



Student name \_\_\_\_\_  
 Family name \_\_\_\_\_ Given name \_\_\_\_\_ Year Level \_\_\_\_\_

Parent/Carer name \_\_\_\_\_  
 Family name \_\_\_\_\_ Given name \_\_\_\_\_

### Purpose

The St Margaret's Anglican Girls School Laptop Program aims to improve student learning experiences both in and out of the classroom. The school is providing students with a personal laptop with the expectation that they will make good decisions with regard to their personal use of technology.

A Laptop User Charter must be signed and provided to the school before the laptop will be issued.

Students and parents/carers must carefully read this charter prior to signing it.

Any questions should be addressed to the school and clarification obtained before the charter is signed.

### Laptop User Charter

I have read the Laptop User Charter (version 2019/#1).

I understand my responsibilities regarding the use of the laptop and the Internet.

In signing below, I acknowledge that I understand and agree to the Laptop User Charter.

I understand that failure to comply with the Laptop User Charter could result in recall of the laptop and/or loss of access for home use.

Signature of student: \_\_\_\_\_ Date: / /

Signature of parent/carers: \_\_\_\_\_ Date: / /

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL BEFORE Term 1 - 2019

VIA EMAIL: [admissions@stmargarets.qld.edu.au](mailto:admissions@stmargarets.qld.edu.au); VIA POST Att: Admissions 11 Petrie St, ASCOT QLD 4007

Student Laptop User Charter



### Parent/Guardian Obligations

As the person enrolling the student, you will be responsible to the school as follows:

You must indemnify the school against damage to the hardware or associated software of the laptop, except for reasonable wear and tear.

You must ensure that the student complies with any conditions imposed under the Laptop Accidental Damages Policy. These conditions are contained in the Laptop Handbook published by the school.

**In the case of theft or loss, you will be expected to cover the replacement cost of the laptop and associated peripherals.** The school will claim on the Laptop Accidental Damages Policy (where it applies) for any repairs deemed by a vendor-authorised repairer to be necessary for the laptop. You will be required to pay for the repairs to the extent they have not arisen from reasonable wear and tear and to the extent they are not covered by insurance. You will also be required to pay for any excess on the insurance policy.

You must ensure that the student and any other persons who have possession of the laptop comply with the conditions of use set out from time to time in the Laptop Handbook published by the school.

### LAPTOP SUPPORT - CONTACT DETAILS

Outline of visit times:

#### IT SUPPORT OFFICE HOURS

Monday – Friday 8.00am – 4.00pm

#### School Holiday Office Hours

Monday – Friday 8.00am – 4.00pm

The IT Department is not open on public holidays or weekends.

The IT Department will be closed during the mandatory school closure period in December/January of each year.

Contact Details – IT Department

Email: [itsupport@stmargarets.qld.edu.au](mailto:itsupport@stmargarets.qld.edu.au)

### 1. Purpose

The laptop is provided as a tool to assist student learning both at school and at home.

### 2. Equipment

#### 2.1 Ownership

- The school retains ownership of the laptop.
- All material on the laptop is subject to review by authorised school staff.
- If the student leaves the school the laptop and other associated items (charger, active stylus, bag etc...) must be returned to the school along with all parts provided otherwise parents will incur an additional charge for these items.

