



ASPIRE - LEARN - ACHIEVE

P-12

Student Laptop

Hire Program

Charter



Queensland Government

Bring Your Own Device and TechExpress

BYOD is a term used to describe a digital device ownership model where students or staff use their personally-owned devices to access the Department of Education and Training's (DET) information and communication technology (ICT) network.

The Bentley Park College Bring Your Own Device (BYOD) program for Secondary, and TechExpress program for Years 3-6, were developed in response to the significant role technology plays in education. They enable students to bring a personally-owned device to school as a learning tool and provides seamless movement between school and home. Students wishing to access the program and their parents/carers must have completed an *Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Agreement*.

Student Laptop Hire Program

All hire laptops are set up for each individual student and are not used by other students. The Department of Education and Training's (DET) Managed Operating Environment (MOEv5 Windows 10 Education Edition), Microsoft Office, filtered internet, access to the school network and access to school software comes as standard on each device.

Hire laptops remain the property of DET regardless of the funding source and ownership does not transfer to the hirer at the end of the term. The College takes no responsibility for any theft or damage, and where the laptop is damaged or stolen the College may invoice the student's parent/carer for the full cost of repair or replacement. Any misuse of hire laptops will be dealt with according to the Bentley Park College Student Code of Conduct.

Primary and Secondary

Students hiring a laptop for Primary TechExpress or Secondary BYOD pay a yearly fee of \$200 (or pro-rata if relevant) for exclusive personal use and complete a *P-12 Student Laptop Hire Program Charter Agreement* form. The \$50 instalment must be paid up-front before receiving a hire laptop. The remaining \$150 can be paid either upfront or via term instalments over Terms 1-3. Hire laptops must be returned to the College ahead of the Christmas holiday period for servicing and maintenance.

Hire laptops are covered for accidental damage and faulty components. The IT Department at the College will manage any Accidental Damage or Warranty claims with the insurance vendor, should they be necessary.

Student Laptop Hire Program Package

The equipment referred to in this agreement consists of a laptop computer, protective hard carry case, charger and DET's standard suite of software, including Microsoft Office.

For the purpose of this document, all of these items are referred to collectively as the 'laptop'. Each laptop will be:

- protected by anti-virus tools and automated updates
- able to be connected to the school network for filtered internet and email usage for student learning
- installed with DET's standard suite of productivity software
- have Bluecoat web filtering at school (high) and at home (medium).

Acceptable Computer and Internet Use

Communication through internet and online communication services must comply with the Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Policy, and the Bentley Park College Student Code of Conduct, both available on our website.

Students should be aware they are held responsible for their actions while using the internet and online communication services and for any breaches caused by other people knowingly using their account. Misuse may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services. **Note:** use of internet and online communication services can be audited and traced to the account of the user.

Passwords

Passwords must not be shared. They must be kept confidential and changed when prompted or when known by another user. Personal accounts cannot be shared. Students must not allow others to use their personal account or laptop for any reason. Students should log off at the end of each session to ensure no one else can use their account or laptop.

Theft and Loss

In the case of loss or suspected theft of an assigned laptop, the College will initiate recovery procedures. However, should a device be unrecoverable the full cost of replacement may be charged to the parent/carer.

Warranty and Accidental Damage

All laptops and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage and accidental damage. There is no cover for negligence, abuse or malicious damage.

Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the school's office/administration staff or to the IT Department at Bentley Park College.

The laptop is covered for one Accidental Damage claim per year. Where a laptop is accidentally damaged (including keyboard and permanent aesthetic damage), the College will initiate and manage a warranty claim with the insurance vendor. For any subsequent Accidental Damage claims within 12 months, the College will invoice a student's parent/carers for the full cost of repair plus labour and postage.

Wilful and Malicious Damage

Where a school or insurance vendor 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.

Software

The software loaded on the laptop is licensed to the DET or the College. Students may have the ability to install additional software onto the laptop, however only licensed software can be installed. The student must hold a valid licence for any software installed and the licence must be appropriate for installation on the laptop. Laptops will be periodically audited by the department and the student should present the valid software licence, if requested.

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 College staff. If at any stage there is a police request, DET will provide the authorities with access to the laptop and personal holdings associated with the use of the machine.

