1 to 1 Student Laptop Learning Program
LEARN ANYTIME ANYWHERE

Participant’s Agreement

For questions about this program or agreement please contact:

Head of Department - ICT
Ph: 54933388
Email: info@eq.edu.au
LEARN ANYTIME ANYWHERE

1. Program Rationale

Kawana Waters State College is pleased to offer families with students in Years 10-12 the opportunity to participate in our one to one laptop program. The Commonwealth Governments *Digital Education Revolution* has enabled our college to provide this exciting opportunity.

This program responds to the challenges 21st Century learners provide and recognises the need to embrace the digital promise that can propel student learning. The provision of the 1 to 1 learning program enables students to engage in just-in-time learning using innovative technologies providing greater global awareness and collaboration skills.

As a college, we need to exploit digital technologies to ensure we deliver learning anywhere and anytime. We need to challenge students to engage and learn in ways we have not used before.

However, in doing so, we also understand we must free families of the growing technological and financial demands in providing the latest and greatest. Our programs provide current technology and software at a very affordable price, while providing cutting edge learning experiences.

1.1 This agreement is to be completed once the initial application is successful. Where the numbers of applicants exceed the quantity of laptops available selection criteria will be considered. This may include commitment to meeting fees, conditions and guidelines; student year level; student performance and consideration of the students’ behaviour profile and/or previous student use and safe keeping of devices.

1.2 All computers, including laptops or notebooks used in this program are the property of the school and therefore the Department of Education and Training regardless of funding revenue i.e. School, Federal or Parents & Citizens.


1.4 This Program supports solely school-procured and owned ICT assets being provided to students for educational use at school and at home. It does not support an ownership model whereby privately owned devices are connected to the network in order to maintain the security of the network, support the Managed Operating Environment (MOE) and to ensure continuity of service to all students.
Terms and Conditions- Student Resource Scheme –1 to 1 Learning Program

1. Principles

1.1 In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities for education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.

1.5 Kawana Waters State College operates a Student Resource Scheme – 1 to 1 Learning Program that enables a Parent/Guardian to enter into an agreement with the School and provides the student use of a laptop for a take home fee of $40 per term (to be paid in advance).

2. Benefits of the Scheme

2.1 The purpose of the scheme is to provide the Parent/Guardian with a cost effective alternative to purchasing a laptop, through providing access to departmental-owned laptops purchased at reduced prices through the school’s bulk purchasing practices. Such provision is an education service that is not met by the State under s.50(2) of the Education General Provisions Act 2006.

2.2 Provided the Parent/Guardian agrees to opt-in to this arrangement, they will be given the opportunity to use the equipment at home for a fee which covers the non-educational services of the program. At no time will ownership of the laptop transfer to the parent/guardian.

2.3 The scheme also ensures that students have a laptop for their education that can be safely connected to the Departmental network and saves the Parent/Guardian time and money in sourcing the prescribed materials elsewhere.

2.4 The Student Resource Scheme - 1 to 1 Learning Program is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.
3. Parties Involved

3.1 This Agreement is between the State of Queensland acting through the Department of Education and Training [in particular via Kawana Waters State College (hereafter called “the School”)] and the Parent/Guardian in relation to provision of computer equipment to the Student.

3.2 The Student has been accepted into the School 1 to 1 Learning Program for the current school term(s) applied for.

3.3 In exchange for the Parent/Guardian complying with this Agreement, the Student Resource Scheme – 1 to 1 Learning Program provides the Student with a laptop computer for educational use at school and home.

3.4 The equipment is loaned to the Student and remains the property of the School at all times.

3.5 This Agreement outlines the roles and responsibilities in relation to the Student Resource Scheme – Student 1 to 1 Learning Program and the terms and conditions which binds the parties during the term of the provision of the equipment.

4. Equipment Provided

4.1 The equipment, subject of this Agreement, consists of a laptop computer, carry case, and power pack. These items are referred to through this Agreement collectively as the “Laptop”.

