

Ulladulla High School



DIGITAL EDUCATION REVOLUTION - NSW LAPTOP LOAN CHARTER

Student name _____
Family name _____ Given name _____

Parent/Carer name _____
Family name _____ Given name _____

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Purpose

Digital Education Revolution-NSW aims to improve student learning experiences both in and out of the classroom. Teachers may determine that students in years which are not designated to receive a 1 to 1 laptop will benefit from a home loan of a laptop. This may be for a particular topic of work, project or need. A number of pool laptops are available for short and long term loan to such students. 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.

Students and parents/carers must carefully read this charter 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 13/1*).

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

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LAPTOP LOAN CHARTER (version 13/1)

1. Purpose

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

2. Equipment

2.1 Ownership

- 2.1.1 The student must bring the laptop fully charged to school every day if required. Chargers should be left at home.
- 2.1.2 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.
- 2.1.3 The school retains ownership of the laptop.
- 2.1.4 In the case of a student being loaned a laptop with the intention that it will be loaned across years 9-12 the following apply:
 - 2.1.4.2 If a student leaves school prior to completing year 12 or moves to a nongovernment school, interstate or overseas, the laptop must be returned to the school.
 - 2.1.4.3 In the case of movement to another government school the principals of both schools may agree to transfer laptop ownership between schools but there is no guarantee that this will occur.
 - 2.1.4.4 When the students complete year 12, the school will determine whether ownership of the laptops will be transferred to students. Where a student has not reimbursed the school as required for repairs or replacement (see 2.2.5) the principal may determine that transfer of ownership will be withheld.
- 2.1.5 All material on the laptop is subject to review by school staff. If there is a police request, NSW DEC will provide access to the laptop and personal network holdings associated with your use of the laptop.
- 2.1.6 Loans are based on school priorities and may vary from short term to long term loans to class groups or individual students.

2.2 Damage or loss of equipment

- 2.2.1 All laptops and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.
- 2.2.2 Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.
- 2.2.3 In the case of suspected theft a police report must be made by the family and an event number provided to the school.
- 2.2.4 In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided.
- 2.2.5 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.

2.2.6 Students will be required to replace lost or damaged chargers.

3. Standards for laptop care

The student is responsible for:

- i) Taking care of laptops in accordance with school guidelines.
- ii) Adhering to [Online Communication Services: Acceptable Usage for School Students](#) policy.
- iii) Backing up all data securely. This should be on the DEC 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.
- iv) 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 *Online Communication Services: Acceptable Usage for School Students* policy. Extracts are provided below. This policy forms part of the Laptops Loan Charter

4.3 The [Online Communication Services: Acceptable Usage for School Students](#) policy applies to the use of the laptop and internet both on and off school grounds.

Extracts: [Online Communication Services: Acceptable Usage for School Students](#)

4.1 Access and Security

4.1.1 Students will:

- *not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.*
- *ensure that communication through internet and online communication services is related to learning.*
- *keep passwords confidential, and change them when prompted, or when known by another user.*
- *use passwords that are not obvious or easily guessed.*
- *never allow others to use their personal e-learning account.*
- *log off at the end of each session to ensure that nobody else can use their e-learning account.*
- *promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.*
- *seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.*
- *never knowingly initiate or forward emails or other messages containing:
a message that was sent to them in confidence.
a computer virus or attachment that is capable of damaging recipients' computers.
chain letters and hoax emails.
spam, e.g. unsolicited advertising material.*
- *never send or publish:*

unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.

threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.

sexually explicit or sexually suggestive material or correspondence.

false or defamatory information about a person or organisation.

- *ensure that personal use is kept to a minimum and internet and online communication services are 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.*
- *never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.*
- *ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.*
- *be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.*

4.2 Privacy and Confidentiality

4.2.1 Students will:

- *never publish or disclose the email address of a staff member or student without that person's explicit permission.*
- *not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.*
- *ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.*

4.3 Intellectual Property and Copyright

4.3.1 Students will:

- *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.*

4.4 Misuse and Breaches of Acceptable Usage

4.4.1 Students will be aware that:

- *they are held responsible for their actions while using internet and online communication services.*
- *they are held responsible for any breaches caused by them allowing any other person to use their e-learning 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.*

5. Monitoring, evaluation and reporting requirements

5.1 Students will report:

5.1.1 any internet site accessed that is considered inappropriate.

