

# Hillbrook Anglican School

## Student Laptop Program Agreement

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### 1. Purpose

This agreement 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 laptop 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 laptop.
- b. Information to support the deployment and implementation process.
- c. Instruction for students in the maintenance and use of their laptop.
- 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 and external hard drive backup device.
- 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.

#### 4.2 Educational Purposes Only

- a. Students are to use their laptop for educational purposes only.
- b. The laptop 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 laptop.
- b. Students comply with all school policies, including those that specifically support the use of electronic devices and the internet. Students should 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 laptop secure.
- d. Students are to bring their laptop to school each day.
- e. Laptops are to be kept clean and free from graffiti and stickers.
- f. Students are not to remove any identification labels from the laptop.
- g. Students will be required to carry the laptop within the protective carry case at all times.
- h. The laptop 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 laptop 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 laptop 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. Laptops should be recharged at home each night ready for the next school day.
- o. The laptop 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 laptop. 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 laptop at home, especially whilst students are using the internet. The laptop 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 laptop, 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 laptop. 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 laptops.
- 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 laptop's ability to connect to the School Wireless Network.

#### **7. Loss, Theft and Repairs**

- a. The laptop 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 laptop 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 laptop 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 laptop. 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 laptops are to be brought to school each day and the classroom teacher will manage the use of the laptops in the classroom.

## **9. Ownership & Return of the Laptops**

- a. The laptop remains the property of the School.
- b. Students have use of the laptop whilst they are enrolled at the School. In the event a student leaves the School the laptop and all accessories must be returned in good order before their last day of school.
- c. All students should expect to hand back the laptop at the end of each school year as critical software and hardware may need upgrading. Students should make sure all their data is safely stored on the external hard drive.

- d. The laptop 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 Agreement. The parties agree that this document is governed by Queensland law.

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