4.2 Each laptop will be:

- commercial grade
- protected by Education Queensland anti-virus tools and automated updates
- covered by warranty including the battery
- able to be connected to the Education Queensland Network and have filtered internet and email
- able to be 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 school owned software and hardware repairs
- exchanged for a temporary, “Hot Swap” laptop (where appropriate) during any repair and maintenance that require additional attention (unless involving malicious damage).
- not all models have 3G connectivity or CD rom drive.
- At the end of the provision period, the laptop must be returned to the school in good working order. At this time the laptops will have all licensed software and data removed and be restored to original factory state.
5. Laptop Specifications

The laptop model will vary from year to year. The age will vary from 0-4 years old.

<table>
<thead>
<tr>
<th>Software</th>
<th>Windows 7 Operating System, Office Professional 2010, Education Queensland Managed Operating Environment, BlueCoat Proxy Filtering, Additional School software as required (Note: This software is licensed to the School and is for use only during the terms of this program. It will be removed from the Laptop at the end of the Program.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warranty / Support</td>
<td>School based and Vendor Support, including Accidental Damage – refer to current year warranty agreements</td>
</tr>
<tr>
<td>Other items</td>
<td>Case, Power supply, hot swap available</td>
</tr>
</tbody>
</table>

The items below are included in Queensland’s standard Q3 NSSCF package:

<table>
<thead>
<tr>
<th>Laptop item</th>
<th>Annual cost per student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>Included</td>
</tr>
<tr>
<td>Vendor-operated student help desk</td>
<td>Included</td>
</tr>
<tr>
<td>Crush-proof protective case</td>
<td>Included</td>
</tr>
<tr>
<td>Accident damage protection</td>
<td>Included</td>
</tr>
<tr>
<td>Computrace theft protection</td>
<td>Included</td>
</tr>
<tr>
<td>Blue Coat internet filtering</td>
<td>Included</td>
</tr>
<tr>
<td>Windows 7 operating system</td>
<td>Included</td>
</tr>
<tr>
<td>Microsoft Office software suite</td>
<td>Included</td>
</tr>
<tr>
<td>Antivirus software</td>
<td>Included</td>
</tr>
<tr>
<td>3G connectivity (Acer only)</td>
<td>Included</td>
</tr>
</tbody>
</table>
6. Rights and Obligations

6.1 The Student has the right to use the Laptop only in accordance with this Agreement.

6.2 The Parent/Guardian must comply with the Agreement and supervise the Student to ensure that the Student complies with the Laptop Rules for Students in relation to use of the Laptop at Kawana Waters State College and outside the School (e.g. at home).

6.3 To the extent that the Laptop Rules for Students can apply to the Parent/Guardian, the Parent/Guardian must comply with the rules.

The Parent/Guardian must also comply with their respective obligations under the School’s Student Network / Internet Access Agreement and the School’s Internet Usage Policy.

7. Period of Participation

7.1 Kawana Waters State College agrees to provide the Laptop to the Student/Carer from the date all parties sign this Agreement and the Student receives the Laptop.

7.2 Subject to clause 7.3, the provision continues until the end of the term by term agreement.

7.3 The provision 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;
- Note: The Laptop may be retained within the school during any period of suspension.
- if, in the opinion of the School, the Student is not meeting the School’s behaviour and educational requirements, including if absenteeism falls below 80% of allocated time in class without appropriate justification;
- the Parent/Guardian fails to comply with this Agreement or the Student Network / Internet Access Agreement and the School Internet Usage Policy; or
- the Student fails to comply with the attached Laptop Rules for Students- Use and Care of Laptop, Acceptable use Policy for the Computer Network and Internet Access Agreement.

8. Ownership of Laptop

8.1 This Agreement does not give the student ownership of the Laptop. The school retains ownership of the Laptop during the term of the provision.

8.2 This Agreement and the School’s delivery of the Laptop to the Student does not constitute a transfer of ownership, or the obligation to transfer ownership, of the Laptop to the Student or Parent/Guardian.
9. Status of Laptop

9.1 The Laptop being provided to the Student may not be new, and is likely to have been used before.

9.2 Kawana Waters State College will use its best endeavours to provide a safe, secure area during breaks during school days and hours for students to store their laptops.

9.3 The School may demand 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 and the Laptop Rules for Students.

10. Fee for Provision of Laptop

10.1 If the parent / guardian and student opt to participate, a Student Resource Scheme – Student Laptop Program fee will be due and payable by the parent / guardian. The term fee payable for the take home laptop is $40 for exclusive use, additional school based software, hotswap system, tekskin and school support.

