

1 to 1 Laptop Program

Ripley Valley State Secondary College is committed to aiding students and staff in creating a 21st Century learning environment. We recognise the importance, and indeed, the pervasion of technology in our everyday lives.

As we prepare students for life in the 21st Century we must equip them with the skills to utilise technology responsibly and empower them for lifelong learning. Ripley Valley State Secondary College is committed to moving students forward in a 21st Century learning environment. Our school's Administration Team will provide, through the Student Resource Scheme, each child with a laptop. A laptop in the hands of every student extends and enriches learning by:

- Shifting instruction towards more student centred learning, where inquiry and Authentic learning is emphasised.
- Focusing on 21st Century Learning, including critical and creative thinking, collaboration, communication, self-direction, global awareness and cultural Awareness.
- Using online learning tools and digital content.
- Increasing student engagement through ICTs.

At Ripley Valley State Secondary College, technology is a tool that enhances pedagogy and allows differentiation in learning. Teachers as life-long learners, will continue to focus on developing their technological, pedagogical and content expertise; utilising ICT in an educationally purposeful way.

Technology facilitates the creation and sharing of knowledge. It provides the extensive ability to share information locally and globally. By utilising virtual classrooms and online learning

environments, accessing online storage and immersing themselves in the online learning opportunities students can research, collaborate, present, create, refine and represent knowledge in contemporary and meaningful ways. 1:1 access to appropriate technology allows students to transition seamlessly, the learning from school to home and in between. It provides opportunities for students to be challenged by tasks that were once inconceivable: truly transforming learning; and preparing students to be the innovators, entrepreneurs and digital leaders of tomorrow.

For further information, contact Angela Waugh (HOD Digital Technologies and eLearning) at awaug24@eq.edu.au

Regards



Angela Waugh
HOD – Digital Technologies & eLearning



Brendan Krueger
Principal



RIPLEY VALLEY

State Secondary College

Student 1 to 1 Laptop Program 2020

Participant's agreement

*PART A: Terms and Conditions – Student Resource Scheme
1 to 1 Laptop Program – Participant’s Agreement*

1.1 Many schools in Australia and worldwide are moving towards implementing 1 to 1 programs, also known as ‘anywhere anytime’ programs. These provide students with a personal, portable computer to enhance the opportunities for learning. The devices help schools to engage the generation of ‘digital kids’ by nurturing individual (1 to 1) learning experiences.

1.2 Students who have their own laptop have been found to take greater pride and ownership over the knowledge they create. Laptops are being used in ways that deepen the understanding of concepts and advance knowledge of how to use digitally rich ICT environments. 1 to 1 programs have been found to extend formal learning communities to include parents, siblings and other people.

1.3 All computers, including laptops or notebooks used in this program are the property of the Department of Education regardless of funding revenue i.e. School, Federal or Parents & Citizens. The details of future ownership are outlined in Part A: Terms and Conditions.

1.4 In order to maintain the security of the network, support the Managed Operating Environments (MOE and MOE CFS) and to ensure continuity of service to all students, departmental policy, *ICT-PR-004: Using the Department’s Corporate ICT Network* advises schools to “ensure students do not connect solely privately-owned devices to its corporate ICT network.”

1.5 The 1 to 1 Laptop Program supports solely school-procured and owned ICT assets being provided to students for **educational** use at school and at home. It does not support an ownership model whereby privately-owned devices are connected to the network.

1.6 Other factors influencing this decision include:

- Continuity of service – repairing devices on-site
- Continuity of service – provision of “loan” devices as part of the repair process
- Single operating platform which is upgraded on a whole school basis
- Nominated software loads which may vary for each level of student
- Automatic upgrades with additional software titles as part of the program
- Availability of spare parts and in-school service and advice

Terms and Conditions – 1 to 1 Laptop Program

1. Principles

- 1.1 In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
- 1.2 The School operates a Student Resource Scheme – 1 to 1 Laptop Program that enables a Parent/Carer to enter into an agreement with the College and provides for the use by the student of a laptop for a specified participation fee.

