



## Laptop Rental Agreement

### Purpose

Information and communication technologies (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs. At Glenala SHS, we recognise that it is essential for students to have personal access to an ICT device such as a laptop so that students can engage with the rich resources for learning in the information age. With this in mind, the school is adopting a Bring Your Own Device model for ICT provision. Our curriculum is quickly evolving to eLearning and we wish to maximise delivery options and service to our students.

The purpose of this program is to provide a technology option that is affordable for families who choose not to provide their own device.

The Laptop Rental Program supports school owned devices being provided to students for educational use at school and at home. Privately owned laptops that meet our school specifications are supported through our BYOD program.

### Participation conditions

1. Yearly payment of \$250 (subject to review each year). Please contact our Business Manager to discuss payment options, if necessary.
2. The laptop is to be returned to the IT Help Desk two weeks prior to the end of the school year or the student completing their enrolment at Glenala SHS.
3. The device will have all licensed software and data removed ready for the following year.
4. The device will be assessed and any damage will be invoiced to the parent/caregiver.

### Laptop guidelines

If you are unsure about the best way to do something, or the correct way to manage your laptop, then ask a School IT Technician.

- Your laptop is owned by Glenala State High School and it is your responsibility to care for it while on loan for the duration of the rental period.
- Please treat it with great care.
- Follow the terms of this agreement at all times and in all locations, inside or outside the school.
- Remember that you are not to lend your laptop to anyone.
- Ensure your school data is stored in your school OneDrive Account.
- At times it will be necessary for the School's IT Manager to send announcements to all laptop users. Keep up to date with all messages sent to your MIS email address.

### Acceptable computer and internet use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student access to the internet, based upon the policy contained within

<http://ppr.det.qld.gov.au/corp/ict/management/Pages/current-procedures.aspx>

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 organization.

Parents, caregivers and students are encouraged to visit the eSafety website - <https://esafety.gov.au>

### Device ownership

The school purchased device is for student use only.

By the school retaining ownership, we will install school software, including the operating system and manage any warranty or accidental damage claims. This arrangement is formalised with all parties (parents/caregivers, students and school) agreeing to the Laptop Rental Program conditions. During the lifetime of the agreement the school retains ownership of the device.

As a school owned device, the school can

- install and maintain the operating system
- install and maintain antivirus software
- provide internet filtering at school and at home
- install and maintain all software required for school work (other than software provided in dedicated computer laboratories)
- provide full, secure and reliable student access to the school network and internet
- provide full technical support through our school ICT Service Desk
- have Computrace anti-theft software installed on the device
- have 'lemon clause' protections
- manage all matters relating to the device warranty
- provide an Accidental Damage Protection (ADP) policy
- manage all matters relating to a claim made under the ADP policy.

If the student leaves the school before the end of the year, the device must be returned to the school. If the device is not returned, it will be deemed lost or stolen and the school will follow Education Department procedures which will include a Police Report and Statutory Declaration along with the activation of Computrace® anti-theft device tracking.

It is also a requirement of using the device that students provide authorised school staff with access to the device and personal holdings associated with the use of the device if requested. This may include any device such as USBs or hard drives.

### Device care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. It is expected that students will have their laptop with them at all times except under special circumstances.

Students are to always carry the laptop in the supplied protective case or bag.

All reasonable precautions should be taken to ensure that the laptop is not lost or damaged.

### Damage or loss of equipment

All devices and batteries are covered by a manufacturer's warranty which covers manufacturing defects and hardware failure through normal usage. In addition, devices are covered by an insurance policy which protects against accidental damage. There is no cover for negligence, abuse or malicious damage. Students will be required to replace lost or damaged chargers.

Costs incurred by the school for the repair or replacement of devices may be charged by the school as an excess to parents. In the event of non-compliance of agreed responsibilities, schools may review the student's continued participation in the take-home program.

Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school.

### Accidental damage

Where a device is accidentally damaged, school will invoice the student's parents/caregivers accordingly

#### Accidental damage excess

First claim	Second claim	Subsequent claims
\$100	\$200	Full cost of repair or replacement will be invoiced

### Theft and loss

If the device is lost or stolen outside the school, the parent/caregiver will need to report the incident to the police and ensure they have the following documentation when informing the school

- Police crime number (QR Number) and
- Statutory declaration (usually completed with the police).