10.2 In the event of loss or damage to, or caused by, the Laptop, see Clause 16 Loss or Damage.

11. Connection to the Internet

11.1 The laptop supplied to the student is built to 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.

11.2 At school, the carriage service and connectivity to the internet is governed by the School’s Student Network / Internet Access Agreement and the School’s Internet Usage Policy. The School reminds the Parent/Guardian of their obligations under this agreement.

11.3 At home, it is the Parent/Guardian’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 and will seek to enforce any breach of policy found on a departmental-owned laptop regardless of whether the breach was done at home or not (e.g. cache files for internet browsers containing inappropriate material).

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their 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.
11.4 Data Security
Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.
The student is responsible for the backup of all data. While at school, students are able to save data to the school's network which is safeguarded by a scheduled backup solution. They are also able to save data locally to the laptop for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as external hard drive, USB stick or CD/DVD.
Students should also be aware that, in the event that any repairs need to be carried out the contents of the laptop may be deleted and the storage media reformatted.

11.5 Cybersafety
If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent and/or guardian as soon as is possible.
Students are encouraged to explore and use the ‘Cybersafety Help’ button to talk, report and learn about a range of cybersafety issues.
Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.
Students must never initiate or knowingly forward emails, or other messages, containing:
A message sent to them in confidence.
A computer virus or attachment that is capable of damaging the recipients' computer.
Chain letters or hoax emails.
Spam (such as unsolicited advertising).
Students must never send or publish:
Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
Threats, bullying or harassment of another person.
Sexually explicit or sexually suggestive material or correspondence.
False or defamatory information about a person or organisation.

11.6 Elevated user privileges
Computers for Students laptops may have elevated permissions to assist in the management of laptop configurations and allocation, such as the automation of connecting the device to the school network. These would also be utilised by students to install home items such as home printers, cameras and/or licensed software. These privileges may allow further permissions than are available on other MOE built workstations and laptops. Students should not misuse these privileges. The misuse of these privileges may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

11.7 Monitoring and reporting
Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user.
All material on the laptop is subject to review by authorised school staff. If at any stage there is a police request, Department and Education and Training will provide the authorities with access to the laptop and personal holdings associated with the use of the machine.
12. Improper Use

Q3 NSSCF Acer devices have an internet filtering protection solution, Bluecoat provides the department with the ability to manage the inappropriate material of the department’s ICT network users.

This covers school and 3G mobile web browsing from the department’s central servers. Third party internet access such as home internet or a council wireless hotspot from the notebook will be protected by the remote proxy client.

12.1 The Parent/Guardian must ensure that the Laptop is not tampered with in order to connect to internet services outside the school and that the laptop is not used:

- for any illegal, pornographic, fraudulent or defamatory purposes;
- for bulk transmission of unsolicited electronic mail;
- to send or cause to be sent any computer worms, viruses or other similar programs;
- to menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive);
- to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
- in a way that violates any laws, such as privacy laws.

12.2 Upon enrolment in a Queensland Government school, parental or guardian permission is sought to give the student(s) access to the internet, based upon the policy contained within ICT-PR-004 Using the Department’s Corporate ICT Network.


This policy also forms part of this Student Laptop Charter. The acceptable-use conditions apply to the use of the laptop and internet both on and off the school grounds.

Communication through internet and online communication services must comply with the Responsible Behaviour Plan available on the school website.

There are a few conditions that students should adhere to; students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place.
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard.
- use unauthorised programs and intentionally download unauthorised software, graphics or music.
- intentionally damage or disable computers, computer systems or Queensland Department of Education and Training networks.
• use the laptop for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students’ use of internet and online communication services can be audited and traced to the account of the user.

**Passwords**

Passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user.

Personal accounts cannot be shared. Students should not allow others to use their personal account for any reason.

Students should log off at the end of each session to ensure no one else can use their account or laptop.

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**13. Software**

13.1 Kawana Waters State College will install all departmentally owned software on the laptop for student use.

Students may install additional software onto their laptop so long as they have the appropriate licences for this software. Software licences must be provided on demand.

