

Laptop4Rent Guide

2024



Forest Lake
State High School



Introduction

Laptop 4 Rent

The goal of this scheme is to provide a technology option that is affordable for families who are unable to purchase/supply their own device.

Laptops and desktops are widely used in the school to assist in student learning. Our curriculum is fast moving to an E-Learning style and we wish to ensure the highest delivery options and service to our students.

The Laptop4Rent scheme 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 BYOx program.**

Participation Fees for 2023

1. Yearly payment of \$350.
2. The laptop is to be returned to the IT Help Desk two weeks prior to the end of school year or the student ending their enrollment at Forest Lake 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 student

Laptop Guidelines

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

- ▶ Although your laptop is owned by Forest Lake State High School, it is your responsibility while on loan for the duration of the rental period.
- ▶ Please treat it with great care.
- ▶ Follow the [Student Charter](#) 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 One-drive 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(s) 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 are legally allowed to install school software, including the operating system, as well as to manage any warranty and ADP claims. This arrangement is formalized with all parties (parents/caregivers, students and school) agreeing to a Charter Acceptance. 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 completes their schooling or transfers from the school before the end of the year (ie: moves to another school, interstate or overseas), 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 DET 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 authorized 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 USB's 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 laptops with them at all times except under special circumstances. A number of secure lockers are available for hire.

Students are to always carry the laptop in the supplied protective 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 accordingly -

| ADP Excess | | |
|------------------------------|-------------------------------|---|
| 1 st claim -\$100 | 2 nd claim - \$200 | Subsequent – Full Cost of repair will be invoiced |

Theft and loss

If the device is 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 (QP 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 the parents. Parents are advised to contact their own home and contents insurance for information about claiming this cost.

Willful, malicious, and damage caused by misuse

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 at the full replacement cost.