# Emerald
## STATE HIGH SCHOOL

# 2023

## Student Laptop Hire Program (PILOT) Charter

# Student Laptop Hire Program Charter

## The Program

In 2023, Emerald State High School will be offering a Laptop Hire Program for our students in Years 7 to 10. Access to technology is increasingly important in a modern education and to support this the school has initiated this new program to enable all students in Years 7 -10 to access a school laptop for **one term during each year**. If the scheme is successful, it is possible that it may be expanded in future years.

A durable case will also be provided and students will take the laptops home with them each school day to support continuity of learning. The cases are of a size that should fit within most regular sized school bags.

We appreciate that the costs of living are increasing for families and a such the school has decided to provide this program at **no additional cost to families.** Costs will be partially offset by the decreasing requirement to purchase hardcopy textbooks.

Parents who still wish to provide their students for a laptop for use for the full year are still encouraged to do so. We also recommend that families purchase laptops for students studying an academic course of study in Years 11 and 12. We are happy to discuss individual circumstances with families of senior students who are experiencing significant financial difficulty.

Within the Student Resource Scheme, the school is purchasing school-wide access to an on-line textbook and learning resource to enable all participating students access to a wide range of online resources, accessible both at home or at school either on school or personal devices. These will be accessible at all times during the year, even during the terms when students do not have the loan laptops and over holiday breaks.

With the range of teaching and learning resources now available for students and teachers, hardcopy textbooks are infrequently used. Hardcopy textbooks will be phased out of use schoolwide, although copies will still be retained for any students who wish to use them.

There are a limited number of devices in the program and as such will be offered to the following year levels for a term period only:

| Term 1 (2023) | Year 9 |
|---|---|
| Term 2 (2023) | Year 10 |
| Term 3 (2023) | Year 8 |
| Term 4 (2023) | Year 7 |

The laptop hire program has been designed to complement the current BYOx program. Students who are part of the Honours Program are still required to supply their own laptop for the full school year, and therefore participation in this program would not be suitable for their academic requirements. All laptops used in this program will be set up for each individual student and are not to be used by others; the laptops are the property of the Queensland Department of Education and Training (DET), regardless of funding source. The school will take no responsibility for any theft or damage and will come standard with the schools Managed Operating Environment (MOEv5 Windows 10 Education Edition), Microsoft Office 2016, filtered internet, access to the school network and access to school software.

Students will be expected to take good care of their loan laptops at all times. Where the laptop is damaged or stolen due to deliberate action or lack of care on behalf of the student, the school may invoice a student's parent/caregivers for the full cost of repair or replacement and the misuse of school laptops will be dealt with according to the Emerald State High School's Student Code of Conduct.

We are very excited about this program and the opportunity to support engaging, challenging and inclusive learning for our young people.

## The Package

The equipment, referred to in this agreement, consists of a laptop computer; protective carry case; charger and the department's standard suite of software, including 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 connected to the school network for filtered internet and email usage for student learning.

• Installed with the department's standard suite of productivity software.

• Bluecoat web filtering.

## Acceptable Computer and Internet Use

Communication through internet and online communication services must comply with the Information, Communication and Technology Procedure and the Student Code of Conduct (available on the school website).

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will also 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.

Note: Use of internet and online communication services can be audited and traced to the account of the user.

## Data Storage

Students are responsible for the timely backing up of data. Should a hardware or software fault occur, assignment work may be lost. Users may use their 'Documents' folder while at school, however this folder is only available on site and users should take care to copy documents to a USB or to the laptop's D: drive for use externally.   The school is not responsible for any data loss, and laptops will be wiped of student data when returned at the end of the borrowing period.  Students should also be aware that, in the event that any repairs need to be carried out, the contents of the laptop may be deleted and reformatted.

## Passwords

Passwords must not be shared; they must be kept confidential, and changed when prompted or when known by another user. Personal accounts cannot be shared. Students must not allow others to use their personal account or laptop for any reason. Students should log off at the end of each session to ensure no one else can use their account or laptop.

## Theft and Loss

In the case of loss or suspected theft of an assigned laptop, the school will initiate recovery procedures, however, should a device be unrecoverable, the full cost of replacement may be charged to the parent/caregiver.

If the assigned laptop is not returned at the end of the borrowing period (stated on the EQ11 Laptop Hire Agreement Form), this will be treated as theft and may be referred to the police for recovery.

## Warranty/Accidental/Wilful/Malicious Damage

All laptops and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. There is no cover for negligence, abuse or malicious damage. Where the school or manufacturer determines that damage has been intentionally caused to a device or a student has disrespected school property, **the full cost of repair or replacement may be charged**.

**Hirers will be responsible for the replacement of lost accessories or damaged laptops at a reduced cost**. These may be purchased via the Office.

**Repair/Replacement Costs:**

| | |
|---|---|
| Damaged Keyboard | $55 |
| Screen | $110 |
| Charger | $35 |
| Case | $40 |
| Other damage/laptop not working | 50% of quoted repair cost |

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

Repeated damage will be dealt with as stated in the Student Code of Conduct.

# Software

The software loaded on the laptop is licensed to the Department of Education and Training or the school. Laptops will be periodically audited by the department.