If a Laptop needs to be repaired or re-imaged all non-departmental software will be deleted. It will be the user’s responsibility to re-install their software. Any software the user has installed that is illegal or for an inappropriate purpose, may lead to this offer being withdrawn (see section: Laptop Rules for Students).

13.2 The software loaded on the Laptop is licensed to the Department of Education and Training or the School. The Parent/Guardian must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the School. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

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**14. Virus Protection**

14.1 Viruses have the potential to severely damage and disrupt operations within the School and the Department’s networks. They can also be costly to restore the network, infected hardware or software to its previous state and operability.

14.2 Viruses can enter laptop computers through:

- Removable media such as CDs, DVDs, floppy disks and USB memory sticks
- Emails / Phishing attempts (emails linking to malicious websites)
- The internet (including web browsing, FTP programs and chat rooms)
- File download
• Network file shares, such as servers and shared folders

14.3 Students have the right to use their laptops at home for personal use. If accessing the Internet from home via cable, ADSL or wireless, they should take all steps to protect the School-owned Laptop and the department’s computer network from virus attacks.

14.4 The Parent/Guardian must take all reasonably necessary steps to prevent a virus from infecting the Laptop, including monitoring
• any data that is uploaded onto the Laptop from any device, and,
• virus checking any USB drives in the Laptop.

14.5 Privacy and confidentiality
It is important that students do not publish or disclose the email address of a staff member or student without that person’s explicit permission.

The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.

It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interest.

14.6 Intellectual property and copyright
Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people’s works or drawings. The creator or author of any material published should always be acknowledged.

Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.
15. Repair and Maintenance

15.1 A manufacturer’s warranty may apply to the Laptop for the period of the loan. An excess fee applies for accidental damage claims. Refer to Appendix (Student laptop charter) for further detail.

15.2 Students must not make permanent changes to the laptop computer. Identification or personalisation, ie stickers, marks or writing, is to occur only in a manner where they cannot cause damage, eg to the screen or top, which may void warranty. Identification

15.3 The Parent/Guardian or Student must immediately return the Laptop to the School if they suspect the hardware (e.g. laptop computer or power pack) or software is or may be faulty.

15.4 The Student and Parent/Guardian must not arrange or allow any repair or maintenance work to be carried out on the Laptop without prior written consent of the School.

15.5 Should the Laptop require repairs or maintenance, a replacement computer may be made available while the computer is being repaired.

16. Loss or Damage

16.1 The Laptops provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to, or caused by, any issued item.

16.2 Where an issued item is lost or negligently damaged, parents/carers 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/Guardian.

16.3 The Parent/Guardian must use their best endeavours to ensure that the Laptop is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the Parent/Guardian to ensure the Laptop is stored in a safe place when it is taken off the School's site.

16.4 The Parent/Guardian must immediately notify the School if the Laptop is damaged, lost or stolen.

16.5 If, after investigation by the School, it is found that the Laptop has been intentionally damaged or that the Student or Parent/Guardian has been negligent (i.e. not exercised due care) in using or caring for the Laptop, the Parent/Guardian agrees to cover any costs incurred by the School in repairing or replacing the Laptop and agrees to indemnify the School against any further loss or damage caused by such intentional damage or negligence.

16.6 Advice on how to protect the Laptop is outlined in the attached Use and Care of the Laptop / Computer guidelines
16.7 In addition, the Q3 Acer laptops and batteries are covered by a manufacturer’s warranty which covers manufacturing defects through normal usage. In addition, laptops are covered by an insurance policy which protects against accidental damage. There is no cover for negligence, abuse or malicious damage. Students will be required to replace lost or damaged chargers.

Costs incurred by the school for the repair or replacement of devices may be charged by the school as an excess to parents. In the event of non-compliance of agreed responsibilities, schools may review the student’s continued participation in the take-home program.

Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

16.8 In the case of loss or suspected theft, a parent or guardian should lodge a report with the nearest police station. It is important that the following be recorded and provided to the school:

- the crime report number
- the name of the police officer who took the report

In both cases, a witnessed statutory declaration should be provided to the school.