5.1.2 any suspected technical security breach involving users from other schools, TAFE's, or from outside the NSW Department of Education and Communities.

YEAR 9 2013 DIGITAL EDUCATION REVOLUTION NSW - FACT SHEET - Damage or loss

This fact sheet has been developed in response to inquiries from parents. It applies only to year 9 2012 and beyond.

Q. All laptops and batteries are covered by a manufacturer's warranty.

A. Yes. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

Q. Are the laptops covered by insurance?

A. Yes. The NSW Treasury Managed Fund Contract of Coverage states, "The Fund covers all losses, provided the loss is fortuitous, real and quantitative". Damage or loss occurred from carelessness, inattention or an apparent disregard is deemed to be due to negligence. Damage or loss caused or partly caused by negligence is not covered by Treasury Managed Fund.

Q. Who pays if the incident is not covered by insurance due to some form of negligence?

A. Should any equipment on loan be lost or damaged due to negligence or abuse or malicious act or failure to ensure safe custody of the laptop, the student will be requested to pay replacement or repair costs.

Q. Where is this in the 2013 Laptop Loan Charter?

A. The Laptop User Charter states: *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 a laptop for home use. (2.2.5)* The laptops are loaned to students under the same conditions that other school equipment is loaned. In the case of other school equipment such as library books, textbooks, cameras, tools etc the borrower is required to pay repair or replacement costs if the item is lost or broken.

Q. Can you give me an example of what is means by negligence?

A. If a student trips over the laptop electrical cord and the laptop is pulled onto the ground and smashes the screen, the claim will not be paid as though it seems on the surface to be an accident, there was not due care taken to guard against such an incident happening. In such a case the school would request reimbursement from the student.

Q. What if a family refuses to pay?

A. For families in financial hardship the principal has discretion to make arrangements for the cost to be paid off over a period of time or other flexible solutions. However if a family refuse to pay the principal will arrange for a loan laptop for the student for day use only i.e. the student cannot take it home. Instead the student will collect it from and return it to the TSO at start and end of the school day. The TSO will ensure it is charged overnight. Thus the student will not be disadvantaged in the classroom. The principal may decide that a student who has a laptop related debt and is later allocated a laptop, will not be entitled to keep the laptop at the end of Year 12.

Q. What do I do if my laptop is stolen, lost or damaged?

A. In case of theft the student or teacher in charge of the laptop should notify the police and the school as soon as possible after the event. In case of theft the *Digital Education Revolution - NSW policy* requires a police report number. In case of loss or damage, the student or teacher in charge of the laptop should notify the school as soon as possible after the event. In case of damage or loss Digital Education Revolution - NSW policy requires a signed Statutory Declaration. In both cases the *Laptop Incident Report* must be completed. Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school. Students will be required to replace lost or damaged chargers.

Q. Can I get a new laptop?

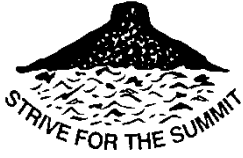
A. When a laptop is replaced, it is replaced with one of similar age.

Q. What if it happens in school holidays?

A. There is a link on the DET website under Digital Education Revolution - Your Questions - [Lost and Stolen Laptops](#). Fill in this online form and notify your school on the first day back.

Q. How safe is student data on the laptops?

A. Students are responsible for backing up data securely. They should save to the DET online storage provided for this purpose (My Locker). However since this is not activated until the next time they connect to the school wireless, they should also back up on other personal devices such as an USB memory stick or email their work to themselves. Students must be aware that the contents of their laptop will be deleted and the storage media reformatted in the course of repairs.



Ulladulla High School

Student Notebook policy

- **Issue of notebooks**

Notebooks will be issued to eligible students by the Technical Support Officer (TSO). Before a notebook can be issued students and carers must complete the 'Notebook User/Loan Charter'.

