Student Laptop Program Agreement

INTRODUCTION
1. This agreement is between Loreto College, Coorparoo and the undersigned to outline the terms and conditions associated with the provision of a laptop through the student laptop program to the named student.
2. The College agrees to provide an Acer Iconia Tab W 510 for use by the student at school and at home.
3. The college will also provide all educational software, extended manufacturer’s warranty, accidental damage protection (ADP) insurance, technical support and training, as well as an internet connection and network storage drive while the student is connected to the Loreto Network on campus.
4. The Loreto College Student Laptop Program is a compulsory rental program for every student who is enrolled and is designed to enhance the delivery of educational programs and to ensure that each student has equal access to the latest in digital technology both at school and at home.

AGREEMENT

College Responsibilities
1. The Acer Iconia Tab W 510 remains the property of the College until such time as the ownership is transferred to the parents after all Loreto College obligations (financial and otherwise) have been met.
2. The period of the rental agreement is from 30 January, 2014 until the end of Term 4, 2015.
3. The student will have exclusive use of the laptop for the duration of the agreement provided that all school fees and laptop charges are fully up-to-date and paid for.
4. The College is not responsible for home setup, internet connection, attachment of peripheral devices and configuring of home software and associated costs.
5. The College will provide technical and warranty support while the student is at the College through the ICT helpdesk.
6. Loreto College teaching and ICT Staff reserve the right to access the contents of any of the student laptops for maintenance, security or to monitor appropriate use at any time.

Parent and Student Responsibilities
1. The student will accept responsibility for the care and use of her Acer Iconia Tab W 510 at school and at home at all times.
2. Any damage or other issue that affects the operation of the laptop must be brought to the attention of the ICT Helpdesk as soon as possible. No outside repair or maintenance work is to be carried out on the laptop without the prior written authorization and consent of the College.
3. The parent is responsible for home setup, internet connection, attachment of peripheral devices and configuring of home software or associated costs.
4. The student must ensure the laptop is transported in the protective bag provided at all times while outside of the classroom or moving around the college and when travelling to and from school.
5. The student must ensure the security of the laptop by not leaving it unattended at any time whether at school or in a public place.
6. The student must ensure that the laptop is locked in their locker during morning tea and lunch and at any other time when it is not required while the student is at school.
7. The parent agrees to pay the Student Laptop Levy as outlined on your fee statement for the entire length of the agreement.
8. The student must use their laptop in an acceptable manner in accordance with College policy and as a learning tool. The student is responsible for the programs and sites that are accessed whether they are at school or at home. Access to the internet, online programs and social media and email must be used in a responsible and socially acceptable manner as per College guidelines.
9. The student will not allow other people to use the laptop computer (other than parents or Loreto staff providing support) and will not allow their network user account ID and password to be used by anyone else.
10. The student may be required to return the laptop to the ICT Helpdesk on occasions for reconfiguring of systems and/or maintenance.
11. Only software authorised by the College is to be loaded on to the Laptop. Written permission must be sought from the College before any software is loaded, except for peripheral device software such as software drivers for printers, scanners etc. which allow for normal functioning of the laptop at home.
12. The student is responsible for all of their own data backup and storage and the college accepts no responsibility for any loss of data.

**Damage**

1. Students are not to write, deface, place stickers on or graffiti any part of the laptop (including the tekskin) or the laptop carry bag. The ID label on the tekskin on the front of the laptop must not be removed or marked. The cost of any restorative work that needs to be undertaken will be charged to the parents.
2. The ICT Helpdesk must be notified as soon as possible in the event that the laptop is damaged, lost or stolen and fill in the appropriate claim forms.
3. In the case of an accidental damage claim eg. spilt food or liquid on keyboard, damage caused by dropping the laptop etc. an excess of $100 will apply for each accidental damage claim. The success of an accidental damage claim will depend on the nature of the damage as determined by the insurer. Damage to the laptop that is not ‘accidental’ is not covered by this ADP insurance.
4. In the case of a lost or stolen laptop you must contact the College immediately and report it to the Police. It is necessary to have a police report to present to the College. If outside of normal business hours, after having contacted the police, email the College at helpdesk@loreto.qld.edu.au immediately and then phone the College as soon as normal opening hours resume. If the laptop is not recovered then an excess of $400 will apply to purchase a replacement.
5. If a laptop is damaged and it is deemed to be as a result of malicious, deliberate or non-accidental actions, the parent will be required to pay the complete cost of repairing or replacing the laptop as this is not covered under insurance. Damage to the laptop during overseas travel is not covered by the accidental damage protection (ADP) insurance.

**Student Laptop Program Information**

1. The student laptop program portal available on the Loreto College website (www.loreto.qld.edu.au) contains a comprehensive array of information, documents and videos which all parents and students should review.