On receipt of the necessary documentation, the NSSCF program will initiate recovery procedures via Computrace theft protection software. Should a device be unrecoverable, the cost of replacement is as follows:

- First case: $200
- Subsequent cases: full replacement cost.

16.9 Accidental damage
Where a laptop is accidentally damaged, schools will invoice a student’s parents according to the following sliding scale:

First incident: $50
Second incident: $100
Subsequent: $150

16.10 Wilful and malicious damage
Where a school determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement may be charged.  
(Note: Approximate costs for replacement screens in 2012 = $250)

Replacement costs may vary and change without notice from supplier. KWSC will endeavour to inform parents of any changes electronically or in writing.
17. Consequences

17.1 All Laptops provided for temporary use by the program remain the property of the Department and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier.

17.2 Where an item is not returned, the Parent/Guardian 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/Guardian.

17.3 Failure to comply with this Agreement may result in the School ending the Agreement including automatic loss of the Laptop or suspension of use for a period of time.

18. Acceptance of Agreement

18.1 By completing and signing the Student Resource Scheme Participation Agreement form which is included in FNM-PR-018: Textbook and Resource Scheme http://education.qld.gov.au/strategic/eppr/finance/fnmpr018/, the Parent / Guardian is acknowledging they understand and accept the Terms and Conditions of this agreement.
Laptop Rules for Students

1. You can use the Laptop for your own educational purposes, both at home and at school. The Laptop may be used for limited personal use but not for commercial purposes (e.g. you cannot use the Computer for a part-time job).

2. If you do not comply with these Laptop Rules for Students, you are not allowed to use the Laptop and the School may demand that you return the Laptop. There may be other disciplinary consequences under your School’s Responsible Behaviour Plan for Students as outlined in SMS-PR-021: Safe, Supportive and Disciplined School Environment http://education.qld.gov.au/strategic/eppr/students/smspr021/

3. The School’s Student Network / Internet Access Agreement and Internet Usage Policy also apply to your use of the network / internet when you are accessing the internet using the Laptop. You are reminded of your obligations under that agreement and policy.

4. You must not allow anyone else to use the Laptop for their own purposes, including family members and friends. You must not tell anyone else your account name and password.

5. You can only have and use the Laptop at Kawana Waters State College and at home. Upon request, the School may give written approval for the Laptop to be used in other places.

6. You accept responsibility for the security and care of the Laptop.

7. You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Therefore please ensure all your school work and important documents are backed up onto disc, usb, college network or other device.

8. Any software you load onto the laptop must be appropriate, for your use and be correctly licensed. You must be able to produce the software licence on demand if or when required by the school.

9. The software loaded on the Laptop is licensed to the Department of Education and Training or Kawana Waters State College. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.

10. You must not open, or allow anyone else to open, the hardware case of the Laptop to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the Laptop, without the School’s written consent.

11. You must take all reasonably necessary steps to prevent a virus from infecting the Laptop, including monitoring any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the Laptop.

12. When not in use, e.g. sport or during morning tea and lunch breaks, the Laptop must be stored in its carry case and kept in a secure location. Secure locations may include: locked classrooms, storerooms, secure library storage or other appropriate areas.

13. You must not upload / download onto the Laptop any inappropriate programs, images, files or other software. Music and video files used for educational purposes and as approved, or provided, by the school may be stored on the Laptop providing copyright is not breached.

14. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the Laptop, for the purpose of causing embarrassment to individuals or the School for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

15. You must not intentionally use the Laptop or internet services to which it may be connected:
• for any illegal, pornographic, fraudulent or defamatory purposes;
• for bulk transmission of unsolicited electronic mail;
• to send or cause to be sent any computer worms, viruses or other similar programs;
• to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
• to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
• to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
• in a way that violates any laws, such as privacy laws.

16. In particular you must not use the Laptop (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.

17. The Laptop is to be returned in good condition to Kawana Waters State College at the end of the annual agreement. If you cease to be enrolled for any reason before completing the agreement period, you must return the Laptop before leaving the School. If the Participation Agreement is ended, you must return the Laptop.