2. Benefits of the Scheme

- 2.1 The purpose of the scheme is to provide the Parent/Carer with a cost effective alternative to purchasing a laptop, through providing access to departmental-owned laptops purchased at reduced prices through the school's bulk purchasing practices. Such provision is an education service that is not met by the State under s.50 (2) of the *Education General Provisions Act 2006*.
- 2.2 Provided the Parent/Carer agrees to participate in the Student Resource Scheme, they will be given the right to "hire" the laptop for the duration of the agreement. At the end of the agreement the equipment will be returned to the School undamaged and working state.
- 2.3 The scheme also ensures that students have a laptop for their education that can be safely connected to the Departmental network and saves the Parent/Carer time and money in sourcing the prescribed materials elsewhere.
- 2.4 The Student 1 to 1 Laptop Program is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

3. Parties Involved

- 3.1 This Agreement is between the State of Queensland acting through the Department of Education in particular via Ripley Valley State Secondary College (hereafter called "the College") and the Parent/Carer in relation to provision of computer equipment to the Student.
- 3.2 The Student has been accepted into the School 1 to 1 Laptop Program for the remainder of the school year agreement.
- 3.3 In exchange for the Parent/Carer complying with this Agreement, the Student Resource Scheme – 1 to 1 Laptop Program provides the Student with a laptop computer for educational use at school and home.

3.4 The equipment is provided to the Student and remains the property of the College at all times.

3.5 This Agreement outlines the roles and responsibilities in relation to the Student Resource Scheme – Student 1 to 1 Laptop Program and the terms and conditions which binds the parties during the term of the provision of the equipment.

4. Equipment provided

4.1 The equipment, subject to this Agreement, consists of a laptop computer, carry case, Stylus Pen and power pack. These items are referred to through this Agreement collectively as the “Laptop”.

4.2 Each laptop will be:

- Commercial/educational grade
- Protected by Education Queensland anti-virus tools and automated updates
- Covered by warranty including the battery
- Able to be connected to the Education Queensland Network and have filtered internet and email
- Able to be used at home and at school for student learning
- Installed with central data storage, common file access, backup and network software resources
- Repaired through the school, where possible, including software and hardware repairs
- Exchanged for a temporary laptop during any repair and maintenance

4.3 At the end of the provision period, the laptop will be removed from the school network. At this time the laptops will have all licensed software and data removed and be restored to original factory state.

5. Laptop Specifications (THIS IS TO BE COMPLETED ONCE WE DECIDE ON LAPTOP)

Grade 7-9	
Brand and Model	Dell Latitude 3190 2in1
Specifications	Dell Latitude 3190 Education Series CPU Processor - Intel® Pentium® Processor N5000 Processor (Quad Core, up to 2.7 GHz, 4M Cache, 6W) CPU Family - Intel Gemini Lake Memory-8 GB Dual Channel, DDR4/LPDDR4 Hard Drive – 256Gb SSD Video Input - Intel® UHD Graphics 605 Network - Intel® Dual Band Wireless-AC 8265 802.11AC 2x2 Wi-Fi + BT v4.2 Compatible Bluetooth - Bluetooth v4.2 IOPorts - 2 USB 3.1 Gen 1 (one with PowerShare), HDMI, Headset/mic combo jack, Noble Wedge Lock slot Laptop Screen - 11.6” HD 16:9 (1366 X 768) Anti Glare, WVA Touch Screen w/Gorilla Glass and Ms MPP Pen Support. Rubberised LCD Surround

	Camera - Integrated HD video webcam Keyboard - Single Point Sealed non-backlit Keyboard Mouse - Multi-touch Sealed Touchpad Battery - 42 Whr (3 Cell) Prismatic Carry Case – Provided. Form Factor - Width: 11.94" / 303.3mm, Height: 0.82" / 20.8mm, Depth: 8.11" / 206.0mm, Starting weight: 1.27kg / 2.80 lbs OEM OpSystem - Windows 10 Pro 64bit English Managed OpEnv - MOE 5 64bit (Win10) Audio - Integrated High Quality Speakers
Installed software	Windows Microsoft Office Suite Subject Dependant Software all-inclusive including but not limited to Full Adobe Suite, Mind storms, AB Tutor, Virus Protection)
Warranty / Support	Please refer to Excess information (16.6) Same Day Technical Support Immediate Access to 'Hot Swap' replacement laptop if available
Other items	Targus Protective Case (R.R.P \$59.95) Stylus Pen (R.R.P \$79.95)
Retail information	CLICK HERE

Information on Laptop Models for Grade 10-12 will be available during 2021.

6. Rights and Obligations

6.1 The Student has the right to use the Laptop only in accordance with this Agreement.

6.2 The Parent/Carer must comply with the Agreement and ensure that the Student complies with the *Laptop Rules for Students* in relation to use of the laptop at the College and outside the College (e.g. at home).

6.3 To the extent that the *Laptop Rules for Students* can apply to the Parent/Carer, the Parent/Carer must comply with the rules.

