



Ku-ring-gai High School Equity Policy LAPTOP LOAN AGREEMENT

Purpose

Ku-ring-gai High School Bring Your Own Device (BYOD) program, like all BYOD programs in an education setting, inherently imposes a financial cost on students and their families in supplying a device. At the same time, the Ku-ring-gai High School BYOD program can only function if all students have access to appropriate technological resources in all their classes. Ku-ring-gai High School takes seriously the role of public education in ensuring all students have access to the same learning outcomes. The purpose of the BYOD Equity Agreement is to establish the framework for the BYOD program to provide this for all students, irrespective of their families' financial means.

A number of Equity Pool laptops are available for long term loan to such students. Loan laptops remain school property.

Before the laptop loan application is approved parents/caregivers will need to write an application letter outlining the reasons for requiring access to the Equity Pool. When this is approved by the Principal, students will have access to a laptop provided by the school from the Equity Pool.

A Laptop Loan Agreement must be signed and provided to the school before the laptop will be loaned. Students and parents/caregivers 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 Equity Loan Agreement

- We have read the Laptop Equity Loan Agreement.
- We understand our responsibilities regarding the use of the laptop, online communication and the Internet.
- In signing below, we acknowledge that we understand and agree to the Laptop Equity Loan Agreement.
- We understand that we accept responsibility for ANY costs associated with the repair or replacement if caused by any negligent act as determined by the school.
- We understand that failure to comply with the Laptop Equity Loan Agreement could result in loss of future loan permission.

Student name

Student signature

Date: / /

Parent / Caregiver name

Parent / Caregiver signature

Date: / /

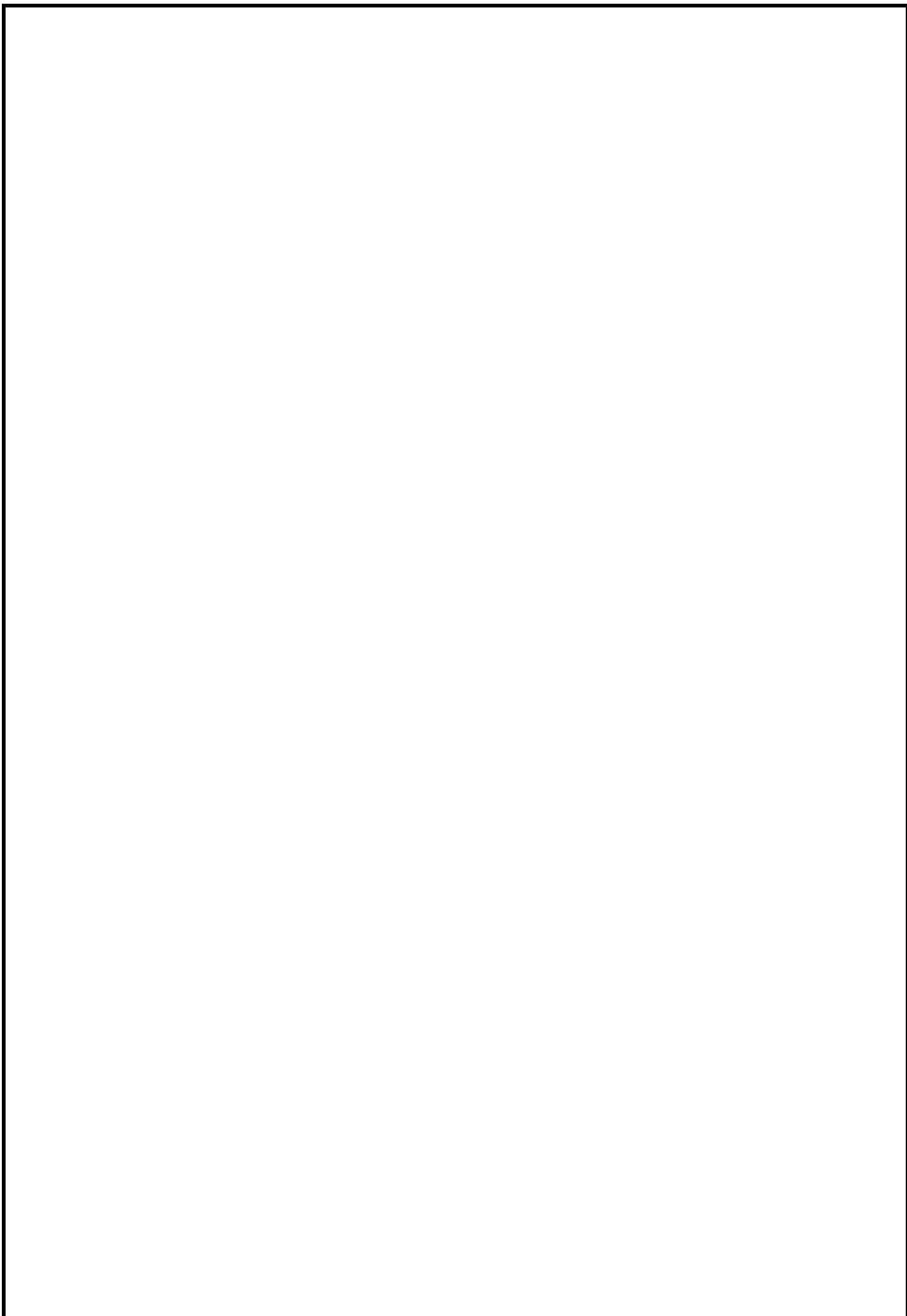
Year Adviser Name: _____ Year Adviser Signature: _____

