

# Technology Transition Program

## LAPTOP LOAN CHARTER

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

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

### Purpose

Students enrolled in Year 7 & 8 will be issued a school owned device for their stage 4 (Year 7 & 8) education at JCBTHS. This will provide the opportunity for students to learn knowledge & skills as a digital citizen, utilise a standard device for completing work electronically with web-based tools licensed for all government school students.

At the end of Year 8 parents will be able to decide with their child on the best device to select for the remainder of their schooling. Financially, we are providing equity of access in stage 4 and minimising costs to families with students possibly only needing to purchase one device for use through Years 9 to 12.

JCBTHS may determine that students in year groups which are not designated to receive a 1 to 1 laptop (Years 9 thru 12) will benefit from a home loan of a laptop. This may be for a particular topic of work, project or need. Loan laptops remain school property. A **Laptop Loan Charter** must be signed and provided to the student's school before the laptop will be loaned, this includes equity-based loans to students in all year groups.

Students and parents/carers must read this charter carefully prior to signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

### Laptop Loan Charter

- We have read the **Laptop Loan Charter** (Version 2022-1).
- We understand our responsibilities regarding the use of the laptop and the internet.
- In signing below, we acknowledge that we understand and agree to the **Laptop Loan Charter**.
- We understand that we accept responsibility for any costs associated with the repair or replacement if caused by any negligent act.
- We understand that failure to comply with the Laptop Loan Charter could result in loss of future loan permission.

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

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

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

## **Purpose**

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

### **1. Equipment - Ownership**

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

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. Parents will be charged for the repair of a device damaged through negligence, this will be determined by the Principal or Representative.

#### **The school retains ownership of the laptop.**

In the case of a student being loaned a laptop, with the intention that it will be loaned across Years 7-12, the following apply:

If a student leaves James Cook Boys Technology High School, moves to another government or non-government school, interstate or overseas, the laptop must be returned to the school.

When the student completes Year 8, the laptop must be returned to James Cook Boys Technology High School with any supplied accessories.

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

Loans are based on school priorities and may vary from short term to long term loans to class groups or individual students.

### **2. Damage or loss of equipment**

2.1 All laptops and batteries are covered by a manufacturer's warranty for two years. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

2.2 Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school. The person at fault may be charged for the cost of repair/replacement.

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.

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

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.

2.6 Students will be required to replace lost or damaged chargers

### **3. Standards for laptop care**

The student is responsible for:

3.1 Taking care of laptops in accordance with school guidelines.

3.2 Adhering to [Student use of digital devices and online services](#) policy.

3.3 Backing up all data securely. This should be on the DoE online storage or for personal data including photographs or music, 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/replacement.

3.4 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/carer permission was sought to allow the student to access the Internet at school based on the Student use of digital and online services policy. Extracts are provided below. This policy forms part of the Laptops Loan Charter.

4.3 The [Student use of digital devices and online services](#) policy applies to the use of the laptop and internet both on and off school grounds.

4.4 The [James Cook Boys Technology High School "Bring Your Own Device" Policy](#) applies to the use of the laptop and internet both on and off school grounds.

Extracts: [Student use of digital devices and online services](#) (as of June 2021)

#### **5. Responsibilities and obligations**

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility.

##### **For students**

- Be safe, responsible and respectful users of digital devices and online services and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

##### **For parents and carers**

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a Bring Your Own Device (BYOD) program and complete any related paperwork.

##### **Be SAFE**

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.
- Only use passwords that are not obvious or easily guessed.
- Log off at the end of each session to ensure that nobody else can use their account.

## **Be RESPONSIBLE**

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use.
- Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.
- Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.
- Make sure the devices you bring to school have the latest software installed.
- Take care with the school-owned devices you share with others, so that other people can use them after you.
- Use online services in responsible and age-appropriate ways.
- Only use online services in the ways agreed to with your teacher.
- Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
- Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- 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.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.
- Never intentionally damage or disable computers, computer systems or networks of the department.
- Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.
- 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.

## **Be RESPECTFUL**

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be:
  - inappropriate, offensive or abusive
  - upsetting or embarrassing to another person or group
  - considered bullying
  - private or confidential
  - a virus or other harmful software
- Never publish or disclose the email address of a staff member or student without that person's explicit permission