

Narangba Valley State High School



2020 STUDENT LAPTOP HIRE



Narangba Valley State High School Student Laptop Hire 2020

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Narangba Valley State High School

Student Laptop Hire 2020

All computers, including laptops or notebooks used in the Narangba Valley State High School Student Laptop Hire package (hereinafter referred to as “NVSHS Hire”) are the property of the Queensland Department of Education (DoE).

The NVSHS Hire only supports school-procured and owned ICT, being provided to students for educational use at school and at home.

To participate in the NVSHS Hire students and parents/guardians will be required to be approved by the Principal or their delegate on a needs only basis. This will require the parent/guardian to apply in writing, to the Principal, outlining the specific reasons and extenuating circumstances. Parent/Guardians must be able to justify financial hardship to be eligible for this program. For example, Health Care Card or similar supporting documentation to be attached to the letter to the Principal. Once approval has been obtained for the NVSHS Hire, the completed Narangba Valley State High School Laptop Hire Agreement and the EQ11 form need to be returned together with the laptop hire payment of One Hundred Dollars (\$100.00). The laptop hire payment of One Hundred Dollars (\$100.00) covers the laptop hire for the period from 10th February 2020 to 27th November 2020 inclusive. This fee is non-refundable once the laptop has been collected. There is no pro rata hire payment structure available.

An additional charge of \$20.00 will be issued via invoice for the BYOx Connection fee.

Please note that until the laptop hire payment of One Hundred Dollars (\$100.00) is paid in full the allocation of a laptop is not guaranteed as stock is limited and all available laptops may have already been allocated.

Loan equipment

The equipment, referred to in this Hire, consists of a laptop computer and power pack; crush proof carry case and the department’s standard suite of software, this includes Microsoft Office.

For the purpose of this document, all of these items are referred to collectively as the ‘laptop’. Each laptop will be:

- protected by anti-virus tools and automated updates
- able to be used at home and at school for student learning
- installed with the department’s standard suite of productivity software
- protected by Computrace theft protection and Blue Coat internet filtering.

Equipment ownership

At the end of the loan period all laptops are to be returned to the IT Department of the school and will be cleared of any data and reimaged ready for the next school year.

If the student leaves the school during the loan period, the laptop **must be returned to the school**. If the laptop is not returned, the full replacement cost will be invoiced.

It is also a requirement of using the laptop that students provide authorised school staff with access to the laptop and personal holdings associated with the use of the laptop if requested.

Fee for provision of laptop

To participate in the NVSHS Hire parents/guardians are required to make a contribution. This will cover additional costs incurred by the school in providing and supporting the laptop.

The items below are included in the NVSHS Hire:

| | |
|-----------------------------------|----------|
| Laptop | Included |
| Vendor-operated student help desk | Included |
| Computrace theft protection | Included |
| Blue Coat internet filtering | Included |
| Windows 10 operating system | Included |
| Microsoft Office software suite | Included |
| Antivirus Software | Included |
| Adobe | Included |

Our school P&C has endorsed a co-contribution of One Hundred Dollars (\$100.00) to be charged per device, per annum, for students to borrow from the Laptop Equity Pool.

Laptop care

The student is responsible for taking care of and securing the laptop and accessories in accordance with school policy and guidelines.

Data security

Students must understand the importance of backing up data securely. Should the laptop develop a fault, assignment work that has taken a considerable time to prepare may be lost.

The student is responsible for the backup of all data. While at school, students are able to save data to the school's network which is safeguarded by a scheduled backup solution. They are also able to save data locally to the laptop for use away from the school network. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as an external hard drive or USB stick.

Students should also be aware that, in the event that any repairs need to be carried out, the data stored on the laptop may be deleted and the storage media reformatted.

Acceptable computer and Internet use

Upon enrolment in a Queensland Government school, parental/guardian permission is sought to give the student(s) access to the internet, based upon the policy contained within [ICT-PR-004 Using the Department's Corporate ICT Network](#).

This policy also forms part of this NVSHS Hire. The acceptable-use conditions apply to the use of the laptop and internet both on and off the school grounds.

Communication through internet and online communication services must comply with the Narangba Valley State High School Responsible Behaviour Plan for students, which is available on the school website.

In adhering to the acceptable use of the Narangba Valley State High School Responsible Behaviour Plan; students should not:

- Create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place.
- Disable setting for virus protection, spam and/or internet filtering that have been applied as part of the school standard.
- Use unauthorised programs and intentionally download unauthorised software, graphics or music.
- Intentionally damage or disable computers, computer systems or Queensland Department of Education networks.
- Use the laptop for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of internet and online communication services can be audited and traced to the account of the user, at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

Passwords must not be obvious or easily guessed; they must be kept confidential and changed when prompted or when known by another user.

Personal accounts cannot be shared. Students should not allow others to use their personal account for any reason. Students should log off at the end of each session to ensure no one else can use their account or laptop.

Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves and the way they treat others online.

Students should be mindful that the content and behaviours they have online today are easily searchable and accessible. This content may form a permanent online record into the future. Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation.

Cybersafety

If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent/guardian as soon as is possible.

Students are encouraged to explore and use the 'Cybersafety Help' button to talk, report and learn about a range of cybersafety issues.

Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other messages, containing:

- A message sent to them in confidence.
- A computer virus or attachment that is capable of damaging the recipient's computer.
- Chain letters or hoax mails.
- Spam (such as unsolicited advertising).

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 organisation.

Web filtering

An internet filtering protection solution provides the department with the ability to restrict access to inappropriate material on the department's ICT network.

This covers school browsing from the department's central servers. Third party internet access such as home internet or council wireless hotspot from the Laptop will be protected by the remote proxy client.

When students are connected through the department's managed network, they will have a high level of filtering applied. This level restricts them from website such as:

- Social networking sites e.g. Facebook
- Open/Mixed content sites e.g. YouTube
- Translation sites e.g. Google translation
- Internet telephony e.g. Skype
- Media Sharing e.g. Prezi

When students use their devices at home the filtering system (proxy client), functions with two levels of filtering, high (more restrictive) and medium (less restrictive).

A high level of filtering at home provides a less restrictive access than at school however a greater level of protection than medium.

Websites and web applications that are blocked at school but are available to students at home include:

- Blogs/personal pages
- Chat/Instant Message e.g. MSN Messenger
- Internet Telephony e.g. Skype
- Media Sharing e.g. Flickr

- Online Storage e.g. Dropbox
- Software downloads

In partnership with schools, parents/guardians can allow their child medium level filtering when they are connected to a non-departmental internet connection, such as their own home internet.

Medium level filtering provides less restrictive level of protection. Students with this level can access a wider range of websites which include:

- Social networking e.g. Facebook
- Adult/mature content
- Alternative spirituality/belief
- Nudity
- Translation websites

It is important to remember filtering systems do not replace the need for parental supervision when students are online.

If parents/guardians allow their children to have a medium level of filtering at home, they need to be aware that the child's online activities are the shared responsibility of the parent and the student. This process requires sign off of the Student Hire Agreement indicating your willingness to support your child's access to medium filtering.

Parents/guardians and students are encouraged to visit the Cybersmart website at www.cybersmart.gov.au.

Privacy and confidentiality

It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission.

The student should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.

It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

Intellectual property and copyright

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged.

Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their 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.

Damage or loss of equipment

There is no cover for negligence, abuse or malicious damage to the device or equipment. 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/guardians. In the event of non-compliance of agreed responsibilities, schools may review the student's continued participation in the NVSHS Hire.

Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.

Theft and Loss

In the case of loss or suspected theft, a parent/guardian will need to lodge a report with the nearest police station. It is important that the following be recorded and provided to the school:

- The crime report number
- The name of the police officer who took the report.

In both cases, a witnessed statutory declaration must be provided to the school.

On receipt of the necessary documentation, the Department of Education will initiate recovery procedures via inbuilt theft protection software. Should a device be unrecoverable, the cost of replacement is as follows:

- First case: \$200.00 (Two Hundred Dollars)
- Subsequent cases: Full replacement cost.