6.4 The Parent/Carer must also comply with their respective obligations under the *School's Student Network / Internet Access Agreement* and the *School's Internet Usage Policy*.

7. Period of Participation

7.1 The College agrees to provide the Laptop to the Student/Carer from the date all parties sign this Agreement and financial obligations have been met.

7.2 Subject to clause 7.3, the provision continues until the end of the agreement.

7.3 The provision may be ended earlier, at the College's absolute discretion, if:

- the Student is no longer enrolled with the College;
- the Student is excluded from the College;

Note: The Laptop may be retained within the school during any period of suspension.

- if, in the opinion of the College, the Student is not meeting the behaviour and educational requirements, including absenteeism, without appropriate justification;
- the Parent/Carer fails to comply with this Agreement, the Student Network / Internet Access Agreement, the Student Resource Scheme payment schedule and the School Internet Usage Policy; or
- the Student fails to comply with the included *Laptop Rules for Students* or the School's Student Network / Internet Access Agreement and the School's Internet Usage Policy.

8. Ownership of laptop

8.1 This Agreement does not give the student ownership of the Laptop. The school retains ownership of the Laptop during the term of the provision.

8.2 This Agreement and the School's delivery of the Laptop to the Student does not constitute a transfer of ownership, or the obligation to transfer ownership, of the Laptop to the Student or Parent/Carer.

9. Status of laptop

9.1 The Laptop being provided to the Student will be in "new or as new condition" and may/may not have minor cosmetic scratches.

9.2 Students will be responsible for the care of the laptop at all times and any damage that may occur. The parent will be responsible for costs.

9.3 The College may demand the return of the laptop for any reason, for example, to upgrade software, to inspect hardware or software's operational performance, if there is suspected misuse of the laptop and to verify that it is being used in accordance with this Agreement and the Laptop Rules for Students.

10. Fee for provision of laptop

10.1 If the parent / carer and student opt to participate, a Student Resource Scheme Student Laptop Program fee will be due and payable by the parent / carer.

10.2 In the event of loss or damage to, or caused by, the Laptop, see Clause 15 & 16 Loss or Damage and Repair.

11. Connection to the internet

- 11.1 At school, the carriage service and connectivity to the internet is governed by the *ICT and Technology Use Policy*. The College reminds the Parent/Carer of their obligations under this agreement.
- 11.2 The department provides a web filtering system to protect schools from malicious web activity and inappropriate websites. Students' Internet browsing on departmental owned laptops installed with the MOE CFS build is filtered at school and at home. Ripley Valley State Secondary College has provided information on other ways to monitor student computer use at home on the school website.
- 11.3 No web filtering system can be 100% effective and students and/or parents should notify the school as soon as possible if an unsuitable website is accessible when using the laptop so that the school can take appropriate action. 9
- 11.4 Connection to the internet will be provided by the school whilst on school premises (subject to monthly quota limits). Connection to the internet outside of school premises is the responsibility of the student and parent/carer.
- 11.5 If Internet access at home occurs through private internet providers and is unfiltered, it is the Parent/Carer's responsibility to monitor student Internet usage. Please refer to the information provided on the school website for further information. The College accepts no responsibility for consequences of internet access outside the school and will seek to enforce any breach of policy found on a departmental-owned laptop regardless of whether the breach was done at home or not (e.g. cache files for internet browsers containing pornography, illegally downloaded music or videos or proxies aimed at avoiding school filtering services, or the use of torrents).

12. Improper Use

- 12.1 The Parent/Carer must ensure that the Laptop is not tampered with in order to connect to internet services inside and outside the school and that the laptop is not used:
- for any illegal, pornographic, fraudulent or defamatory purposes; including use of any operating system other than that supplied;
 - for bulk transmission of unsolicited electronic mail; for anything other than educational use on the school network infrastructure;
 - to send or cause to be sent any computer worms, viruses or other similar programs; to menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive);

- to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of the third party; or
- in a way that violates any laws, such as privacy laws.

13. Software

- 13.1 The software loaded on the Laptop is licensed to the Department of Education or the School. The Parent/Carer must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the School. Unauthorised use may breach copyright laws and the Parent/Carer may be held liable for any damages incurred.
- 13.2 Students have the right to install additional software onto their laptop at the discretion of the Principal or delegate. All software download requests must go through the Head of Digital Technologies & eLearning
- 13.3 Should the laptop require repair, the hard drive may need to be reformatted and the laptop returned to its originally issued state that is, with the Managed Operating Environment and departmental and school software installed. All data should be saved on OneDrive.
- 13.4 The school is not responsible for restoring any programs, music, pictures or other data which may have been installed by the student. Students are responsible for backing up any work or having their work saved on OneDrive.
- 13.5 In addition, at the conclusion of this agreement, all installed software and data will be removed and the laptop restored to its original manufacturer's state.

