Program
At Yeronga State High School, the Student Resource Scheme (SRS) fee includes the Student Laptop Program.

The Student Laptop Program at Yeronga is more than obtaining a device, it is becoming part of a school-wide program that provides all software, technical support, recharging stations, warranty and loan devices that students can access if their device is off being repaired. While we ask our families to commit to the program through the payment of the Student Resource Scheme, the program in its entirety incorporates the digital needs of students at Yeronga State High School.

The school will provide a laptop to all eligible Year 7-12 students. All laptop devices will be purchased by the school. Laptops will be replaced and removed from the school network at the end of the 4-year warranty period.

Equipment provided

The equipment, subject of this agreement, consists of: **Laptop computer or tablet computer**, **an identity label and recharging unit**. Each laptop will be:

- protected by Department of Education anti-virus tools and automated updates
- covered by warranty including the battery
- covered by accidental damage insurance and accidental damage with theft insurance
- connected to the Department of Education network and have filtered internet and email
- used at home and at school for student learning
- installed with central data storage, common file access, backup and network software resources
- repaired through the school, where possible, including software and hardware repairs or by the manufacturer under the terms of the warranty agreement
- exchanged for a temporary laptop during any repair and maintenance.

Period of participation

The school agrees to provide the laptop to the student from the date all parties sign the Student Laptop Program Participant's Agreement.

The provision continues until the end of the agreement and may be ended earlier, at the school's absolute discretion, if:

- the student is no longer enrolled with the school

  the student is excluded from the school**;** the laptop may be retained within the school during any period of suspension
- in the opinion of the school, the student is not meeting the school's Student Code of Conduct and educational requirements, including absenteeism greater than 10% without appropriate justification
- the parent/carer fails to comply with this agreement or the Information Communication Technology (ICT) Acceptable Use Agreement
- the student fails to comply with the Information Communication Technology (ICT) Acceptable Use Agreement and Information Communication Technology (ICT) User Compliance Guidelines.

Ownership of laptop

All devices, including laptops or notebooks used in this program are the property of Department of Education regardless of funding sources.

At the end of the loan period, all devices will be returned to the school. The devices will have all licensed software and data removed and will be restored to their original factory state. The Department of Education will decide regarding the disposal, sale or recycling of the used devices, as appropriate at that time.

If the student completes their schooling or transfers from the school, the device must be returned to the school before departure. When all school resources are returned, a Clearance Form will be issued stating that the student has no outstanding school resources. If the laptop is not returned before day of departure reimbursement will be sought.

It is also a requirement of using the device that students provide authorised school staff with access to the device and personal holdings associated with the use of the device if requested.

Completing and signing the Student Laptop Program Participant's Agreement

Before completing and sign the participant's agreement, students and their parent/carer are encouraged to read the Responsibilities and Expectations information on the following pages to understand the requirements of the Student Laptop Program. This agreement must be signed and returned to the school before a laptop device is issued to the student.

YERONGA STATE HIGH SCHOOL

Student Laptop Program Participant's Agreement

In signing below, I acknowledge that:

- I accept the requirements and expectations of the **Yeronga State High School Student Code of Conduct**, and the **Information Communication Technology (ICT) Acceptable Use Procedure**
- I understand the Responsibilities and Expectations of the Student Laptop Program
- I understand that failure to comply with the requirements of the Student Laptop Program may result in recall of the device and/or loss of access for home use
- I agree to pay the full amount of the Student Resource Scheme (SRS) fee for my child to participate in the Student Laptop Program.

Student name	Student signature	Date	Care Group
		___/___/___	
Parent/carer name	**Parent/carer signature**	**Date**	
		___/___/___	
School representative name	**School representative signature**	**Date**	
		___/___/___	

Responsibilities and Expectations

Information Communication Technology (ICT) Acceptable Use Agreements
The Yeronga State High School Information Communication Technology (ICT) Acceptable Use Procedure is available on the school website and outlines the ways through which students will learn to become:

- skilled and knowledgeable users of ICT to explore, create and communicate
- digital citizens who consider the ethical and social impacts of using ICT.

To support this procedure, students and their parent/carer are required to sign an ICT Acceptable Use Agreement at enrolment and annually for the duration of enrolment. Additionally, students are expected to comply with the Yeronga State High School Student Code of Conduct, available on the school website.

Status of laptop
The laptop provided to the student may not be new, and is likely to have been used before. The school will use its best endeavors to provide a safe, secure area during school hours for students to store their laptops, for example, lockers. The school will provide the student with a protective school bag that must always be used when transporting the laptop between classrooms, home and school. Failure to use the protective case/bag when transporting the laptop could result in the accidental damage protection insurance being nullified.

The school may require 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 the laptop is being used in accordance with this agreement.

Connection to the internet
The laptop supplied to the student is built to a secure departmental managed operating environment which provides filtered internet access. The school does not provide any carriage service or connectivity to the internet for use of the laptop outside the school. At school, the internet service and connectivity agreement appears on the start-up screen when the student attempts log-on to the student network.

At home, it is the parent/carer's responsibility to ensure any appropriate content filters or controls are applied to internet services not supplied by the school. The school accepts no responsibility for consequences of internet access outside the school.

Software
Only licensed software authorised by the school can be stored or loaded to the laptop. All software must be loaded onto the laptop by the school's technical administrator/staff. The software loaded on the laptop is licensed to the Department of Education or the school. The parent/carer 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/carer may be held liable for any damages incurred.

Virus protection
The laptops will be covered by a school managed virus program that will be updated by school systems when they attach to the wireless network.

