



SENIORS LAPTOP PROGRAM INFORMATION AND CHARTER

- Students are responsible for looking after their assigned device. No storage options are available at the school. Students are required to bring their full charged device to school on a daily basis.
- No chargers are available at the school.
- Students must report any damages, theft or loss of their assigned device to the IT Department immediately. Costs incurred by the school for the repair or replacement of devices may be charged by the school as an excess to parents.
- If it is determined the laptop has been Maliciously Damaged the charges will be: Screen Replacement \$270. Damage that is beyond repair will be \$1350
- If the laptop has been lost, the charge will be full cost of replacement \$1350.
- Replacement Chargers are \$45 and Replacement cases \$10.
- Devices provided to students will come fully loaded with software related to their learning.
- Students are provided with a protective case and must keep their device inside the protective case at all times.
- Students must return the device (including their chargers, and any other accessories) if they are leaving the school or by the scheduled return date as outlined on the device check out slip.

The student, parent or guardian must carefully read this charter before signing it.

Any questions should be addressed to the school and clarification obtained before the charter is signed. In signing below, I acknowledge that,

- Accept all policies and guidelines as per the Responsible Behaviour Plan for Students.
- Understand my responsibilities regarding the use of the laptop and the internet.
- Acknowledge that I understand and agree with all of the conditions detailed in the Student Laptop Charter.
- Understand that failure to comply with the Student laptop Charter could result in recall of the laptop and/or loss of access for home use.
- Agree to participate in the SRS Scheme and have made payment.
- Understand that if the laptop is damaged due to carelessness or negligence that repairs will not be covered under warranty and the full costs of repairs will be charged to the students account.

Student's Name

Signature of Student

Care Class

Date

Parent / Guardian's Name

Signature of Parent/Guardian

Date

Designated School Representative's Name

Signature of School Representative

Date



PLEASE RETURN COMPLETED FORMS TO THE IT DEPARTMENT (AR02)

EDQUIP EQ11

EQ11 External Request for Equipment is to be completed when loaning Department of Education, Training and the Arts equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN		
Name	Address	Telephone:
Organisation Name		
If Student, Year Level:		
Location and Use of Equipment (if different from above)		
Tullawong State High School		
Reason for Request		
Senior Laptop 1:1 Program		

DETAILS OF EQUIPMENT ON LOAN				
Description / Type:	X360 G11 6 Laptop	Brand:	HP	
Serial Number		Asset Number		
Accessories: (if applicable)	Power Pack, Protective Case	I acknowledge receiving charger and case		
Commencement loan date:		Expected date of return:		Date returned:
Officer receiving returned equipment	Name: TSHS I.T Department		Signature:	

INDEMNITY
Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.
Signature _____ Date ____/____/____

APPROVAL FOR LOAN
I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student. (Cross out "to the parent/guardian and onstudent" if equipment is not being loaned to a student.)
Signature of School Approving Officer: _____
Name: _____ Designation: SNR Computer Assistant Date: ____/____/____



LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

Note:

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education, Training and the Arts and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- The equipment should be used only by the student to whom it is lent and by no other person.
- The student and their parent/guardian has read and understood the school's behaviour and educational requirements (attached).
- Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.
- Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.
- The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- Loss or damage of any equipment on loan must be immediately reported to the school.
- If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.
- Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

Signature of parent/guardian: _____

Name: _____

Date: _____

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Signature of student: _____

Name: _____

Date: _____