



BRING YOUR OWN DEVICE (BYOD)



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Education

STUDENT PAYMENT PLAN AGREEMENT

1. Purpose

The Chromebook is LOANED from the school until payment of school fees in the first 3 years of high school is made. This is not an additional fee. The Chromebooks will be used as a tool to assist student learning both at school and at home.

2. Equipment

2.1 Ownership

2.1.1 The student must bring the laptop fully charged to school every day if required. Chargers should be left at home

2.1.2 Access to a laptop on loan may be terminated if there is damage caused by negligence or if the student does not bring the laptop as required to school or return it by the due date

2.1.3 The device remains the property of the school until full payment has been made. In the case of a student being loaned a laptop with the intention that it will be loaned across Years 7 – 10:

- If a student leaves school prior to completing Year 9 or not having fully paid for the device the laptop must be returned to the school

2.1.4 All material on the laptop is subject to review by school staff. If there is a police request, the school will provide access to the laptop and personal network holdings associated with your use of the laptop

2.1.5 Loans are based on school priorities and may vary from short term to long term loans depending on the reason for the loan i.e. a loan to cover the repair of a Chromebook will be no longer than 2 weeks.

2.2 Damage or Loss of equipment

2.2.1 All Chromebooks and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop for 1 year. Please contact the school if the warranty is needed. It does not cover negligence, theft, abuse or malicious damage.

2.2.2 Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

2.2.3 In the case of suspected theft a police report must be made by the family and an event number provided to the school

2.2.4 In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided

2.2.5 Chromebooks that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to Chromebook loans

2.2.6 Students will be required to replace lost or damaged chargers.

3. Financing the laptop

3.1 The student's parent/carer will finance the full amount for the Chromebooks through payment of school fees in the first 3 years of high school, (this is not an additional charge, the school covers the cost of the Chromebook).

3.2 The parent/carer acknowledges that failure to pay an instalment will result in recall of the laptop

3.3 Payment plans over the course of the year are available to those who need assistance.

4. Standards for laptop care

The student is responsible for:

*Taking care of Chromebooks in accordance with school guidelines

*Adhering to the Department's Student Acceptable Use Policy

*Backing up all data securely. This should be done on an external storage device. Students must be aware that the contents of the Chromebook will be deleted and the storage media reformatted in the course of repairs

*Never damaging or disabling Chromebooks, Chromebook systems and networks or establishing, participating in or circulating content that attempts to undermine or bypass laptop security mechanisms for either software or hardware.

5. Acceptable Computer and Online Use

5.1 Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place

5.2 Upon enrolment into the School, parental/carer permission was sought to allow the student to access the Internet at school based on the Acceptable Use Policy. This policy forms part of the Student Loan Agreement

5.3 The Student Acceptable Use Policy applies to the use of the laptop and internet both on and off school grounds.

6 Access and Security

6.1 Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental 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
- log off at the end of each session to ensure that nobody else can use their e-learning account
- promptly tell their 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:
 - o a message that was sent to them in confidence
 - o a computer virus or attachment that is capable of damaging recipients' computers
 - o chain letters and hoax emails
 - o spam, e.g. unsolicited advertising material
- never send or publish:
 - o unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
 - o threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person
 - o sexually explicit or sexually suggestive material or correspondence
 - o false or defamatory information about a person or organization

- ensure that personal use is kept to a minimum and internet & online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted
- never damage or disable computers, computer systems or the School's networks
- 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 activities can be monitored at school

6.2 Privacy and Confidentiality

6.2.1 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.

6.3 Intellectual Property and Copyright

6.3.1 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.

6.4 Misuse and Breaches of Acceptable Usage

6.4.1 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.

7. Monitoring, Evaluation and Reporting Requirements

7.1 Students will report:

- any internet site accessed that is considered inappropriate
- any suspected technical security breach involving users from other schools or from outside the School.

----- **Please return to Mr Duffy** -----

Parent/carers name: _____

Parent/carers signature: _____ **Date:** _____

Student name: _____

Student signature: _____ **Date:** _____