

LAPTOP HIRE AGREEMENT POLICY

Criteria for hiring a laptop during the school year

Students must demonstrate the ability to comply with the following criteria prior to and during the agreement to hire a laptop. By not complying, the student may be in breach of their agreement and a review will occur.

- The hire fee of \$120.00 per school year is paid before the laptop can be issued.
- Students have a regular school attendance record and comply with school behaviour expectations.
- Students have complied with IT Policy when using school computers.

AGREEMENT FOR USE OF LAPTOP

Laptop identification

- Student laptops and chargers are identified with a number. Under no circumstances should a student remove or deface the serial number or barcode on their laptop and charger, or exchange their device with another student.

Laptop use

- Students are to ensure their laptop is fully charged, ready for use each school day.
- Laptops must be available for use in all classes and be used only by the student hiring.
- **Under NO circumstances** should students leave their laptop unattended.

Storage and transport of laptops at school

Students will be issued **once** with a protective sleeve. **It is the student's responsibility to ensure the device is stored safely in the sleeve when not in use. Failure to comply with this directive may result in forfeiture of the hire device.** The sleeve is to be retained and presented when hiring in subsequent years. Replacement sleeves will be at your own cost.

Laptops undergoing repair

Any damage must be reported to the RTC immediately so repairs can be organised. Unauthorised repairs will void the warranty, which could result in you being liable for the full cost of the laptop. It is the responsibility of the hirer to pay for lost or damaged equipment. A fee may be charged to the student/parent/guardian to cover repair costs. This must be paid before the device is returned to the student.

Inspection

Port Augusta Secondary School (PASS) staff have the right to inspect laptops. Any evidence of misuse or failure to comply with school policy may result in termination of the agreement.

Return of laptop

Laptops remain the property of PASS. The user must return the laptop and charger to the Resource Technology Centre (RTC) upon completion of studies in the current school year or when the user leaves PASS. Failure to return a laptop will result in commencement of a process to recoup the cost of the item which could include referral for debt recovery.

Electrical testing

Devices are tested by RTC staff as part of the site's 'test and tag' process prior to being issued to students. Re-testing by RTC staff will be required in the event of any damage to the device or charger.

System management

- In order to access the school network, students must use the username and password allocated to them.
- Students are not authorised to change any system settings.
- Only software that is licensed to PASS is to be on the laptop and must not be compromised.
- School IT Policy applies to laptop use and storage of files.

Indemnity

The user will obtain all necessary licenses, exemptions, permits, consents or manner of thing required by law and comply with all provision of any Act of the state of South Australia or Commonwealth of Australia and any regulations hereunder which may affect the use of the equipment by the user in any manner whatsoever, for example: accessing or storing inappropriate material or infringing on copyright.

AGREEMENT AND ACCEPTANCE OF LAPTOP HIRE AGREEMENT POLICY

I have read and understand the Laptop Hire Agreement Policy and agree to comply with said policy.
 I agree that if I fail to comply with the policy and other school policies, I may receive any of the following consequences:

- Termination of Laptop Agreement – permanent confiscation.
- Invoice for the cost of the laptop.

Signing as the parent/guardian means you will accept responsibility if the student is unable to pay for non-return, damages, loss or theft of the equipment while it is in their care. The maximum replacement cost would be up to \$1,000.00.

PLEASE INDICATE AND SIGN WHICH OPTION IS APPLICABLE:

OPTION 1

I AGREE TO PAY \$120.00 hire fee the current school year or \$30.00 per term and obtain a laptop and will ensure the laptop is returned to PASS upon completion of studies in the current school year, or term 4 week 8, whichever is earlier.

OPTION 2

I AGREE TO BE INVOICED \$120.00 hire fee for the current school year or \$30.00 per term to obtain a laptop and will ensure the laptop is returned to PASS upon completion of studies in the current school year, or term 4 week 8, whichever is earlier.

Please indicate if you would like to pay by:
 Direct Debit Cash Instalment

Student name: _____
Signature: _____
Parent/Guardian name: _____
Signature: _____
Date: _____

Student name: _____
Signature: _____
Parent/Guardian name: _____
Signature: _____
Date: _____

I INTEND TO (SELECT ONE):

OPTION 1

Make use of this laptop at school only, store it at school unless prior arrangement has been made.

OPTION 2

Take full responsibility for use and storage of this laptop, including outside school hours.

CONTACT DETAILS:	<u>Parent / Guardian</u>	<u>Student</u>
Home / Mobile:	_____	Home / Mobile: _____
Work phone:	_____	Work phone: _____
Address:	_____ _____	Address: _____ _____

OFFICE USE ONLY

STUDENT SERVICES:	Invoice number: _____
Parent / Guardian & address details confirmed: YES / NO	Direct Debit form completed: _____
Payment made: YES / NO	Signature: _____

RESOURCE & TECHNOLOGY CENTRE:
 Laptop Barcode: _____ NB: _____ Charger: _____