

SCHOOL OWNED LONG-TERM STUDENT LAPTOP HIRE INFORMATION

A 21st century education is about giving students the skills they need to succeed in this new world, and helping them grow the confidence to practice those skills. With so much information readily available to them, 21st century skills focus more on making sense of that information, sharing, and using it in smart ways.

Atherton State High School runs a laptop program, whereby the majority of students participate in the Bring Your Own Device (BYOD) option. We also offer a number of FUJITSU Notebook LIFEBOOK E5411/A available for annual hire through the school. The following link gives further detail of the device available

<https://www.fujitsu.com/hk/products/computing/pc/ap/notebooks/lifebook-e5411a/>

Please note: Provision for financial hardship for families can be requested via the School Owned Long-Term Student Laptop Hire process. Any financial support requests are determined on an individual basis, and may include a payment plan option.

OPTION 1:

- BYOD (Bring Your Own Device) It is a term used to describe a digital device ownership model where students use their personally owned mobile devices (excluding smart phones) to access the Department's information and communication (ICT) network.
- The majority of our students take up this option.
- Access to the Department's ICT network is provided only if the mobile device meets the Department's security requirements which, at a minimum, requires that anti-virus software (Windows OS Defender meets this requirement) is running and is kept updated on the device.

OPTION 2:

- Annual School Owned Long-Term Laptop Hire for students across all year levels. All students have the option to hire a laptop through the school on an annual/bi annual or tri annual basis.
- The paperwork that follows this information (EQ11 and ASHS Laptop Hire Scheme Agreement) must be completed and returned to the school either via email to principal@athertonshs.eq.edu.au or in hard copy to school reception at L block.
- Once the laptop hire is approved, an invoice will be generated by the school and emailed to parents or carers. When the annual hire payment of Two Hundred and Fifty Dollars (\$250.00) is paid in full or a payment plan is in place with a minimum contribution of Twenty-Five Dollars (\$25.00) per month, the laptop will be allocated to the student.
- The laptop hire payment of Two Hundred and Fifty Dollars (\$250.00) covers the laptop hire for the period from first day to the last day of any given school year inclusive. Through negotiation, a new annual agreement can be reached should the hire be required over multiple consecutive years.
- Pro-rata refunds are based on a full school term, not part thereof (\$62.50 term). New enrolments throughout the year are charged in the same manner.
- This fee is non-refundable once the laptop has been collected.
- Should a school owned laptop be accidentally damaged, a \$55 repair excess fee will be charged and should a laptop go missing and not be recoverable, there is a \$250 fee towards replacement. The same applies for malicious/deliberate damage. A fee of \$25 will also be incurred if the case or charger are lost or broken.
- All laptops used in the Atherton State High School Owned Long-Term Student Laptop Hire are the property of the Queensland Department of Education (DoE). The scheme only supports school-procured and owned ICT being provided to students for educational use at school and at home in these circumstances.
- Note: Provision for financial assistance to access the school owned long-term laptop hire scheme. An application can be sent directly via email to principal@athertonshs.eq.edu.au or hard copy letter via the student services staff Attention: Principal, Laptop Hire application. The correspondence should include your name and the name of your child, their grade and reason for the application for financial assistance as well as any other information or documentation that you feel is necessary to support your request. Applications will be approved by the principal or their delegate on a confidential and needs only basis.

SCHOOL OWNED LONG-TERM STUDENT LAPTOP HIRE AGREEMENT

Before the laptop can be issued, the signed Atherton State High School Laptop Hire Agreement must be returned and the invoice payment arrangements settled with the finance department. All current school fees must also be paid or have a negotiated payment plan in place with the school finance department.

Laptop repairs or hardware faults are to be reported to the IT Department within 24hrs. Should you have a query or like to report a fault, please email ICT@athertonshs.eq.edu.au .