14. Virus Protection

- 14.1 Computer viruses, malware and malicious code have the potential to severely damage and disrupt operations within the School and the Department's networks. They can also be costly to restore the network, infected hardware or software to its previous state and operability.
- 14.2 These can enter laptop computers through:
- Removable media such as CDs, DVDs, floppy disks and USB memory sticks
 - Emails / Phishing attempts (emails linking to malicious websites)
 - The internet (including web browsing, FTP programs and chat rooms)

- Network file shares, such as servers and shared folders

14.3 Departmental laptops have commercial anti-virus software installed. The parent/carer must ensure this software is not disabled. However, anti-virus software cannot be 100% effective if appropriate practice is not followed when using the laptop.

14.4 Students have the right to use their laptops at home for limited personal use. If accessing the Internet from home via cable, ADSL or wireless, they should take all steps to protect the school-owned laptop and the department's computer network from virus attacks, including never disabling the installed anti-virus software.

14.5 Within the constraints of the departmentally supplied software, the Parent/Carer must take reasonable steps to prevent malware or malicious code from infecting the laptop.

15. Repair and Maintenance

15.1 A manufacturer's warranty applies to all Laptop during the period of the provision.

15.2 Students must not "personalise" their laptops in any way by using felt pens, stickers or other marks. Laptops will be identified as belonging to a particular student in a manner determined by the school. Such identification is not to be tampered with.

15.3 The Parent/Carer or Student must immediately return the Laptop to the School if they suspect the hardware (e.g. laptop computer or power pack) or software is or may be faulty.

15.4 The Student and Parent/Carer must not arrange or allow any repair or maintenance work to be carried out on the Laptop without prior written consent of the School.

15.5 Should the Laptop require repairs or maintenance, a replacement computer may be made available while the computer is being repaired, if available.

15.6 Repairs and maintenance may be subject to Clause 16.6 Loss or Damage.

16. Loss or Damage

16.1 The Laptops provided for temporary student use by the scheme must be kept in a undamaged /good working condition at all times by the student. The school IT Department must be notified immediately of the loss or damage to, or caused by, any issued item.

16.2 Where an issued item is lost or damaged, parents/carers will be responsible for payment to the scheme of the full replacement/repair cost of the item.

- 16.3 The Parent/Carer must use their best endeavours to ensure that the Laptop is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the Parent/Carer to ensure the Laptop in a safe place when it is taken off the School's site.
- 16.4 The Parent/Carer must immediately notify the School if the Laptop is damaged, lost or stolen.
- 16.5 If the Laptop is stolen, the Parent/Carer must report this to the Police as soon as possible. The Parent/Carer must obtain from Queensland Police a Crime Number and the name of the investigating officer and provide this to the school.
- 16.6 All loss and damage is subject to conditions in the Dell Accidental Damage Protection plan and where considered careless and or Non-Warranty will be subject to cost recovery. Refer to excess costs below:

In a 12 month period	
1 st Instance	\$50 for the first damage
2 nd Instance	\$100 for the second damage
3 RD Instance	Full cost of repair (A quote will be provided)

- 16.7 Theft and loss: In the case of loss or suspected theft, a parent or carer should lodge a report with the nearest police station. On receipt of the necessary documentation, the school will initiate recovery procedures via Computrace theft protection software. Should a device be unrecoverable, the cost of replacement after 3 months is as follows:
- All cases: full current replacement cost.
- 16.8 Wilful and malicious damage: Where a school determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement will be charged.
- 16.9 Advice on how to protect the Laptop is outlined in the attached Use and Care of the Laptop / Laptop / Computer guidelines.

17. Consequences

- 17.1 All Laptops provided for temporary use by the program remain the property of the Department and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier.
- 17.2 Where an item is not returned, the Parent/Carer will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an

external debt collection agency and a Police report will be lodged. This may result in extra costs being incurred by the Parent/Carer.

17.3 Failure to comply with this Agreement may result in the School ending the Agreement including automatic loss of the Laptop or suspension of use for a period of time.