NOTE: Should a device be unrecoverable – whether lost or stolen, the cost of replacement may be passed onto parents. Parents are advised to contact their own home and contents insurance provider for information about claiming this cost.

### Willful or malicious damage or damage caused by misuse

Where the school determines that damage has been intentionally caused to a device or a student has disrespected school property, the cost of repair or replacement will be charged at the full replacement cost.

### Data security and back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost.

The student is responsible for the backup of all data. While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution. All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network.

Students are also able to save data locally to their device for use away from the school network. The backup of this data is the responsibility of the student and should be backed up on an external device, such as an external hard drive or USB drive.

Students should also be aware that, in the event that any repairs need to be carried out the service agents may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

### Acceptable personal mobile device use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems.

This policy also forms part of this Student Laptop Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds.

Communication through internet and online communication services must comply with the school's Student Code of Conduct available on the school website.

While on the Glenala State High School network, students will

- Promote, engage in, or share content that enhances, strengthens, and respects the hardware and/or software security mechanisms that are in place
- Promote, engage in, or share content that encourages the responsible exploration, research, and improvement of hardware and/or software security mechanisms that are in place
- Use authorized programs and only download software, graphics, or music that has been legally obtained
- Ensure the integrity of computer systems and school or government networks is maintained and used as intended
- Use the device for authorized commercial activities, respectful engagement in discourse, responsible online activities, and adherence to the law.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

### Passwords

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. A student should not share their username and password with fellow students).

The password should be changed regularly, as well as when prompted by the Department or when known by another user.

Personal accounts are not to be shared. Students must not allow others to use their personal account for any reason. Students should log off at the end of each session to ensure no one else can use their account or device.

Parents/caregivers may also choose to maintain a password on a personally-owned device for access to the device in the event their student forgets their password or if access is required for technical support. Some devices may support the use of parental controls with such use being the responsibility of the parent/caregiver.

### Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.

Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The school's Student Code of Conduct also supports students by providing school related expectations, guidelines and consequences.

### Cybersafety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as possible.

Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other online content, containing

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients' computer
- chain letters or hoax emails
- spam (such as unsolicited advertising).

Students must never send, post or publish

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Parents, caregivers and students are encouraged to read the department's CyberSafety and Cyberbullying guide for parents and caregivers. Further information is available at the eSafety website - <https://esafetv.gov.au>

## Web filtering

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the Student Code of Conduct and any other specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

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 DET network must also be reported to the school.

Personally-owned devices have access to home and other out of school internet services and those services may not include any internet filtering. Parents and caregivers are encouraged to install a local filtering application on the student's device for when they are connected in locations other than school. Parents / caregivers are responsible for appropriate internet use by students outside the school.

Parents, caregivers and students are also encouraged to visit the Australian Communications and Media Authority's CyberSmart website for resources and practical advice to help young people safely enjoy the online world.

## Privacy and confidentiality

Students must not use another student or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not

publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

## Intellectual property and copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the Principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws and be subject to prosecution from agencies to enforce such copyrights.

## Software

Schools may recommend software applications in order to meet the curriculum needs of particular subjects. Parents/caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or graduation.

## Monitoring and reporting

Students should 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 device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

## 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 school reserves the right to restrict or remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.





**Student:**

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices:

- I will use it only for educational purposes
- I will not undertake or look for anything that is illegal, dangerous or offensive
- I will not reveal my password or allow anyone else to use my school account
- I will have a complex password to secure my account (use a phrase with upper/lower case letters, symbols and numbers)

Specifically, in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using the school's ICT services, facilities or devices:

- I will not reveal any personal information – mine or that of any other person
- I will not use the school's ICT services, facilities and devices (including the internet) to annoy or offend anyone else.
- I will not damage any school ICT service, facility or device
- I will check any computer I use for damage at the start of the lesson and immediately report this to my teacher

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's [Student Code of Conduct](#), which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules/the procedure/policy/statement/guideline.

\_\_\_\_\_ (Student's name)

\_\_\_\_\_ (Student's signature) \_\_\_\_\_ (Date)

**Parent or Guardian:**

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device.

I understand that the school may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the [Student Code of Conduct](#). This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the [Student Code of Conduct](#).

I agree to abide by the above rules / the procedure/policy/statement/guideline.