Subsequent Points of Agreement

Students are reminded that in using these laptops they must comply with the College's Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Policy.

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, videos, music or games
- intentionally damage or disable computers, computer systems or DET networks
- use the laptop for unauthorised commercial activities, political lobbying, online gambling, harassment of others or any unlawful purpose
- disseminate images or sound using the laptop to others for the purpose of causing embarrassment to individuals or the College, or for the purpose of bullying or harassment.

The College has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

Students are responsible for the timely backing up of data. Should a hardware or software fault occur, assignment work may be lost. The College is not responsible for any data loss. 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 reformatted.

Care and Use of Laptop

Whilst the laptop is issued to the student, they are responsible for taking care of and securing the laptop and accessories.

- Don't have food or drink near the laptop.
- Ensure your laptop is fully charged each day.
- Gently place the laptop on a stable surface before switching on.
- Take care when using the laptop. Avoid dropping or bumping the machine. Only connect the adapter supplied to your machine. Never use an adapter belonging to another machine.
- Do not wrap the cord tightly around the adapter box and when unplugging the power cord, pull on the plug itself, not the cord. All plugs, cords and cables should be inserted and removed carefully.
- Computer batteries can become hot during use. Do not use the computer on your lap.
- Avoid moving your laptop around when it is turned on and always package, carry and store the laptop in its carry case for transportation. Turn the device off first.
- Keep the laptop with you at all times. Should students need to leave the laptop unattended it needs to be stored in a secure location.
- Screen protection: don't poke, prod, push or slam the LCD screen and never pick up the laptop by its screen. Don't place pressure on the lid of the device when it's closed, avoid placing anything on the keyboard before closing the lid and avoid placing anything in the carry case that could press against the cover. Only clean the screen with a clean, soft, dry cloth or anti-static cloth (not with household cleaning products).
- If a hire laptop is accidentally damaged students must report the damage immediately to administration personnel. If damage occurs to the laptop the school will determine when and/or if a replacement machine is made available to the student.

P-12 Student Laptop Hire Program Charter Agreements

To apply to participate in the P-12 Student Laptop Hire Program, students and their parent/carer must read and understand the Student Laptop Hire Program Charter, the Bring Your Own Device and TechExpress Charter, the Acceptable Use of Information Technology and Virtual Reality Equipment and Systems Policy, and the Student Code of Conduct (all available on our website) before completing either the Primary or Secondary Student Laptop Hire Program Charter Agreement.

Frequently Asked Questions

Will I need to bring the laptop to school every day?

Yes. It is highly recommended all students participate in our BYO laptop program to enhance their learning at school and at home.

Will I be able to access social media sites on my laptop?

Yes, but only from home.

What happens if I lose my laptop or it gets stolen?

Loss or theft of the laptop must be reported immediately to the College or Primary Administration office. In the case of loss or suspected theft of an assigned laptop the College will initiate recovery. However, should a device be unrecoverable the full cost of replacement may be charged.

Can I install software on the laptop?

Yes. Students can install additional software onto the laptop. However, only licensed software can be installed.

Do I need to back up?

Yes. It is the student's responsibility at all times to back up all files. The College is not responsible for any data loss.

What happens if I accidentally damage the laptop?

Any damage and software or hardware issues must be reported immediately to the College's office/ICT staff.

Will the school assist me with network connection issues at school?

Yes. Students can visit the IT Support Room located in the Library before school and during recess breaks for advice and assistance.

Will the school assist me with home internet connection settings and issues?

No. Your home internet provider or local computer technician can assist you with these enquiries.

Will the school protect the device from virus attacks?

Yes. Each school assigned laptop will be protected by anti-virus tools.

Can I take my hire laptop to the IT Department at school for repair?

Yes. Students can visit the IT Support Room located in the Library before school and during recess breaks for advice and assistance. The IT Department will manage any warranty claims if necessary and will provide hardware or software repairs as required.

What happens if I forget my laptop or my laptop is broken?

The College has a small fleet of laptops available for students if their hire laptop is not working.

Can I bring my charger to school?

All chargers are to be left at home. It is the student's responsibility to attend school every day with a fully charged laptop.

What is deemed inappropriate?

All illegal (unlicensed) software, pirated music or videos, defamatory documents or images or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate.