

# 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 <sup>st</sup> claim -\$100	2 <sup>nd</sup> 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.

# **Forest Lake State High School**

## Application for Laptop4Rent

<p><b>Step 1</b> Save this file to your computer and open using Adobe Acrobat.</p> <p>Note – Do not fill in the form in your browser. It must be filled in while open on your device in Adobe Acrobat and use “Fill and Sign”.</p>	<p><b>Step 2</b> Fill in the form, sign it and attach to an email and send it to: <a href="mailto:BYOD@forestlakeshs.eq.edu.au">BYOD@forestlakeshs.eq.edu.au</a></p> <p>An invoice will be generated and sent to you. Once the invoice is paid in full, our technicians will ready the device and email both you and your student when it is ready for collection.</p>	
<b>Surname:</b> <input style="width: 100%;" type="text"/>	<b>First Name:</b> <input style="width: 100%;" type="text"/>	<b>Roll Class:</b> <input style="width: 100%;" type="text"/>
<p><b>I understand:</b></p> <p><b>Participation for 2023:</b></p> <ol style="list-style-type: none"> <li>1. Payment of \$350 to access the program</li> <li>2. School fees must be up-to-date to access this program</li> <li>3. 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 enrolment at Forest Lake SHS</li> <li>4. The device will be assessed, and any damage will be invoiced to student</li> </ol> <p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>▶ Although the laptop is owned by Forest Lake State High School, it is your responsibility while on loan for the duration of the rental period.</li> <li>▶ Please treat it with great care.</li> <li>▶ Follow the Student Charter at all times and in all locations, inside or outside the school.</li> <li>▶ Remember that you are not to lend your laptop to anyone.</li> <li>▶ Ensure your school data is stored in your school One-drive Account.</li> <li>▶ 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.</li> </ul>		
<b>Student Signature:</b> <input style="width: 100%;" type="text"/>	<b>Date:</b> <input style="width: 100%;" type="text"/>	
<b>Parent Signature:</b> <input style="width: 100%;" type="text"/>	<b>Date:</b> <input style="width: 100%;" type="text"/>	
<p><i>(Receipt of this application from the parent/caregiver email on school records will be considered signed. Receipt from another email will require subsequent parent / caregiver confirmation. Student signatures will be required on their return to school if not already obtained.)</i></p> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Please refer to the Laptop4Rent Guide for full terms and conditions.</li> </ul>		



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>Name</b>	<b>Address</b>	<b>Telephone:</b>
<b>Organisation Name</b> Forest Lake State High School		
<b>If Student, Year Level:</b>		
<b>Location and Use of Equipment (if different from above)</b> Home and school address		
<b>Reason for Request</b> Rental Laptop		

### DETAILS OF EQUIPMENT ON LOAN

<b>Description / Type:</b>	Rental Laptop	<b>Brand:</b>	Dell
<b>Serial Number</b>		<b>Asset Number</b>	
<b>Accessories:</b> (if applicable)	Bag, Charger	<b>For ICT equipment, Build Standard:</b> (e.g. MOE; 1.X/SOE)	
<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 \_\_\_\_\_ 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: Sam Elmer

Designation: Computer Systems Administrator

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:**            /        /