\_\_\_\_\_  
(Parent/Guardian's Name)

\_\_\_\_\_  
(Parent/Guardian's signature) \_\_\_\_\_ (Date)

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

appropriate usage of the school network

appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.



## Student Laptop Hire Agreement

The Student Laptop Hire agreement form must be signed and returned to the school before the laptop is issued.

The student and, parent or guardian must carefully read this agreement before signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

In signing, I acknowledge that I

- accept all policies and guidelines as per the Student Code of Conduct.
- 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 Hire Agreement
- understand that failure to comply with the Student Laptop Hire Agreement could result in recall of the laptop and /or loss of access for home use
- agree to pay all school fees and contribute \$250 per annum for my child to access the Glenala State High School Student Laptop Program
- inform the school immediately if there are any necessary changes to your participation in the program

After reviewing and understanding the responsibilities outlined in the attached documents, I

- agree to the conditions of the Student Laptop Program
- agree to pay all Student Resource Scheme fees in full as a condition of Laptop Hire and to participate in the scheme
- agree to pay \$250 hire fee for Laptop loan for the Annual loan period (January to November of each year)

Student's Name	Signature of Student	Date
Parent/Guardian's Name	Signature of Parent/Guardian	Date
School Representative Name	Signature of School Representative Name	Date







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**

<b>Student Name:</b>	<b>Address:</b>	<b>Telephone:</b>
<b>Organisation Name:</b> <i>Glenala State High School</i>	<i>Cnr Glenala Rd &amp; Hampton St Durack Q 4077</i>	<i>07 3877 4222</i>
<b>Year Level:</b> 7 / 8 / 9 / 10 / 11 / 12		
<b>Location and Use of Equipment (if different from above)</b>		
<b>Reason for Request</b>		
Glenala State High School Laptop Rental Program		

**DETAILS OF EQUIPMENT ON LOAN**

<b>Description / Type:</b>	<b>Laptop</b>	<b>Brand:</b>	<b>Dell / Lenovo / Acer / HP</b>		
<b>Serial Number</b>		<b>Asset Number</b>	<b>15920</b>		
<b>Accessories:</b> (if applicable)	<b>Case &amp; Charger</b>	<b>For ICT equipment, Build Standard:</b> (e.g. MOE; 1.X/SOE)	<b>MOE5</b>		
<b>Commencement loan date:</b>		<b>Expected date of return:</b>		<b>Date returned:</b>	
<b>Officer receiving returned equipment</b>	Name _____		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 of parent/guardian:** \_\_\_\_\_ **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 on .....student" if equipment is not being loaned to a student.)

**Signature of School Approving Officer:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Designation:** \_\_\_\_\_ **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:**        /        /



Bring your own device

## Buying Guide

Feature	Specifications	Does it meet requirements?
Device type	Laptop or tablet with physical keyboard	<input type="checkbox"/>
Operating system	Windows 11, Windows 10 Home or Pro Not recommended iOS/Mac (high technical skill essential) Not supported – Chromebook or Android	<input type="checkbox"/>
Processor	Minimum – latest Intel Pentium/ Intel Core i3 (2019 or later, 9 <sup>th</sup> generation) Recommended – Intel Core i5 (11 <sup>th</sup> generation)	<input type="checkbox"/>
Memory	At least 8Gb RAM	<input type="checkbox"/>
Battery	10+ hours – Important – there are no charging facilities at school	<input type="checkbox"/>
Display	Minimum 10” Recommended 12” to 15”	<input type="checkbox"/>
Storage	Minimum 128Gb SSD Recommended 256Gb SSD	<input type="checkbox"/>
Wi-Fi	Minimum WiFi 5 (5GHz 802.11ac) Recommended WiFi 6 (802.11ax)	<input type="checkbox"/>
Features	Webcam and microphone Bluetooth	<input type="checkbox"/>
Ports	USB-C with charging (highly recommended) USB-A 3.0 HDMI	<input type="checkbox"/>
Accessories	Laptop accidental damage insurance (considered essential) Protective case Wired headphones/earphones (not Bluetooth)	<input type="checkbox"/>

What is the difference between 'minimum' and 'recommended'?



### Recommended

- Good for multi-tasking
- Preferable in senior
- 3-4 year life-span

### Minimum

- Basic support for a device to 'connect & work'
- Simple tasks and apps only
- 2-3 year life-span (dependent on student care)