

TULLAWONG STATE HIGH SCHOOL

STUDENT LAPTOP CHARTER



CONTENTS

Contents.....	2
Loan equipment.....	3
Equipment ownership.....	3
Fee for provision of laptop.....	3
Laptop care	3
Data security	3
Acceptable computer and internet use	4
Passwords	4
Cybersafety	4
Blue Coat Web filtering.....	4
Privacy and confidentiality.....	5
Misuse and breaches of acceptable usage	5
Damage or loss of equipment.....	5
Accidental damage	5
Damage due to carelessness.....	5
Wilful and malicious damage	5
Theft and loss	5
Software.....	6
Monitoring and reporting	6
Students' reporting requirements	6

LOAN EQUIPMENT

The equipment, referred to in this charter, consists of a laptop computer and charger; carry case; and the department's standard suite of software, this includes 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
- covered by a four-year warranty including the battery
- able to be connected to the school network and have filtered internet and email
- able to be used at home and at school for student learning
- installed with the department's standard suite of productivity software
- protected by Coat internet filtering

EQUIPMENT OWNERSHIP

At the end of the loan period, all laptops are returned to the school and will be removed from the school network. The laptops will have all licensed software and data removed and will be restored to their original factory state.

If the student leaves the school, transfers to a non-government school, moves interstate or overseas, the laptop, charger and carry case must be returned to the school. If the laptop is not returned, reimbursement will be sought.

It is also a requirement of using the laptop that students provide authorised school staff with access to the laptop and personal holdings associated with the use of the laptop if requested.

FEE FOR PROVISION OF LAPTOP

To participate in the laptop home-use program parents and/or guardians will be required to participate in the Student Resource Scheme.

Laptop item	Annual cost per student
Laptop	Included
Protective Laptop Sleeve/Case	Included
Accident damage protection	Included
Blue Coast internet filtering	Included
Windows 10/11 operating system	Included
Microsoft Office software suite	Included
Antivirus software	Included

LAPTOP CARE

The student is responsible for taking care of and securing the laptop and accessories in accordance with school policy and guidelines. Students are required to bring their fully charged laptop to school on a daily basis. No chargers are available at school. Students are provided with a protective case and must keep their device inside the protective case at all times. The device and included accessories should not be altered in any way; such as application of stickers.

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 to their personal One Drive provided. While students are able to save data locally to the laptop however it is best practice for students to save to One drive provided by the department.

ACCEPTABLE COMPUTER AND INTERNET USE

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.

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. This includes using VPN software, such as Oprah or Brave Internet browsers.
- 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.

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 report this to their YLC, parent and/or guardian as soon as is possible.

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.

BLUE COAT WEB FILTERING

An internet filtering protection solution, Blue Coat, provides the department with the ability to manage any inappropriate material of the department's ICT network users. This covers school browsing from the department's central servers.

Third party internet access such as home internet or a external wireless hotspot from the laptop will be protected by the remote proxy client.

Installation and use of software such as VPN's to bypass filtering are strictly prohibited and consequences will apply when such actions are taken.

PRIVACY AND CONFIDENTIALITY

Students must not publish or disclose the email address of any staff member or student without their explicit permission. Personal information, such as names, addresses, photographs, credit card details, or telephone numbers, should not be shared by students, whether about themselves or others. Additionally, privacy and confidentiality must be upheld by refraining from disclosing or using any information in a manner that could be harmful to an individual's interests.

MISUSE AND BREACHES OF ACCEPTABLE USAGE

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.

DAMAGE OR LOSS OF EQUIPMENT

Any software or hardware issues, as well as incidents of vandalism, damage, loss, or theft of the laptop, must be reported to the school immediately. All laptops and batteries are covered by a manufacturer's warranty, which protects against defects under normal usage. Additionally, laptops are insured against accidental damage, subject to investigation by an authorised repairer. If the school incurs costs for the repair or replacement of devices under the insurance policy, an excess charge will be passed on to parents. However, the insurance does not cover damage caused by negligence, misuse, or intentional harm. Students are responsible for replacing any lost or damaged chargers. Failure to comply with the agreed responsibilities may result in the school reviewing the student's continued participation in the take-home program.

ACCIDENTAL DAMAGE

Where a laptop is deemed accidentally damaged, schools will invoice a student's parents according to the following sliding scale:

Device Excess

- First incident: \$75
- Second incident: \$150
- Subsequent: \$250

Accessories Loss/Damage

- Case: \$20
- Charger: \$45
- Stylus: \$33

DAMAGE DUE TO CARELESSNESS

Where a laptop is damaged due to carelessness or negligence, it will not be covered under warranty and schools will invoice a student's parents for the full cost of the repair. Examples may include: Leaving objects on the laptop and closing the lid, causing the LCD screen to crack or damage that occurred when the laptop was left unattended.

WILFUL AND MALICIOUS DAMAGE

Where a school or a certified warranty repairer 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.

THEFT AND LOSS

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 police 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.

Should a device be unrecoverable full replacement cost will be invoiced to the parent/guardian of the student.

SOFTWARE

Students are not to install any additional software onto the laptop at any time. Unless directed to do so by the school technical officers. Identification of additional software will break school policy and consequences can apply. The software loaded on the laptop is licensed to the Department of Education and Training or the school. The parent or guardian must ensure that the software is not copied, deleted or transferred, without prior written consent from the school. Unauthorised use may breach copyright laws and the parent or guardian may be held liable for any damages incurred. Software not approved and installed by the school is not to be installed on the device.

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.

STUDENTS' REPORTING REQUIREMENTS

Students are required to report any internet site accessed that is considered inappropriate.

Any suspected security breach involving students, users from other schools, or from outside the Queensland Department of Education and Training must also be reported to the school.