INFORMATION FOR PARENTS/GUARDIANS

1-1 Student Laptop Program – Year 10 and Year 11

2013 Guidelines
Year 9 and 10 Laptop Program

1. Rights and obligations

1.1 The Student has the right to use the Laptop for educational purposes only and only in accordance with the School Laptop Agreement.

1.2 The Parent/Guardian must ensure that the Student complies with the Laptop Rules for Students in relation to use of the laptop at the School and outside the School (e.g. at home).

2. Ownership of laptop

2.1 The school retains ownership of the Laptop during the term of the provision.

2.2 This Agreement and the School’s delivery of the Laptop to the Student does not constitute a transfer of ownership, or the obligation to transfer ownership, of the Laptop to the Student or Parent/Guardian.

3. Status of laptop

3.3 Students will be responsible for the laptop at all times during school hours. At such times when the student may need to leave the laptop (during morning tea/lunch breaks or teacher-directed activities such as sport), the school will aim to provide a secure location for their storage.

3.4 The School may demand the return of the laptop for any reason, for example, to upgrade software, to inspect hardware or software’s operational performance, if there is suspected misuse of the laptop and to verify that it is being used in accordance with this Agreement and the Laptop Rules for Students.

4. Connection to the internet

4.1 At school, the carriage service and connectivity to the internet is governed by the School’s Student Network / Internet Access Agreement and the School’s Internet Usage Policy and The School reminds the Parent/Guardian of their obligations under this agreement.

4.2 If Internet access at home occurs through private internet providers and is unfiltered, it is the Parent/Guardian’s responsibility to monitor student Internet usage. The School accepts no responsibility for consequences of internet access outside the school and will seek to enforce any breach of policy found on a departmental-owned laptop regardless of whether the breach was done at home or not (e.g. cache files for internet browsers containing pornography).
5. Improper use

5.1 The Parent/Guardian must ensure that the Laptop is not tampered with in order to connect to internet services outside the school and that the laptop is not used:

- for any illegal, pornographic, fraudulent or defamatory purposes;
- for bulk transmission of unsolicited electronic mail;
- to send or cause to be sent any computer worms, viruses or other similar programs;
- to menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive);
- to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
- in a way that violates any laws, such as privacy laws.

6. Software

6.1 Only licensed software authorised by the School can be stored or otherwise loaded on to the Laptop. The Parent/Guardian must ensure that any other software is not loaded onto the Laptop. All software must be loaded onto the Laptop by the School’s technical administrator/staff.

6.2 The software loaded on the Laptop is licensed to the Department of Education and Training or the School. The Parent/Guardian must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the School. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

6.1 Should the laptop require repair, the hard drive may need to be reformatted and the laptop returned to its originally issued state that is, with the Managed Operating Environment and departmental and school software installed.

6.2 The school is not responsible for restoring any programs, music, pictures or other data which may have been installed by the student. Students are responsible for backing up any work or installed software on the laptops.

7. Virus protection

7.1 Computer viruses, malware and malicious code have the potential to severely damage and disrupt operations within the School and the Department’s networks. They can also be costly to restore the network, infected hardware or software to its previous state and operability.

7.2 Students have the right to use their laptops at home for limited personal use. If accessing the Internet from home via cable, ADSL or wireless, they should take all steps to protect the school-owned laptop and the department’s computer network from virus attacks, including never disabling the installed anti-virus software.
8. Repair and maintenance

8.1 A manufacturer's warranty may apply to the Laptop for some of the period of the provision.

8.2 Students must not “personalise” their laptops in any way by using felt pens, stickers or other marks. Laptops will be identified as belonging to a particular student in a manner determined by the school. Such identification is not to be tampered with.

8.3 The Student and Parent/Guardian must not arrange or allow any repair or maintenance work to be carried out on the Laptop without prior written consent of the School.

8.4 Should the Laptop require repairs or maintenance, a replacement computer may be made available while the computer is being repaired, if available.

9. Loss or damage

9.5 Where an issued item is lost or negligently damaged, parents/guardians will be responsible for payment to the scheme of the full (or partial) replacement cost of the item. Wilful damage full cost will be invoiced for the replacement. $200.00 if the laptop is lost for the first time and full replacement cost if it happens again. Accidental damage first time $50, second time $100 and third time $150. Cracked and broken screens are deemed warranty or non-warranty by the contracted repairer. The non-warranty costs range from $147 to $257.50 depending upon the severity of the damage.

9.6 The Parent/Guardian must use their best endeavours to ensure that the Laptop is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the Parent/Guardian to ensure the Laptop in a safe place when it is taken off the School’s site.

9.7 The Parent/Guardian must immediately notify the School if the Laptop is damaged, lost or stolen.

9.8 If the Laptop is stolen, the Parent/Guardian must report this to the Police as soon as possible. The Parent/Guardian must obtain from Queensland Policy a Crime Number and the name of the investigating officer and provide this to the school.

10. Consequences

10.9 All Laptops provided for temporary use by the program remain the property of the Department and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier.

10.10 Where an item is not returned, the Parent/Guardian will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Guardian.

10.11 Failure to comply with this Agreement may result in the School ending the Agreement including automatic loss of the Laptop or suspension of use for a period of time.