#### 2.2 Damage or theft/loss of equipment

- All laptops are covered by a manufacturer's warranty. (i) The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.
- All laptops are covered by an Accidental Damages Policy. This plan covers repairs associated to accidental breakage caused from drops and falls etc. It does not cover negligence, abuse or malicious damage.  
**Claims on accidental damage incur a \$50 excess fee for the first claim and \$100 for any subsequent claims** (ii) and have a maximum of 3 claims for the life of the device. If a device is not repairable and is replaced in its entirety then the ADP cover is exhausted, and no further claims can be made, and all future claims not covered by manufacturer's warranty will be for the parents account.
- In the case of loss or accidental damage, a witnessed statutory declaration signed by a parent/carer should be provided. (iii)
- Students are obligated to report laptop damage, loss of equipment or theft immediately to the IT Department
- Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.
- In the case of suspected theft, a police report must be made by the family and an event number provided to the school. **Replacement cost for lost or stolen equipment is the responsibility of the family.** (iv)
- If a laptop is damaged or lost by neglect, abuse or malicious act, the Principal will determine whether replacement is appropriate and/or whether or not the student retains access to a laptop for home use.
- Students will be required to replace lost or damaged chargers, batteries and other peripheral equipment supplied by the school.

#### 2.3 Substitution of equipment

- When a laptop is replaced, all efforts are made to replace it with one of similar age.

### 3. Standards for laptop care

The student is responsible for:

- Bringing the laptop fully charged to school every day. Chargers should be left at home.
- Taking care of laptops in accordance with Laptop Handbook.
- Adhering to Online Communication Services: Acceptable Usage for School Students policy.
- Backing up their important documents and personal data.

**The laptop bag and any associated peripherals supplied by the school remain the property of the school. Graffiti on the laptops or laptop bags will not be accepted and considered willful damage to school property. Permanently marking or causing damage to the equipment will result in costs being charged to the parent account for replacement equipment. Sticker label with serial number provided by the school is not to be removed and additional charges will be incurred if these need to be replaced.**

- i Only authorised vendor technician can carry out warranty or repair work.
- ii All Accidental Damage repairs will incur an excess fee of \$50 for the first incident and \$100 for any subsequent incidents. This fee may change from time to time dependent on the insurance company.
- iii A Laptop Incident Report must be completed and submitted.
- iv Cost of replacement is to be calculated on a pro rata value based on Table (A). Age of laptop is to be determined by the CIO - SSA Schools or nominated representative.

#### 4. Acceptable computer and internet use

4.1 In addition to the Laptop User Charter, parents/carers permission is sought to allow the student access to the Internet at school based on the Online Communication Services: Acceptable Usage for School Students policy.

**Extracts are provided in the following pages.**

4.2 This policy forms part of the Laptops User Charter.

4.3 The Online Communication Services: Acceptable Usage for School Students policy applies to the use of the laptop and internet both on and off school grounds.

Extracts: Online Communication Services: Acceptable Usage for School Students

#### 4.4 Access and Security

Students will:

- not bring mobile devices or other network connectivity devices to use at school which bypass the internal control systems
- not disable settings for virus protection, spam and filtering that have been applied as a school standard
- ensure that communication through internet and online communication services is related to learning
- keep passwords confidential, and change them when prompted, or when known by another user
- use passwords that are not obvious or easily guessed
- never allow others to use their personal e-learning account
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
- never knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence
  - a computer virus or attachment that is capable of damaging recipients' computers
  - chain letters and hoax emails
  - spam, e.g. unsolicited advertising material.
- never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
  - threatening, bullying or harassing materials or remarks or make excessive or unreasonable demands upon another person
  - sexually explicit or sexually suggestive material or correspondence
  - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, music is not permitted.
- never damage or disable computers, computer systems or networks of the school.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose

- be aware that all use of internet and online communication services can be audited and traced to the accounts of specific users.

#### 4.5 Privacy and Confidentiality

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

#### 4.6 Intellectual Property and Copyright Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.

#### 4.7 Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

### 5. Monitoring, evaluation and reporting requirements

5.1 Students will report:

- any internet site accessed that is considered inappropriate
- any suspected technical security breach involving users from outside the school.

5.2 Students understand:

- that authorised staff of the school are able to track and view communications including content of email messages, chat sessions and other forms of electronic communications as required.

Table (A)

AGE OF LAPTOP	PRO-RATA VALUE
Less than 12 months	100%
Greater than 12 months and less than 24 months	65%
Greater than 24 months and less than 30 months	50%
Greater than 30 months	25%