



## **LOAN LAPTOP AGREEMENT**

- The Agreement (and any associated Student Behaviour Management processes) extends beyond regular school hours and off-site.
- Loan laptops will be issued for the primary purpose of student learning. School applications and files must be accessed in a constructive, safe and ethical manner.
- Non-school software is not permitted to be installed on loan laptops. Virus protection software must be maintained and kept up to date.
- The school reserves the right to monitor the content of loan laptops. If non-school applications and files are detected, the loan laptop will be restored to its original specifications, with the consequential loss of all saved data. Students are responsible for backing up their files.
- Students are responsible for the care of loan laptops in relation to carrying, cleaning, storage and security, and are expected to bring loan laptops fully charged to school each day.
- The Port Lincoln High School is committed to providing a cyber-safe learning environment. If the Principal/IT Team suspects that an electronic crime has been committed, it will be immediately reported to the South Australian Police (SAPOL). Where there is reasonable suspicion that evidence of a crime, such as an assault, is contained on a loan laptop (or mobile phone), the device will be confiscated and forwarded to SAPOL who will then determine any further action.
- Parents/caregivers must ensure that students report lost, stolen or damaged laptops to the school within 24 hours of the incident occurring. If a laptop has been lost or stolen, it must be reported to SAPOL. In some cases, parents may be responsible for the full replacement cost of the laptop, e.g. if the damage is wilful or if it is lost from an unsecured location.
- If a loan laptop malfunctions or is accidentally damaged, a replacement machine may be issued at the discretion of the Principal/IT Team.
- If a loan laptop is damaged or lost through neglect, abuse or malicious act, the Principal/IT Team will determine whether a replacement is appropriate. In such cases repair/replacement costs will be passed on to parents/caregivers for payment. School policies related to the recovery of debts will then apply.
- The Agreement applies to all students enrolled at the Port Lincoln High School during 2024. At the conclusion of their enrolment, Students must return their loan laptop to the school. A maintenance check will occur to ensure that the loan laptop is in good order. Any repair or replacement costs will be passed on to parents/caregivers for payment.
- All repairs must be carried out by the PLHS ICT Team or manufacturer. Parents/caregivers or students cannot approach third parties for the repair of laptops. Repairs are carried out under the management of the IT Team.

**ACCEPTANCE OF RESPONSIBILITY**

I, .....

have read and understood the contents of the Port Lincoln High School

**LOAN LAPTOP AGREEMENT – 2024 VERSION**

and agree to abide by the protocols and guidelines contained therein.

I accept responsibility for the student laptop computer issued to me:

**Make:**

.....

**Model:**

.....

**Serial No:**

.....

which will be used for school purposes only.

I will have the laptop available at school on days that I am in attendance.

I give an undertaking that all due care will be provided for the time that I am responsible for the above-mentioned school laptop. I understand and accept that if the above-mentioned laptop is lost or stolen whilst in my care, I may be liable for the replacement cost of the laptop.

**Student signature:**

**Date:**

**PARENT/CAREGIVER AGREEMENT**

I have read and understood the Port Lincoln High School Loan Laptops Acceptable Use Agreement. I am aware of and agree with the school’s initiatives to maintain the care, use and management of these devices in a cyber-safe learning environment. I understand that the failure of my student to comply with the Acceptable Use Agreement will result in the school’s Student Behaviour Management processes being invoked. Further, I understand that any repair/replacement costs caused by neglect or wilful damage by my student will be passed on to me for payment. I have discussed the Acceptable Use Agreement with my child and ensured that they have signed the section above.

I am aware that signing and returning this form constitutes a commitment to pay in the event that there are costs associated with repairs/replacement of a loan laptop that has been damaged/lost/stolen whilst in the care and custody of my child. *(The Port Lincoln High School’s policies relating to the recovery of debts will apply.)*

Further, I have evaluated my personal home contents and car insurance to cover any potential damage, loss or theft of Port Lincoln High School ICT equipment on loan to my child. *(Some home and car insurance policies purchased by parents/caregivers may cover such events.)*

I am aware that the Acceptable Use Agreement applies as long as my child is enrolled as a student at the Port Lincoln High School. At the conclusion of their enrolment, I understand that my child must return their loan laptop to the school, where a maintenance check will occur to ensure that it is in good order. I agree to pay any resulting repair/replacement costs.

**PARENT/CAREGIVER NAME:**

.....

**PARENT/CAREGIVER SIGNATURE:**

.....

**DATE:**

.....