Laptop Damage

Wilful damage is where damage is not classified as accidental damage. Narangba Valley State High School does not cover the device for any wilful damage, careless damage, theft or negligence. Examples of items not covered are:

- Any keys being removed from the Laptop's keyboard due to excessive force applied.
- Leaving objects (such as pens) on the keyboard when closing the Laptop lid, and as a result the LCD display is damaged.
- Leaving the Laptop unattended and as a result it was damaged by someone or something else other than the user or assigned owner.
- No explanation whatsoever can be provided for how the resulting damage occurred.

- Repeating cases for the same Laptop which may have previously been termed as accidents.

Where a device is deemed wilful damage, careless damage, theft or negligence, the following costs apply:

- **Repairs** – includes repair or replacement of
 - LCD screen, Keyboard or hard drive **\$330.00 (including GST)**
 - If both components, LCD screen and the Hard Drive, require replacing then the unit is deemed 'Beyond Economical Repair'.
 - If the motherboard requires replacing then the unit is deemed 'Beyond Economical Repair'.

Where the school determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost or replacement of the device may be charged.

Software

The software loaded on the laptop is licensed to the Department of Education or the school. The parent/guardian must ensure that the software is not copied, deleted or transferred without prior written consent from the school. Unauthorised use may breach copyright laws and the parent/guardian may be held liable for any damages incurred.

Monitoring and reporting

Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the laptop is subject to review by authorised school staff. If at any stage there is a police request, the Department of Education will provide the authorities with access to the laptop and personal holdings associated with the use of the machine.

Students' reporting requirements

Students are required to report any internet site accessed that is considered inappropriate.

Any suspected security breach involving students, users from other schools, or from outside the Queensland Department of Education must also be reported to the school.

Narangba Valley State High School Student Laptop Hire Agreement 2020

The Narangba Valley State High School Student Laptop Hire Agreement form must be signed and returned to the school along with the funds paid to the Cashier before the laptop can be borrowed. The student and parent/guardian must carefully read this document before signing it. Any questions should be addressed to the school and clarification obtained before the hire agreement is signed.

Acceptable computer and internet use

In signing below, I acknowledge that I:

- accept all policies/guidelines as per the Responsible Behaviour Plan for Students
- understand my responsibilities regarding the use of the device and the internet
- acknowledge that I understand and agree with all of the conditions detailed in the Narangba Valley State High School Student Laptop Hire
- agree to the provision of a (tick one)
 - Medium
 - High (blocked social media sites, including YouTube)
- internet filtering with the assignment of the device
- understand that failure to comply with the Narangba Valley State High School Student Laptop Hire could result in the recall of the device and/or loss of access for home use
- agree to contribute \$100.00 (One Hundred Dollars) for my child to access the Narangba Valley State High School Student Laptop Hire package
- should a student leave the school without returning the device, attempts by school staff requesting the return of the device will be made. If attempts are unsuccessful, it will be deemed stolen property and escalated to Queensland Police.

After reviewing and understanding the responsibilities outlined in the 'Acceptable computer and internet use' section above and relevant documents, I:

- agree to the provision of elevated access associated with the assignment of the student device.
- do not agree to the provision of elevated access associated with the assignment of the student device.

| | | |
|-----------------------------------|--|-------------|
| | | |
| Student's Name | Student Signature | Date |
| | | |
| Parent/Guardian Name | Parent/Guardian Signature | Date |
| | | |
| School Representative Name | School Representative Signature | Date |



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

| | | |
|--|----------------|-------------------|
| Name | Address | Telephone: |
| Organisation Name | | |
| If Student, Year Level: | | |
| Location and Use of Equipment (if different from above) | | |
| Reason for Request | | |
| | | |

DETAILS OF EQUIPMENT ON LOAN

| | | | |
|---|-------------|--|-----------------------|
| Description / Type: | | Brand: | |
| Serial Number | | Asset Number | |
| Accessories: (if applicable) | | For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE) | |
| Commencement loan date: | | Expected date of return: | Date returned: |
| Officer receiving returned equipment | 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 onstudent" if equipment is not being loaned to a student.)

Signature of School Approving Officer: _____

| | | |
|--------------|---------------------|----------------------|
| Name: | Designation: | 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: / /