
LAPTOP HIRE AGREEMENT POLICY

Criteria for hiring a laptop during the school year

Students must demonstrate the ability to comply with the following criteria prior to and during the agreement to hire a laptop. By not complying, the student may be in breach of their agreement and a review will occur.

- The hire fee of \$120.00 per school year is paid before the laptop can be issued.
- Students have a regular school attendance record and comply with school behaviour expectations.
- Students have complied with IT Policy when using school computers.

AGREEMENT FOR USE OF LAPTOP

Laptop identification

- Student laptops and chargers are identified with a number. Under no circumstances should a student remove or deface the serial number or barcode on their laptop and charger, or exchange their device with another student.

Laptop use

- Students are to ensure their laptop is fully charged, ready for use each school day.
- Laptops must be available for use in all classes and be used only by the student hiring.
- **Under NO circumstances** should students leave their laptop unattended.

Storage and transport of laptops at school

Students will be issued **once** with a protective sleeve. It is the student's responsibility to ensure the device is stored safely in the sleeve when not in use. The sleeve is to be retained and presented when hiring in subsequent years. Replacement sleeves will be at your own cost.

Laptops undergoing repair

Any damage must be reported to the RTC immediately so repairs can be organised. Unauthorised repairs will void the warranty, which could result in you being liable for the full cost of the laptop. It is the responsibility of the hirer to pay for lost or damaged equipment. A fee may be charged to the student/parent/guardian to cover repair costs. This must be paid before the device is returned to the student.

Inspection

Port Augusta Secondary School (PASS) staff have the right to inspect laptops. Any evidence of misuse or failure to comply with school policy may result in termination of the agreement.

Return of laptop

Laptops remain the property of PASS. The user must return the laptop and charger to the Resource Technology Centre (RTC) upon completion of studies in the current school year or when the user leaves PASS. Failure to return a laptop will result in commencement of a process to recoup the cost of the item which could include referral for debt recovery.

Electrical testing

Devices are tested by RTC staff as part of the site's 'test and tag' process prior to being issued to students. Re-testing by RTC staff will be required in the event of any damage to the device or charger.

System management

- In order to access the school network, students must use the username and password allocated to them.
- Students are not authorised to change any system settings.
- Only software that is licensed to PASS is to be on the laptop and must not be compromised.
- School IT Policy applies to laptop use and storage of files.

Indemnity

The user will obtain all necessary licenses, exemptions, permits, consents or manner of thing required by law and comply with all provision of any Act of the state of South Australia or Commonwealth of Australia and any regulations hereunder which may affect the use of the equipment by the user in any manner whatsoever, for example: accessing or storing inappropriate material or infringing on copyright.

AGREEMENT AND ACCEPTANCE OF LAPTOP HIRE AGREEMENT POLICY

I have read and understand the Laptop Hire Agreement Policy and agree to comply with said policy.

I agree to pay \$120.00 hire fee for the current school year before obtaining a laptop and will ensure the laptop is returned to PASS upon completion of studies in the current school year, or term 4 week 8, whichever is earlier.

I agree that if I fail to comply with the policy and other school policies, I may receive any of the following consequences:

- Termination of Laptop Agreement – permanent confiscation.
- Invoice for the cost of the laptop.

I intend to (select one):

- Make use of this laptop at school only, store it at school unless prior arrangement has been made.
 Take full responsibility for use and storage of this laptop, including outside school hours.

Signing as the parent/guardian means you will accept responsibility if the student is unable to pay for non-return, damages, loss or theft of the equipment while it is in their care. The maximum replacement cost would be \$1,000.00.

Parent/Guardian name: _____

Student name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Contact details

Parent/Guardian:

Student:

Home phone: _____

Home phone: _____

Work phone: _____

Work phone: _____

Mobile: _____

Mobile: _____

Address: _____

Address: _____

OFFICE USE ONLY

STUDENT SERVICES:

Parent / Care Giver & address details confirmed YES / NO

Payment made: YES / NO

Signature: _____

RESOURCE TECHNOLOGY CENTRE:

Laptop Barcode: _____

EDSAS ID: NB _____

Charger Barcode: _____