

SMART
Classrooms

National Secondary Schools Computer Fund

Mossman State High School

Student Laptop Charter

(Acer & Dell out of Warranty)



Australian Government



Queensland Government

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Student Laptop Charter

It is hoped that the laptops provided to students will assist student learning, both at school and at home. To help us achieve this goal it is important that students, and parents/or caregivers lend their support to this valuable program. Strong support from parents or caregivers is paramount to ensure the program is successful and students gain the maximum benefit.

All computers, including laptops or notebooks used in the program are the property of the Queensland Department of Education and Training (DET).

This program only supports school-procured and owned ICT assets, being provided to students for educational use at school and at home. In order to maintain the security of the department's network and support Managed Operating Environment (MOE).

Loan equipment

The equipment, referred to in this charter, 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 connected to the school network and have filtered internet and email
- 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 returned to the school and will be removed from the school network. The laptops will have all licensed software and data removed and will be restored to their original factory state. The Department of Education and Training will make a decision regarding the disposal, sale or recycling of the used laptops, as appropriate at that time.

If the student leaves the school, transfers to a non-government school, moves interstate or overseas, the laptop must be returned to the school. If the laptop is not returned, reimbursement will be sought.

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 home use provision of laptop

To participate in the laptop home-use program parents and/or guardians are required to make a contribution. This will cover additional costs incurred by the school in providing and supporting the laptop.

The schools has chosen to extend the extra management and support package where possible, to our devices that are ***now out of warranty***.

The items below are included in the Mossman State High School package:

Laptop item	Annual cost per student
Laptop	Included
Crush-proof protective case	Included
Computrace theft protection	Included
Blue Coat internet filtering	Included
Windows 8.1 operating system	Included
Microsoft Office software suite	Included
Antivirus software	Included

The following items and services are included in the **Mossman State High School** take-home package for students:

Laptop item	Annual cost per student
Additional licensed school software	\$20.00
Technical support / repairs where possible	\$30.00

Our school P&C has endorsed a co-contribution of **\$50.00** to be charged per device, per annum.

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 a hardware or software fault develop, 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 external hard drive or USB stick.

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 the storage media reformatted.

Acceptable computer and internet use

Upon enrolment in a Queensland Government school, parental or guardian permission is sought to give the student(s) access to the internet, based upon the policy contained within the [Acceptable Use of the Department's Information, Communication and Technology \(ICT\) Network and Systems](#)

This policy also forms part of this Student Laptop Charter. 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 Responsible Behaviour Plan available on the school website.

There are a few conditions that students should adhere to; 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 has 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 and Training 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.

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.

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 and/or 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 recipients' computer.
- Chain letters or hoax emails.
- 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.

Bluecoat web filtering

An internet filtering protection solution, Bluecoat 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 a council wireless hotspot from the notebook will be protected by the remote proxy client.

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

The School Technician will endeavour to rectify any software issues and some hardware failures while the stock of parts are available.

There is no cover for negligence, abuse or malicious damage and damaged devices may not be replaced. Students will be required to replace lost or damaged chargers.

Costs incurred by the school for the time spent to repair a devices may be charged by the school as an excess to parents ONLY if the device is able to be repaired from our parts pool. 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 laptop must be reported immediately to the school.

Theft and loss

In the case of loss or suspected theft, a parent or guardian should 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 should be provided to the school.

On receipt of the necessary documentation, the school will initiate recovery procedures via Computrace theft protection software.

Wilful and malicious damage

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 may be charged.

Software

The software loaded on the laptop is licensed to the Department of Education and Training or the school. The parent or 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 or guardian may be held liable for any damages incurred.

Students may have the ability to install additional software onto the laptop. However, only licensed software can be installed. The student must hold a valid licence for any software installed and the licence

must be appropriate for installation on the laptop. Laptops will be periodically audited by the department and the student should present the valid software licence, if requested.

Elevated access

Computers for Students laptops may have elevated permissions to assist in the management of laptop configurations and allocation, such as the automation of connecting the device to the school network. These would also be utilised by students to install home items such as home printers, cameras and/or licensed software. This access may allow further permissions than are available on other MOE built workstations and laptops. Students should not misuse these privileges. The misuse of this access may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

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, Department and Education and Training 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 and Training must also be reported to the school.



Mossman State High School

Student Laptop Charter agreement

The Student Laptop Charter agreement form must be signed and returned to the school before the laptop is issued.

The student and, parent or guardian must carefully read this charter before signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

In signing below, I acknowledge that I,

- accept all policies and guidelines as per the Responsible Behaviour Plan for Students.
- understand my responsibilities regarding the use of the laptop and the internet.
- acknowledge that I understand and agree with all of the conditions detailed in the Student Laptop Charter.
- understand that failure to comply with the Student Laptop Charter could result in recall of the laptop and/or loss of access for home use.
- agree to contribute **\$50.00** for my child to access the take-home component of the Student Laptop Program.

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 laptop.

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

- agree to the provision of a (tick one)
 - medium** (access to social media sites)
 - high** (blocked social media sites including YouTube)
 Bluecoat internet filtering management profile with the assignment of the laptop.

Student's name	Signature of student	Date

Parent / guardian's name	Signature of parent / guardian	Date

Designated school representative's name	Signature of school representative	Date

Laptop Hire Fee \$50.00

Date Paid: ___ / ___ / ___

Receipt No: _____

Office Use

Outstanding school fees check	Yes	No
Previously participated in this program	Yes	No
Device NDL	SNID	
Build checklist		
Assigned in Oamps		
Printing installed		
Additional Software as required		