18. Acceptance of agreement

18.1 By completing and signing the Student Resource Scheme Participation Agreement form which is included in: *Student Resource Scheme*

18.2 The Parent / Carer is acknowledging they understand and accept the Terms and Conditions of this agreement.

PART B – Laptop Rules for Students – Student Resource Scheme 1 to 1 Program – Participant’s Agreement

1. You can use the Laptop for your own educational purposes, both at home and at school. The Laptop may be used for limited personal use but not for commercial purposes (e.g. you cannot use the Computer for a part-time job).
2. If you do not comply with these *Laptop Rules for Students*, you are not allowed to use the Laptop and the School may demand that you return the Laptop. There may be other disciplinary consequences under the College’s Responsible Behaviour Plan for Students.
3. The Schools *ICT and Technology Use Policy* also applies to your use of the network / internet when you are accessing the internet using the Laptop. You are reminded of your obligations under that agreement and policy.
4. You must not allow anyone else to use the Laptop for their own purposes, including family members and friends. You must not tell anyone else your account name and password.
5. The Laptop must not be taken out of Australia.
6. You accept responsibility for the security and care of the Laptop.

7. You are responsible for backing-up all necessary data. The College is not responsible for any data loss. Therefore please ensure all your school work and important documents are backed up to One Drive and another device.

8. The software loaded on the Laptop is licensed to the Department of Education or the School. You must ensure that the software is not copied, deleted or transferred, for any reason at all.

Unauthorised use may breach copyright laws.

9. All software installed on the laptop must have a legitimate licence. If you have been authorised as a Local Administrator on the laptop, you may install software provided you have a legitimate licence. The school has the right to inspect the licence for any software installed on the laptop at any time. If the school has not authorised you as Local Administrator, then all software must be installed by the School's Technical Administrator.

10. You may upload/download onto the laptop music, images, video and other data files provided you have a licence or ownership for such files. Any personal data files stored on the laptop are not to be uploaded to school server(s).

11. You must not open, or allow anyone else to open, the hardware case of the Laptop to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the Laptop, without the School's written consent.

12. You must take all reasonable steps to prevent a virus from infecting the Laptop, including never disabling the installed anti-virus software, monitoring any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the Laptop.

13. You are responsible for the security of the laptop. When not in use, it is to be stored in its carry case and kept with you; or, if available, in secure storage for activities as directed by a teacher or during morning tea and lunch breaks.

14. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the Laptop, for the purpose of causing embarrassment to individuals or the School for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

15. You must not intentionally use the Laptop or internet services to which it may be connected:

- for any illegal, pornographic, fraudulent or defamatory purposes;
- for bulk transmission of unsolicited electronic mail;
- to send or cause to be sent any computer worms, viruses or other similar programs;
- to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
- to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
- in a way that violates any laws, such as privacy laws.

16. In particular you must not use the Laptop (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.

17. The Laptop is to be returned in good condition/non-damaged to the School at the end of the agreement. If you cease to be enrolled for any reason before completing the agreement period, you must return the Laptop before leaving the School. If the Participation Agreement is ended, you must return the Laptop.

18. The School can request the Laptop be returned for any reason at any other time.

For more information about the Program and the Laptop Rules for Students, contact:
Angela Waugh, Head of Department – Digital Technologies and eLearning
Ripley Valley State Secondary College
P: 3819 5333
E: awaug24@eq.edu.au

PART C – Use and Care of the Laptop Computer
Student Resource Scheme – 1 to 1 Program – Participant’s
Agreement

Usage

- Don’t use technology devices on soft surfaces (e.g. sofa, bed or carpet) because it can restrict airflow and cause overheating.
- Don’t eat or drink whilst using the laptop.
- Avoid dropping or bumping technology devices.
- Don’t place technology devices in areas that may get very hot.
- Don’t get technology devices wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow all instructions given by staff.
- Login correctly and log off when finished.
- Always shut down computers through the ‘Start-Shutdown’ mechanism. This should be done at least every morning.
- Always package, carry and store technology devices in appropriate and secure carry cases for transporting.
- Personalise technology devices with methods approved by the school, to ensure students do not get their devices mixed up.
- Don’t place objects on top of your laptop and never carry it around while it is turned on.
- Avoid exposing your laptop computer to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration.

Handling your laptop computer

- Try to avoid moving your laptop around when it is on. Before switching in on, gently place your laptop on a stable surface and then switch on.
- You still need to be careful with your laptop while it is in your bag. Do not drop your bag from your shoulder. Always place the laptop bag down gently. You will be responsible for the cost of any damage of the laptop.
- Be careful when putting the laptop in the car that no other items are on top of it and nothing will roll onto the laptop bag.
- Laptops should be switched off before being placed in the bag.

