology/advice.DOCX>

Communication through internet and online communication services must comply with the

Responsible Behaviour Plan available on the school website.

Note: Use of internet and online communication services can be audited and traced to the account of the user.

**Passwords**

Passwords must not be shared; they must be kept confidential, and changed when prompted or when known by another user. Personal accounts cannot be shared. Students must 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 laptop.

**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.

**Theft and Loss**

In the case of loss or suspected theft of an assigned laptop, the school will initiate recovery procedures via Computrace theft protection software. Should a device be unrecoverable, the cost of replacement is as follows:

First & subsequent cases: full replacement cost.

**Damage, Accidental Damage & Loss**

**PLEASE NOTE**: Any wilful or accidental damage needs to be sent away to be fixed. Students may be without a laptop for the period of time it takes to fix the damages. Laptops will not be returned to the student until any charges incurred are paid for.

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’s office/administration staff.

In the event of non-compliance of agreed responsibilities, schools may review the student’s continued participation in the program.

Where a laptop is accidentally damaged (including keyboard and permanent aesthetic damage deemed by the school and insurance vendor), the school will invoice a student’s parents/caregivers to cover the costs of shipping and administrative fees according to the following sliding scale:

First incident: $50

Second incident: $75

Subsequent: $100

**Screen/Display Damage**

Where a laptop’s screen/display is damaged, the school will invoice a student’s parents/caregivers according to the full replacement cost of the screen plus labour and postage – unless covered by the warranty or insurance conditions.

**Wilful and Malicious Damage**

Where a 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.

**Software**

The software loaded on the laptop is licensed to the Department of Education and Training or the school.

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. Laptops will be periodically audited by the department and the student should present the valid software licence, if requested.

**Monitoring and Reporting**

Students must 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 laptop is subject to review by authorised school staff. If at any stage there is a police request, Department of Education and Training will provide the authorities with access to the laptop and personal holdings associated with the use of the machine.

**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 Department of Education and Training must also be reported to the school.

**Subsequent Points of Agreement:**

Students are reminded that in using these laptops they must comply with the school’s Student Network / Internet Access Agreement and Internet Usage Policy. Students should not –

* Create, participate in or circulate content that attempts to undermine, hack into and/or bypass the

hardware and/or software security mechanisms that are in place;

* Disable settings for virus protection, spam and/or internet filtering that have been applied as part of the

school standard;

* Use unauthorised programs and intentionally download unauthorised software, graphics, music or games;
* Intentionally damage or disable computers, computer systems or DET networks;
* Use the laptop for unauthorised commercial activities, political lobbying, online gambling, harassment of others or any unlawful purpose;
* Disseminate images or sound using the laptop to others for the purpose of causing embarrassment to individuals or the school, or for the purpose of bullying or harassment.

**The school has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.**

Students are responsible for the timely backing up of data. Should a hardware or software fault occur, assignment work may be lost. The school is not responsible for any data loss. Students should also be aware that, in the event that any repairs need to be carried out the contents of the laptop may be deleted and reformatted.

**CARE and USE of LAPTOP**

Whilst the laptop is issued to the student, they are responsible for taking care of and securing the laptop and accessories. If at anytime during the first four years of hire agreement, the student is no longer enrolled at the school, the laptop, case and charger must be returned to the school in good condition.

* When not in use the laptop should be stored in its carry case. Should students need to leave the laptop

unattended it needs to be stored in a secure location e.g. classroom.

* Equity Pool Laptops currently cannot be removed from the school. Each laptop has an inbuilt tracking and

kill switch to deter theft. Should a laptop be lost or stolen students must report this immediately.

* If a laptop is accidentally damaged students must report the damage immediately to administration

personnel. Laptops are covered by an insurance policy that protects against accidental damage however

there is no cover for negligence, abuse or malicious damage.

* Where the school determines that damage to the laptop has been intentionally caused to a device or a

student has disrespected school property, the full cost of repair or replacement may be charged.

* If damage occurs to the laptop the school will determine when and/or if a replacement machine is made

available to the student.

* Before switching on, gently place the laptop on a stable surface and then switch on.
* Avoid moving your laptop around when it is turned on and always package, carry and store the laptop in its
* carry case for transportation. Ensure the laptop is switched off before being placed into the carry case.
* Take care when using the laptop. Avoid dropping or bumping the machine. Don’t poke, prod, push or slam

the LCD screen. Never pick up the laptop by its screen.

* Only connect the adapter supplied to your machine. Never use an adapter belonging to another machine. Do not wrap the cord tightly around the adapter box and when unplugging the power cord, pull on the plug itself, not the cord.
* Computer batteries can become hot during use. Do not use the computer on your lap.
* Don’t have food or drink near the laptop.
* Only Rosedale State School issued USB storage devices can be used with the laptop. Foreign storage devices

are not permitted to be used. Replacement USB devices are able to be purchased.