- **Bringing required equipment to class**

It is a student's responsibility to bring their notebook to school each day fully charged. There will be no access to spare notebooks or batteries unless special circumstances exist. Repeatedly leaving a notebook at home or bringing it uncharged will lead to: warning; parent contact; risk of N Award due to not bringing required equipment to class to enable satisfactory participation in learning; possible loss of take-home permission; notebook being shut down.

- **Travelling to and from school**

Students should keep their notebooks in their cases when travelling to and from school. Damage to Notebooks that occurs in transit is the student's responsibility. Students should resist using their notebooks on public transport as this is a security risk.

- **Homework / assessment**

It is a student's responsibility to back up their work. This can be done by saving files online, saving files to a USB/memory drive or emailing files to yourself. Lost work is not an acceptable excuse for not handing in assignments or meeting deadlines. A failure of technology is not an excuse for handing in work late. You must set a plan that includes time to spare in case of technological failure. Back up your work and do not leave it to the last minute. In case of emergency you can always email it to yourself and retrieve it at school. Assessments may only be emailed if your teacher agrees.

- **Long leave**

Students taking long leave from school (more than 3 weeks except normal school holiday periods) e.g. to travel are required to leave their notebooks at school with the Technical Support Officer (TSO) whilst absent.

- **Notebook storage at school – mandatory and by request**

Students who have to leave their notebooks at school, due to special permission or loss of notebook take-home permission, must collect their loan notebook daily from the Technical Support Officer (TSO) 15 minutes prior to the start of school. It must be returned immediately at the end of the day. Failure to do so will lead to the Notebook being disabled.

Students who do not return a Notebook User Charter are not allocated a personal notebook. They may collect a loan notebook from the TSO each day under the above conditions.

Students who require special permission to leave their notebook at school overnight due to an after-school commitment should apply to the Head Teacher Technology and deliver it to the TSO immediately at the end of the day.

- **Notebook incident reporting**

Notebooks that are lost or damaged at school must be reported immediately to the relevant Deputy Principal to enable issue to be tracked and Notebook to be locked down. Students who vandalise or damage another student's notebook may be required to pay for repairs or replacement.

Notebooks that are lost or stolen out of school must be reported to Deputy Principal by the next school day to enable it to be locked down and reported. If stolen the student must report this to the police and obtain a police report number.

Notebooks that are damaged or lost by neglect, abuse or malicious act, may 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 a notebook for home use.

Malfunctions must be reported to the TSO. Where possible a repair will be organised. A similar age Notebook may be available for loan.

- **Anti-bullying**

Cyber bullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyber bullying includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down. Cyber bullying is part of the school's anti-bullying policy and must be reported immediately.

- **Classroom protocols**

Notebooks are for educational use. Non-educational use of notebooks in the classroom may lead to consequences under the School's Fair Discipline Code including warning, parent contact, suspension warning, possible loss of take-home permission, possible removal of the notebook. Email, SMS, watching alternate content, camera use, playing games and downloading music are examples of activities that should only take place if part of the lesson. E-contact with friends in other classes, family members and friends off site are not appropriate during lessons.

Sharing class work using technology such as Bluetooth unless an approved a part of the lesson, may be deemed cheating. Cheating using technology is still cheating. Students are reminded that direct copying from the internet is plagiarism and may lead to zero being awarded for class work, assessment and assignment tasks.

- **Loan of school equipment – notebooks**

Students accepting pool notebooks for short term (single day) loan do not require a Notebook User Charter. All overnight loans require the return of the Notebook Users Charter.

However it is important that students and their families understand that notebooks are loaned under similar conditions to loan of other school equipment in terms of responsibility for loss or breakage. As with loans of other school equipment, notebooks must be taken care of and kept secure.

Students who lose or damage a notebook due to negligence may be required to pay replacement or repair costs. Loan notebooks must be returned fully charged with any personal data or files deleted.

- **Internet policy**

Students should be aware that they have agreed to the Online Communication Services: Acceptable Usage policy as part of their access to the Internet at school. This also forms part of the Notebook User Charter.

Student attention is drawn to the sections on:

- acceptable usage
- access and security
- privacy and confidentiality including personal privacy, sharing of other people's data and sending photos of others without their permission
- password security
- copyright.

Students are also reminded that what goes online stays online indefinitely and can be traced.