

Hillbrook Anglican School

Memorandum of Understanding

In support of

Student Laptop Program

1. Purpose

This memorandum provides the school, the student and the parent with an understanding of their roles and responsibilities in relation to the Student Laptop Program.

2. Background

The Student Laptop Program provides students with a laptop for their educational use only. The computer remains at all times the property of Hillbrook Anglican School (the School).

3. Commencement

This agreement commences upon its acceptance and following the student's receipt of the laptop.

4. Responsibilities

Each party accepts responsibility for those roles allocated to them and will endeavour to meet their obligations.

4.1 Hillbrook Anglican School's Responsibilities

- a. The School will provide a MacBook Air computer (MacBook Air).
- b. Information to support the deployment and implementation process.
- c. Instruction for students in the maintenance and use of their MacBook Air.
- d. A system and process to address repair and warranty issues.
- e. Online learning resources to assist and cater for a range of Information and Communication Technologies (ICT) learning needs.
- f. Provide a protective carry case.
- g. The School will insure the laptop for repair and replacement benefits.
- h. The repair or replacement of accidentally damaged laptops, wherever the damage has occurred.
- i. Students new to the school laptop program will receive an external hard drive backup device. Existing students received an external hard drive in Year 9.

4.2 Educational Purposes Only

- a. Students are to use their MacBook Air for educational purposes only.
- b. The MacBook Air comes pre-installed with software for student use. This software cannot be copied, transferred or deleted.

4.3 Student Responsibilities

- a. Students and parents will be responsible for the overall care of the MacBook Air.
- b. Students comply with: the Policy Statement - Expectations for users of laptops and other Information & Communication Technologies; and the Policy Statement – A school wide approach to the use of the internet, published by the School and ensure that they make themselves aware of, and comply with, any amendments to those policies published by the School from time to time.
- c. Students are responsible for keeping their MacBook Air secure.
- d. Students are to bring their MacBook Air to school each day.
- e. MacBook Airs are to be kept clean and free from graffiti and stickers.
- f. Students are not to remove any identification labels from the MacBook Air.
- g. Students will be required to carry the MacBook Air within the protective carry case at all times.
- h. The MacBook Air is to be treated with care and stored in the protective carry case supplied when not in use.
- i. Students are expected to exercise caution if using the MacBook Air in public places and should keep in mind that they are responsible for any loss, damage or theft of the machine.
- j. All students will be responsible for the regular backup of their data on the supplied hard drive.
- k. Students are permitted to install other properly acquired applications; and to store appropriate content; and to add additional folders to assist with organising their work. *'Appropriate content' means content related to the student's school work, assignments, projects, research and other education-related materials.*
- l. The software pre-loaded on the MacBook Air is licensed to the School. Students are

not permitted to copy, transfer or delete this software.

- m. Students will also be able to install additional home-based printers, scanners and other peripheral devices, if they wish.
- n. MacBook Airs should be recharged at home each night ready for the next school day.
- o. The MacBook Air can be used to access the internet from any location. It is recommended that only secure connections are used.
- p. Students will not use the laptop or any internet connection to facilitate cyber-bullying.
- q. Website filtering is applied to this MacBook Air. Students cannot use this device to access inappropriate content and the School takes no responsibility for the consequences of students' actions, if they do so.

4.4 Parent Responsibilities

- a. It is important for parents to support their child in fulfilling their responsibilities accepted when receiving a school laptop.
- b. Parents are encouraged to supervise proper usage of the MacBook Air at home, especially whilst students are using the internet. The MacBook Air is not intended for use by other members of the family.
- c. Parents acknowledge that they are responsible for:
 - any improper conduct of their child resulting from using their laptop outside school hours; and
 - material stored on the computer outside of school hours.
- d. Parents acknowledge and agree that all content stored upon, and all internet browsing carried out while at school using the MacBook Air, will be monitored by the School from time to time and that the School may collect and record personal information about any user (whether authorised pursuant to this document or otherwise) of the MacBook Air. The School will use such information to enforce this Memorandum of Understanding and other requirements and policies of the School in respect of computer and internet usage.
- e. Pay the IT Levy which assists with the costs of maintaining IT Infrastructure, the laptop program and enabling technologies.

5. Technical Support

Students should first access the school's IT Support Centre in the event of a hardware or software malfunction. Apple Inc. also provides a service, 'AppleCare', which is available 24/7 by telephoning 1-300-321-456.

6. Use of the School Wireless Network and Internet Access

- a. The School Wireless Network and all associated infrastructure are available for educational use in conjunction with student MacBook Airs.
- b. While at school, the internet is only to be accessed through the School Wireless Network.
- c. Specific network settings are not to be removed or altered as this could affect the MacBook Air's ability to connect to the School Wireless Network.

7. Loss, Theft and Repairs

- a. The MacBook Air is covered by a warranty and an insurance policy.
- b. All instances of malfunction, loss, damage or theft must be reported to the IT Support Centre as soon as possible.
- c. In the event of any accidental damage, loss or theft, students will be required to complete an on-line Help Desk request prior to or at the time of returning the laptop to the IT Support Centre. The IT Support Centre will arrange for the repairs to be completed by an authorised Apple repairer.
- d. In the event of an insurance claim, the \$250 excess will be payable by the parent.
- e. The insurer's liability is limited to the value of the MacBook Air in each school year. This means if multiple repairs are needed and the accumulative cost of repairs exceeds the initial purchase value, parents will also pay this extra amount. Also, in the unlikely event that more than one laptop is lost or destroyed in one calendar year, parents are responsible for the full replacement cost of the second or subsequent laptop.
- f. If the loss, damage or theft is not covered by the warranty or insurance, the full cost of the repair or replacement will be payable by the parent and charged to the student's family account with the School.
- g. A temporary replacement MacBook Air will be given to the student following the preliminary assessment of the fault by the IT Support Centre.
- h. In the event of the loss or damage of the power cord, carry case or external hard drive, the parents are responsible for the item's replacement.
- i. All reasonable precautions are to be taken to prevent loss or damage of the MacBook Air. For example, when in a vehicle it should be kept out of sight.
- j. In the event of theft or damage arising from an accident involving a third party, the incident must be reported to the Police. It may be necessary to provide the insurer with a copy of the Police Report.

8. Classroom Usage

Student MacBook Airs are to be brought to school each day and the classroom teacher will manage the use of the MacBook Airs in the classroom.

9. Ownership & Return of the MacBooks

- a. The MacBook Air remains the property of the School.
- b. Students have use of the MacBook Air whilst they are enrolled at the School. In the event a student leaves the School the MacBook Air and all accessories must be returned in good order before their last day of school.

- c. The MacBook Air must be returned to the School at the end of Year 12 to allow for the removal of all Hillbrook licensed software. The MacBook Air must be made available for return to the school at any other time requested by the School.

10. Conclusion

Hillbrook Anglican School, the Principal and the Parent enter into this legally binding agreement with an understanding of the Student Laptop Program. All parties agree to abide by the conditions of the Student Laptop Program Memorandum of Understanding. The parties agree that this document is governed by Queensland law.