Reason: Long Term Loan Repair Other: _____

Office/Librarian Use Only

Laptop\Charger\Mouse Barcodes: _____

Issue Date: _____ Due Date: _____ User Technology Agreement Signed:



LAPTOP EQUITY LOAN CHARTER

1. Purpose

The laptop is to be LOANED 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 school retains ownership of the laptop.
- 2.1.4 If a student leaves the school, the laptop must be returned to the school.
- 2.1.5 All material on the laptop is subject to review by authorised school staff. If there is a police request, NSW DEC will provide access to the laptop and personal network holdings associated with your use of the laptop.
- 2.1.6 Loans are based on school priorities and individual circumstances.

2.2 Damage or loss of equipment

- 2.2.1 All laptops and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, 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/caregiver should be provided.
- 2.2.5 Laptops 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 laptop loans.
- 2.2.6 Students will be required to replace lost or damaged chargers.

3. Standards for laptop care

The student is responsible for:

- i) Taking care of laptops in accordance with school guidelines.
- ii) Adhering to [Student use of digital devices and online services](#) policy and the school BYOD policies
- iii) Backing up all data securely on an external storage device. Students must be aware that the contents of the laptop will be deleted and the storage media reformatted in the course of repairs.
- iv) Never damaging or disabling laptops, laptop systems and networks or establishing, participating in or circulating content that attempts to undermine or bypass laptop security mechanisms for either software or hardware.

4. Acceptable computer and Internet use

4.1 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.

4.2 Upon enrolment into a New South Wales Government school, parental/caregiver permission was sought to allow the student to access the Internet at school based on the Online Communication Services: Acceptable Usage for School Students policy. Extracts are provided below. This policy forms part of the Laptops Loan Agreement.

Extracts: [Student use of digital devices and online services](#)

4.1 Access and Security

4.1.1 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 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' computer
- 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 another person or making 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 is 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 networks of the NSW Department of Education.
- 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 e- learning accounts of specific users.

4.2 Privacy and Confidentiality

4.2.1 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.

4.3 Intellectual Property and Copyright

4.3.1 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.

4.4 Misuse and Breaches of Acceptable Usage

4.4.1 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.

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 other schools, TAFEs, or from outside the NSW Department of Education.
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5.2 Students should be aware that:

- their emails are archived and their web browsing is logged. The records are kept for two years.
- the email archive and web browsing logs are considered official documents.
- they need to be careful about putting their personal or sensitive information in emails or on websites.
- these records may be used in investigations, court proceedings or for other legal reasons.