18. The School can request the Laptop be returned for any reason at any other time.

For more information about the Program and the Laptop Rules for Students, contact:

Head of Department - Information and Communication Technology
Kawana Waters State College
info@eq.edu.au
Ph: 54933388
Use and Care of the Laptop Computer

**Usage**

Don’t use technology devices on soft surfaces (e.g. sofa, bed or carpet) because it can restrict airflow and cause overheating.

Avoid dropping or bumping technology devices.

Don’t place technology devices in areas that may get very hot.

Don’t get technology devices wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.

Follow all instructions given by staff.

Login correctly and logoff when finished.

Always shut down computers through the ‘Start – Shutdown’ mechanism.

Always package, carry and store technology devices in appropriate and secure carry cases for transporting.

Personalise technology devices with methods approved by the school, to ensure students do not get the devices mixed-up.

Don’t place objects on top of your laptop and never carry it around while it is turned on.

Avoid exposing your laptop computer to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration.

**Handling your laptop computer**

Try to avoid moving your laptop around when it is on. Before switching on, gently place your laptop on a stable surface and then switch on.

You still need to be careful with your laptop while it is in the bag. Do not drop the bag from your shoulder.

Always place the laptop bag gently down.

Be careful when putting the laptop in the car that no other items are on top of it and nothing will roll onto the laptop bag.

Laptops should be switched off before being placed into the bag.

**Packing away your laptop computer**

Always store your laptop bottom down and with the LCD facing away from the front of the backpack.

Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

**Care of laptop computer bag**

The bag should be fully zipped up before being carried.

The bag should be fully unzipped before removing the laptop to avoid non-warranty bag damage.

**LCD screen**

LCD screens are delicate - they don’t like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don’t slam the screen closed and always be gentle when putting your laptop down.

To clean your LCD screen:

Switch off your laptop computer.

Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.

Do not directly apply water or cleaner to the screen.

Avoid applying pressure to the screen.

**AC adapter**

Connect your adapter only to your laptop computer.

Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.

When unplugging the power cord, pull on the plug itself, rather than the cord.

Do not wrap your cord tightly around the adapter box.

**Battery pack**

Once a week fully flatten your batteries. Then re-charge the batteries fully. This will extend the life of your battery cells.

Do not tamper with the connections.

**Keyboard**

Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
If any key tops are missing or keys are in a damaged state, take your laptop to Technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

**Casing Cleaning**
Take a non-abrasive cloth and spray a glass cleaner (or like) on to cloth to moisten. Do not spray the laptop directly on to the casing.
Gently rub your laptop casing with the moistened cloth to remove any dirty marks.

**Security**
Report any technology device fault or suspected virus activity to the nearest staff member.
Undertake virus scans of computers after home usage and prior to reconnecting to the school’s ICT network.
Make regular backups of your saved work.
Keep your login and password confidential. Don’t tamper either physically or electronically with either hardware or software settings.
Don't attempt or undertake any malicious behaviour towards the School’s ICT resources.
Don't attempt to make unauthorised access to ICT resources or entities.
Don't have food or drink near the technology device.
A good idea is to attach a fairly large name tag in a bright colour to the case or bag so it is easy to identify.
Remember, over the life of the program this laptop may not be with the same student the whole time, and it may need to be returned for servicing at any time.

**Software**
Don’t copy any software from the school’s ICT network or system.
All technology equipment should only have operating systems loaded that are compliant with departmental standards.
Keep your virus check software up-to-date. If your virus check software detects virus activity then carefully follow the instructions for removal and advise the nearest staff member. If unsure, quarantine your computer and disks and immediately consult with the IT staff.
Always adhere to licensing and copying agreements.
Never use technology devices to engage in illegal activity, including violation of copyright or other contracts.

**Batteries**
Don’t use incompatible computer batteries and chargers.
Computer batteries can get hot during use. Do not use your computer on your lap.
Have fully charged battery/batteries at the start of each school day. All charging should be undertaken at home, as the school will not have the infrastructure or resources available to charge batteries for every student.
Don’t permit a loose battery to come in contact with metal objects, such as coins, keys or jewellery.
Don’t crush, puncture or put a high degree of pressure on the battery as this can cause an internal short-circuit, resulting in overheating.
Don’t get your battery wet, even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
Follow battery usage, storage and charging guidelines found in the computer's user guide.
# Privacy Statement

The Department of Education and Training through Kawana Waters State College is collecting your personal information accordance with the Education General Provisions Act 2006 S50(2) in order to conduct Kawana Waters State College 1 to 1 Learning Laptop Program in an efficient, ethical and secure manner. The information will only be accessed by School employees conducting the program. Your information will not be given to any other person or agency unless you have given permission or we are required by law.