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

# Subsequent Points of Agreement:

Students are reminded that in using these laptops they must comply with the School's ICT Responsible Use Policy (available on the school's website).

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 settings 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, videos, music or games;

• Hot-spot their personal devices to the laptop during school hours;

• Intentionally damage or disable computers, computer systems or DET networks;

• Use the laptop for unauthorised commercial activities, political lobbying, online gambling, harassment of others or any unlawful purpose;

• Disseminate images or sound using the laptop to others for the purpose of causing embarrassment to individuals or the school, or for the purpose of bullying or harassment.

• VPN usage on the Department's network is prohibited. The use of a VPN may result in the users account being automatically disabled as part of departmental security procedures.

The school has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student in accordance with our Student Code of Conduct.

# Care and Use of the Laptop

Whilst the laptop is issued to the student, they are responsible for taking care of and securing the laptop and accessories.

• When not in use the laptop should be stored in its carry case. Should students need to leave the laptop unattended it needs to be stored in a secure location e.g. locked classroom/locker.

• If a laptop is accidentally damaged students must report the damage immediately to school's IT Department. If damage occurs to the laptop the school will determine when and/or if a replacement machine is made available to the student. When damage is not reported immediately, the school holds the right to waive the accidental damage excess and full repair costs may be charged.

• Ensure the laptop is placed on a stable surface when in use.

• Avoid moving your laptop around when it is turned on and always package, carry and store the laptop in its carry case for transportation. Ensure the laptop is switched off before being placed into the carry case and transported.

- Do not place any stickers or embellishments on any part of the laptop.

- Ensure the laptop is switched off before being placed into the carry case and transported.

- Take care when using the laptop. Avoid dropping or bumping the machine. Don't poke, prod, push or slam the LCD screen. Never pick up the laptop by its screen. Ensure you do not try to close the lid with a pen or other item on the keyboard. Only connect the power adapter supplied to your laptop. Never use an adapter belonging to another device.

- Do not wrap the cord tightly around the adapter box and when unplugging the power cord, pull on the plug itself, not the cord.

- Computer batteries can become hot during use. Do not use the computer on your lap.

- Don't have food or drink near the 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 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. The school's Student Code of Conduct also supports students by providing school related expectations, guidelines and consequences.

## Cybersafety

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.
Students must also 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 online content, containing:
• a message sent to them in confidence
• a computer virus or attachment that is capable of damaging the recipients' computer
• chain letters or hoax emails
• spam (such as unsolicited advertising).

Students must never send, post or publish:
• inappropriate or unlawful content which is offensive, abusive or discriminatory
• threats, bullying or harassment of another person
• sexually explicit or sexually suggestive content or correspondence
• false or defamatory information about a person or organisation.

Parents, caregivers and students are strongly encouraged to engage with the Australian Governments E-safety website and the Department of Education Digital Identify information.

## Web Filtering

The internet has become a powerful tool for teaching and learning, however students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the Student Code of Conduct and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:
• inappropriate web pages
• spyware and malware
• peer-to-peer sessions
• scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

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 DETE network must also be reported to the school.

## Privacy and confidentiality

Students must not use another student or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. 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. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

## Intellectual property and copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings.

# Frequently Asked Questions

**Will I need to bring the laptop to school every day?**
Yes. Students participating in this program will be required to bring the **fully-charged** laptop to school every day.

**What happens if my laptop is broken?**
If broken, a replacement may be issued for the remainder of the term at the school's discretion.

**What happens if I forget to bring my laptop to school?**
If a student forgets to bring their laptop, they are not meeting the expectations of being prepared for learning. They will need to work on paper for the day and transfer all notes and work from paper to their device for homework.

**Will I be able to access social media sites on my laptop?**
No.

**What happens if I lose my laptop or it gets stolen?**
Loss or theft of the laptop must be reported immediately to the school's IT Department. In the case of loss or suspected theft of an assigned laptop, the school will initiate recovery, however, should a device be unrecoverable, the full cost of replacement may be charged.

**Can I install software on the laptop?**
No.

**Do I need to back up?**
Yes. It is the student's responsibility at all times to back up all their files. The school is not responsible for any data loss.

**What happens if I accidentally damage the laptop?**
Any damage, software or hardware issues must be reported immediately to the school's IT Department.

**Will the school assist me with network connection issues at school?**
Yes. Our IT staff can offer advice and assistance with technical issues.

**Will the school assist me with home internet connection settings and issues?**
No. Your home internet provider or local computer technician can assist you with these enquiries.

**Will the school protect the device from virus attacks?**
Yes. Each school assigned laptop will be protected by anti-virus tools.

**Can I take my hire laptop to the IT Department at school for repair?**
Yes. Students can visit the IT Tech Room located in B Block for advice and assistance. The IT Department will manage any warranty claims if necessary and will provide hardware or software repairs as required.

**Can I bring my charger to school?**
No. It is the student's responsibility to attend school every day with a fully charged laptop. Chargers do not fit in the laptop carry case.

**What is deemed inappropriate?**
All illegal (unlicensed) software; pirated music or videos; defamatory documents, or images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate.

**Can Honours Students participate in this program?**
No. Students who are part of the Honours Program are still required to supply their own laptop for the full school year, and therefore participation in this program would not be suitable for their academic requirements.