In signing below, I acknowledge:

- I understand and agree with all of the conditions detailed in the Atherton State High School student laptop hire program
- Laptops will include a protective bag and power cord. If the protective bag or power cord are lost or damaged a replacement fee of \$25 will be incurred
- Laptops will be commercial grade and include anti-virus and all educational software needed for classes
- Accidental Damage will incur a \$55 excess for repaired works and a replacement cost of \$250 if not able to be repaired (claims deemed non-accidental will incur full repair costs).
- Students can expect to receive the laptop within a week of payment and approval.
- Loss or theft of a device needs to be reported to the school within 24hrs. Theft will require a police report to be filed
- Upgrades or dismantling the laptop in any way is not permitted.
- The school may ask for the return of the laptop for any reason, for example, to upgrade software, inspect for hardware or software operational performance, or if there is suspected misuse of the laptop.
- I will be loaning the laptop while enrolled at ASHS for: a single year, two-year period or three-year period as indicated (please circle your choice here)

Student Responsibilities and Terms and Conditions

- Leased laptop computers must be used in accordance with warranty conditions so as not to negate the vendor's warranty.
- Food and drink should never be placed near the device.
- Cords and cables should be treated carefully when inserting and removing from power.
- Devices are to be carried between locations in the laptop bag provided.
- It is the student's responsibility to ensure their device is fully charged each day.
- Ensure the device is closed fully when not in use.
- Do not put pressure on the lid when closed or have excessive items in the laptop bag that could cause scratching or damage.
- Avoid placing anything on the keyboard before closing the lid.
- Only clean the screen with a clean, soft, dry, or anti-static cloth.
- Don't clean the screen with a household cleaning product.
- The school reserves the right to restrict access or temporarily confiscate electronic devices if a breach of these policies occur, or in the reasonable opinion of a staff member, the presence or potential use of an electronic device by an individual would put themselves, others, or the school at risk of harm, in a position of liability, or unduly affect the school's learning environment.

Student Name

Parent Initial

Date

SCHOOL OWNED LONG-TERM STUDENT LAPTOP HIRE AGREEMENT

Parent Responsibilities and Terms and Conditions

- Whilst the devices are owned by the school and leased to the students, parents/carers still need to ensure devices are correctly cared for, report any damage or concerns to the school within 24hrs.
- Ensure your child fulfils their responsibilities as outlined in this document
- Monitor your child's use of the computer when at home, including their Internet use.
- Ensure your child has their computer at school each day, like any other resource, in a condition that will enable it to be usable for education purposes
- Comply with the policy of the school in relation to the return of device in the event of a student leaving the school.
- Take care of the equipment to protect it from accidental damage and secure it from theft.
- Do not load any third-party antivirus software onto a school device or any other additional software without seeking approval of the school IT Department
- The device/laptop and all accessories will be returned to the school when device is returned. Note that parents/carers may be financially responsible for the replacement of the laptop if this is not done.
- You must not try to sell the computer, offer the computer as security, nor give possession of the laptop to anyone else (other than the student).
- You must notify the school in writing where the computer will ordinarily be kept, when that place is different from your residential address.
- Comply with all directions we give in relation to the use of the computer and produce the computer to us for inspection when requested.

The following is to be read and completed by both the STUDENT and the PARENT/CARER:

- I have read and understood the Laptop Hire Scheme Agreement.
- I agree to abide by the guidelines outlined in all documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the Laptop Hire Scheme Agreement document, will result in being financially responsible for the device and accessories.
- I understand that the laptop remains the property of the school at all times. In the event my child leaves Atherton State High School, the laptop and accessories must be returned to the school.
- Where an item is not returned, the parent/carer will be responsible for payment to the scheme the replacement cost of the item. This may result in extra costs being incurred by the parent/carer.
- I acknowledge that I will receive the laptop, including power cord and cover.
- I understand that the laptop was tested before I took possession of it and was in full operational order with respect to both hardware and software.
- In the event the laptop is damaged, lost, or stolen during the rental period, I will advise the school immediately and complete a Laptop Incident Report Form and any necessary insurance forms/police report.
- In the event of 'accidental' damage, I am responsible for the \$55 excess.
- In the event of 'non accidental' loss or damage I will incur the costs as outlined in the agreement.
- I agree to supervise my child to care for their laptop. I agree my child will be supervised when operating the laptop in accordance with policy and procedures laid down by the school.
- 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.
- I agree that stickers and permanent markings are not permitted on the laptop or accessories under any circumstances.
- I agree the laptop is not to be taken outside Australia without prior consent of the school

Student Name	Student Signature <input type="text"/>	Year Level Date
Parent/Carer Name	Parent/Carer Signature <input type="text"/>	Date