## Parent / Guardian Agreement

**PARENT / GUARDIAN PARTICIPATION**

I wish to participate in Kawana Waters State College 1 to 1 Learning Laptop Program. I have read and understand the Terms and Conditions of this Student Laptop Program and Student Charter (Q3 devices) and agree to abide by them and to pay all costs, which may occur should the laptop be lost or damaged as per the participant agreement.

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Home Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name (s):</td>
<td>Date:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Suburb:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>Post Code:</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Parent / Guardian Signature:</td>
<td></td>
</tr>
</tbody>
</table>

## Witnessed By a School Delegate:

| Surname: | |
| First Name (s): | |
| Signature: | Date: |

## Student Agreement - to be signed when the laptop is received

**STUDENT PARTICIPATION**

I have read the Laptop Rules for Students and Student Charter 3 devices in the Participation Agreement.

I will keep my log-in details and password confidential. I understand that network audit logs contain information on the user logging in, the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage.

I acknowledge my responsibility to use the Laptop in accordance with these rules and understand the consequences should I fail to abide by these rules.

| Surname: | Student ID Number: |
| First Name (s): | |
| Student Signature: | |

## Witnessed By School Principal (or delegate) when student signs.

| Surname: | |
| First Name (s): | |
| Signature: | Date: |

## Office Use Only

### Computer Details

<table>
<thead>
<tr>
<th>Type:</th>
<th>Brand:</th>
<th>Model:</th>
<th>Asset Number:</th>
<th>Serial Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>ACER / HP</td>
<td>1830 / 6430</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paid:</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
</table>

| Payment Completed: Date | Office signature |
**Student Name:**

**Home Group:**

**TAKE HOME LAPTOP $40 PER TERM (4 TERMS)**

The annual fee to participate in the take home Laptop Program has been set as low as possible to encourage all families to take part in the program. This fee is payable in full or in advance per term (4 terms), before the laptop will be made available to the student. Fee payment options have been identified below for your consideration.

If you are eligible for the Federal Government's Education Tax Rebate you may be entitled to claim your annual payments therefore further reducing the overall cost for the program. Please access the Australian Tax Office website [www.ato.gov.au](http://www.ato.gov.au) or consult with your accountant to discuss this further.

**FEE PAYMENT OPTIONS**

- **Paying by phone**
  - Visa or MasterCard
  - Phone the School on 54933388 with your credit card details and your payment can be processed immediately (please note, we do not keep credit card details on file).

- **Paying in person**
  - Credit Card, EFTPOS, Cheque, Money Order or Cash
  - Visit the School Finance Office between 8-00am and 1-45pm. (please do not send large quantities of cash with students)
  - Cheques and money orders made payable to Kawana Waters State College can be posted directly to the school P.O.Box 84, Wurtulla Old 4575

- **Payment by the internet**
  - Direct payment into the College Bank Account
  - School bank details:
    - Bank Account Name: Kawana Waters State College
    - BSB Number: 064 - 447
    - Account Number: 00090223
  - Record the following details in the reference section of your payment: Student surname and reference (eg: M.Smith Laptop)

- **Paying by Credit Card**
  - Visa or MasterCard
  - Complete details

**CREDIT CARD DETAIL:**

- MasterCard ☐
- Visa ☐

Card No. ____________________________

Expire Date: _____/_____

Name on Card: (Please print) ____________________________

Signature: ____________________________

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The student will receive the laptop at the start of term after payment is made. After this time processing will take a minimum of 48 hours.

**Payment Agreement**

Office Use Only

- Term 1 ☐  ________________
- Term 2 ☐  ________________
- Term 3 ☐  ________________
- Term 4 ☐  ________________

**Parent Name:** ____________________________

Signature: ____________________________

Date: _____/_____/_____

**Students:** Please confirm payment with ICT Staff at the beginning of each term.