Packing away your laptop computer

- Always store your laptop bottom down and with the LCD facing away from the front of the backpack.

- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

Care of laptop computer bag

- The bag should be fully zipped up before being carried
- The bag should be fully unzipped before removing the laptop to avoid non-warranty bag damage.

LCD Screen

- LCD Screens are delicate – they don't like to be poked (too hard), pushed or slammed. Never pick your laptop up by its screen. Don't slam the screen closed and always be gentle when putting your laptop down.
- To clean your screen
 - Switch off your computer
 - Lightly dampen a non-abrasive cloth with water and gently wipe screen in circular motion.
 - Do not directly apply water or cleaner to the screen.
 - Avoid applying pressure to the screen.

AC Adapter

- Connect your adapter only to your laptop computer.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from the heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord tightly around the adapter box.

Battery pack

- Once a week fully flatten your batteries. Then re-charge the batteries fully. This will extend the life of your battery cells.
- Do not tamper with the connections.

Keyboard

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
- If any key tops are missing or keys are in a damaged state, take your laptop to Technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

Case Cleaning

- Wipe with a dampened non-abrasive cloth. Do not spray any cleaners directly on to the casing.
- Gently rub your laptop casing with the moistened cloth to remove dirty marks.

Security

- Report any technology fault or suspected virus activity to the nearest staff member.
- Undertake virus scans of computers after home usage and prior to reconnecting to the school's ICT network.
- Make regular backups of your saved work.
- Keep your login and password confidential.
- Don't tamper either physically or electronically with either hardware or software settings.
- Don't attempt or undertake any malicious behaviour towards the School's ICT resources.
- Don't attempt to make unauthorised access to ICT resources or entities.
- Don't have food or drink near the technology device.
- A good idea is to attach a fairly large name tag in a bright colour to the case or bag so it is easy to identify. Remember, over the life of the program this laptop may not be with the same student the whole time, and it may need to be returned for servicing at any time.

Software

- Don't copy any software from the school's ICT network or system.
- All technology equipment should only have operating systems loaded that are compliant with departmental standards.
- Keep your virus check software up-to-date. If your virus check software detects virus activity then carefully follow the instructions for removal and advise the nearest staff member. If unsure, quarantine your computer and disks and immediately consult with the IT staff.
- Always adhere to licensing and copying agreements
- Never use technology devices to engage in illegal activity, including violation of copyright or other contracts.

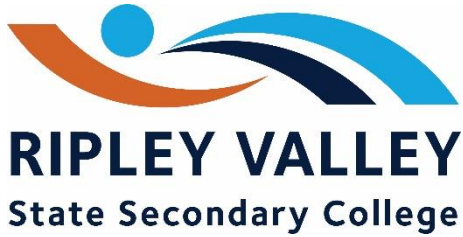
Batteries

- Have fully charged battery/batteries at the start of each school day. All charging should be undertaken at home, as the school will not have the infrastructure or resources available to charge batteries for every student.
- Don't use incompatible computer batteries and charges
- Computer batteries can get hot during use. Do not use your computer on your lap.
- Don't permit a loose battery to come in contact with metal objects, such as coins, keys or jewellery.
- Don't crush, puncture or put a high degree of pressure on the battery as this can cause an internal short-circuit, resulting in overheating.

- Don't get your battery wet, even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow battery usage, storage and charging guidelines found in the computer's user guide.

Wet weather

- Particular care needs to be taken during wet weather, whether at school or while travelling to/from school or at home
- Never drop your bag into a puddle, leave it out in the rain or where water might run, or have it otherwise unprotected from rain – if your school bag gets wet, your laptop might also.



Student 1 to 1 Laptop Participation Agreement

I have read the *Laptop Rules for Students* in this agreement.

I accept the conditions outlined in this agreement and will participate in the 1 to 1 Laptop Program

I will keep my log-in details and password confidential. I understand that network audit logs contain information on the user logging in, the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage.

I acknowledge my responsibility to use the Laptop in accordance with these rules and understand the consequences should I fail to abide by these rules. This may be the right to take home privileges for a period of time. I agree to always backup files to One Drive in case of damage to the laptop.

Student Name: _____

MISID (if known): _____

Signature: _____ Date: _____

Witnessed by:

Parent / Carer:

Name: _____

Signature: _____ Date: _____

and

Name: Brendan Krueger (or representative)

Position: Principal

Signature: 