



Queensland Government

## BEERWAH STATE HIGH SCHOOL STUDENT LAPTOP HIRE AGREEMENT FORM



The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

<b>STUDENT AGREEMENT</b>	<b>STUDENT PARTICIPATION</b>		
	<p>I wish to participate in the 2021 Beerwah State High School Laptop Hire Program.</p> <p>I have read and understood the above agreement and the school Responsible Behaviour Plan. I agree to abide by the guidelines outlined by both documents.</p> <p>I acknowledge my responsibility to use the laptop in accordance with these rules and understand the consequences should I fail to abide by these rules.</p>		
	Student Name:		
	Year Level:		
	Username / Log On (if known):		
Student Signature:		Date:	

<b>PARENT/GUARDIAN AGREEMENT</b>	<b>LAPTOP HIRE PROGRAM</b>		
	<p>I give permission for my child to participate in the 2021 Beerwah State High School Laptop Hire Program. I have read the above agreement and understand my responsibilities. I agree to abide by it and pay all costs that may occur should the laptop and / or its accessories be lost or damaged.</p> <p>I have read and understood the ICT Responsible Use Agreement on the reverse of this form.</p>		YES / NO (Circle)
			YES / NO
	<b>BORROWING A STAY AT SCHOOL LAPTOP</b>		
	<p>I have read and understand the conditions of use and give permission for my child to borrow a 'Stay at School' laptop <b>if necessary</b>.</p>		YES / NO (Circle)
	<b>PAYMENT ARRANGEMENT – ANNUAL FEE OF \$275 (PRO RATA BASED ON ENROLMENT) (please tick one)</b>		
	<input type="checkbox"/>	Now: I wish to make full payment now as a single payment of the total annual fee of \$275	
	<input type="checkbox"/>	Term Instalments: I understand I will be invoiced for the total amount however I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Deposit: \$125 by 22 Jan 2021    Term 1 (by week 3): \$50    Term 2 (by week 3): \$50    Term 3 (by week 3): \$50	
<input type="checkbox"/>	Pro Rata Payment: I wish to make full payment of the agreed Pro-Rata amount of \$		
<p>I agree to make payment by the due dates and I understand that any failure to make payments by these dates may result in the cancellation of my child's participation in the Laptop Hire Program and debt recovery action being undertaken. I understand my student will not be permitted to participate in optional school activities if my payment arrangement falls into arrears.</p>			
Parent / Caregiver's Name:			
Parent / Caregiver's Signature:		Date:	

<b>OFFICE USE ONLY</b>			
Payment Received On:		Laptop Issued On:	
Equipment Details	Make / Model	EQ Asset Number	Asset Serial Number
Laptop			

## Beerwah State High School ICT Responsible Use Agreement

### **Responsible use of the Beerwah State High School resources include:**

- assigned class work and assignments set by teachers
- developing appropriate literacy, communication and information skills
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school
- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents or experts in relation to school work
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment
- understanding that virus scanning occurs on all files downloaded/stored on the network, including files transferred from USB flash drives or other storage devices
- ensuring external storage devices are only used on the school network if they contain educational material and are being used for the purposes of class work/assignments. **Executable files on external devices may contain viruses that are harmful to the school network.**

### **Irresponsible use of the Beerwah State High School ICT resources include**

- use of any of ICT to act or access, in a manner that is not respectful and/or is disruptive. This may include text / images / audio that are used in a negative manner, is inappropriate, offensive or antisocial.
- theft, physical or virtual damage to equipment, network, software or files.
- introduction of any software to the network or possession of software that could be considered compromising or an impediment to the network and data. This includes STEAM, VPN's, Torrent, Non-School Proxy Servers or similar.
- violating copyright laws by installing software onto your laptop for which you are unable to provide a license.
- use of passwords of others or allowing others to use your password.
- disrespect of other's privacy and intellectual property as well as the trespass into other's folders, work or files.
- using any means to avoid scrutiny of teachers of work, data, software and / or equipment.
- visits to non-curriculum sites and / or the download of non-curriculum data and / or playing games on the school network.
- unauthorised access of equipment, physical and / or virtual spaces.
- recording, photographing or filming any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- committing plagiarism or violating copyright laws; (e.g. use of illegally downloaded games and music, and illegal sharing of games and music).
- use of unsupervised internet chat.
- sending chain letters or spam e-mail (junk mail).

Network administrators may review files and communications to maintain the integrity and ensure that users are using the network responsibly.

Disciplinary action may include the removal of the student from the BYOx program, detentions, suspensions or exclusion.