

SCHOOL OWNED LAPTOP HIRE SCHEME



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 school owned laptop hire scheme where we offer a number of FUJITSU Notebook LIFEBOOK E5411/A available for annual hire through the school. [CLICK HERE](#) for further details of the device available.

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.

- 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 enquiries@athertonshs.eq.edu.au or hard copy letter via the student services staff. 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	<input type="text"/>	Date

**PLEASE ENSURE YOU COMPLETE THE NEXT PAGE
"EXTERNAL REQUEST FOR EQUIPMENT"**





EQ11 External Request for Equipment is to be completed when loaning Department of Education, Training and the Arts equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Name		Telephone:
Address:		
Organisation Name		
If Student, Year Level		
Location and Use of Equipment (if different from above)		
Reason for Request		

DETAILS OF EQUIPMENT ON LOAN

Description / Type		Brand	
Serial Number		Asset Number	
Accessories (If applicable)		For ICT Equipment, Build Standard (e.g MOE; 1.Z/SOE)	
Commencement loan date		Expected return date	Date returned
Officer receiving returned equipment	Name	Signature	<input type="text"/>

INDEMNITY

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

Signature	<input type="text"/>	Date	
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APPROVAL FOR LOAN

I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.
(Cross out "to the parent/guardian and onstudent" if equipment is not being loaned to a student.)

Signature of School Approving Officer	<input type="text"/>	Date	
Name		Designation	

**PLEASE ENSURE YOU COMPLETE THE NEXT PAGE
"LOAN AGREEMENT"**





LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

Note:

A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
This form and the loan agreement should be held in the students's records.

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education, Training and the Arts and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- The equipment should be used only by the student to whom it is lent and by no other person.
- The student and their parent/guardian has read and understood the school's behaviour and educational requirements (attached).
- Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.
- Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.
- The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- Loss or damage of any equipment on loan must be immediately reported to the school.
- If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.
- Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Signature of parent/guardian 	Date
Name:	

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge by responsibility to use the equipment in accordance with the above terms.

Signature of student: 	Date
Name:	