Repair and maintenance
A manufacturer's warranty may apply to the laptop for some of the period of the provision. Students must **not** personalise their laptops in any way. The screen backdrop image will remain as department issue images. The parent/carer or student must immediately return the laptop to the school if they suspect the hardware, for example, power pack, or software is or may be faulty. The student and parent/carer must not arrange or allow any repair or maintenance work to be carried out on the laptop without prior written consent from the school. Should the laptop require repairs or maintenance, a replacement device may be made available during the period of repair.

Damage
All devices and batteries are covered by the manufacturer's warranty which covers manufacturing defects through normal usage. Devices are covered against accidental damage, which is determined by the vendor. There is no cover for negligence, abuse or malicious damage.

Students will be required to replace lost or damaged chargers. Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school. Where an issued item is lost or negligently damaged, parents/carers will be responsible for payment 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/carer. It is the obligation of the parent/carer to ensure the laptop is kept in a safe and secure place when it is taken off the school's site.

Accidental damage
Accidental damage means unintentional physical damage to property causing the impairment of use. The contract year means a 12-month period beginning on January 1 and each anniversary thereafter. Where a device is accidentally damaged, the following costs apply:

- first incident: $150
- second incident: $250
- subsequent: full cost of repair.

Limit of liability
- There will be a maximum of one (1) whole unit replaced by the insurer per contract year.
- There will be a maximum of two (2) repairs undertaken by the insurer per contract year.

Non-warranty damage
Non-warranty damage is where damage is not covered by warranty and not classified as accidental damage. The warranty does not cover the device for any willful damage, careless damage, theft or negligence. Where a device is deemed non-warranty damaged, charges may apply, for example, *Dell Integrated LCD* replacement costs $350. Where the insurer determines that damage has been intentionally caused to a device, the full cost or replacement of the device may be charged.

Theft or loss
If the laptop is stolen or lost, the parent/carer must report this to police as soon as possible. The parent/carer must obtain a crime number from the police, the name of the investigating officer, and complete a statutory declaration.

If the device is stolen outside of school, the parent/carer must report the incident to the police and ensure they have the following documentation when informing the school:
- police crime number
- statutory declaration (usually completed with the police)

On receipt of the necessary documentation, the Department of Education will initiate recovery procedures. Should a device be unrecoverable – whether lost or stolen, the cost of replacement is as follows:
- first case: $500
- subsequent cases: full replacement cost.

Consequences
All laptops provided for temporary use by the program remain the property of Department of Education and must be returned at the end of the education program or school year or when the student leaves the school.

Where an item is not returned, the parent/carer 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/carer.

Information Communication Technology (ICT) Responsible Use Agreement – Parent/carer

Yeronga State High School is committed to fostering a school environment that is supportive, respectful, compatible with human rights and provides all students with opportunities to engage in quality learning. This agreement supports the acceptable use of ICT at Yeronga State High School and is required at the time of enrolment and annually for the duration of enrolment.

Parent/carer:
I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices, including the internet, for valuable learning experiences. I understand that access to the internet will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that while teachers will always meet their duty of care, protection against exposure to harmful information should depend on responsible use by my child. I will ensure that my child understands and follows the Yeronga State High School Student Code of Conduct and will not engage in inappropriate use of the school's ICT services, facilities or devices.

I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students. I understand that the school is not responsible for safeguarding information stored by my child on a department-owned student computer or mobile device. I understand that the school may remotely access the department-owned student computer or mobile device for management and security purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. No liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's or department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for them to access and use the school's ICT services, facilities and devices, including the internet, under the expectations of the Yeronga State High School Student Code of Conduct.

I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this ICT Acceptable Use Agreement or the Yeronga State High School Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices, including the internet, for a period of time. I have read and understand the Student Code of Conduct.

I agree to follow the expectations of the Yeronga State High School ICT Responsible Use Agreement.

Parent/carer name	Parent/carer signature	Date

The Department of Education through its Information privacy and right to information procedure is collecting your personal information in accordance with the *Education (General Provisions) Act 2006* (Qld) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its Information privacy and right to information procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

Information Communication Technology (ICT)

Responsible Use Agreement – Student

Yeronga State High School is committed to fostering a school environment that is supportive, respectful, compatible with human rights and provides all students with opportunities to engage in quality learning. This agreement supports the acceptable use of ICT at Yeronga State High School and is required at the time of enrolment and annually for the duration of enrolment.

Student:

I understand that Yeronga State High School's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices, including the use of a personal mobile device:

- I will only use it for educational purposes.
- I will not undertake or look for anything that is illegal, dangerous of offensive.
- I will not reveal my password or allow anyone else to use my school account.
- I will close the screen window if any offensive information appears and immediately and quietly inform my teacher, or tell my parent/carer if I am at home.
- I will tell my teacher if I receive inappropriate emails at school. If I receive inappropriate emails at home I will tell my parent/carer.

When using email or the internet I will not:

- reveal names, home address or phone numbers – mine or that of any other person.
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours may impact the good order and management of the school whether I am using the school's ICT services, facilities and devices at school or outside school hours.

I understand that if the school decides that I have not followed the expectations of responsible use of its ICT services, facilities and devices, appropriate action may be taken in line with the Yeronga State High School Student Code of Conduct, which may include loss of access to the network, including the internet, for a period of time. I have read and understand the Student Code of Conduct.

I agree to follow the expectations of the ICT Responsible Use Agreement.

Student name	Student signature	Year level	Date