



Parents and Students Laptop Agreement Form

Part A: Terms and Conditions

1. Principles

- 1.1 The SCOTS PGC College operates a Computer Programme that enables a Parent/Guardian to enter into an agreement with the College and provides for the use by the student of a laptop for no fee.

2. Benefits of the Scheme

- 2.2 The scheme also ensures that students have a laptop for their education that can be safely connected to the College’s network and saves the Parent/Guardian time and money in sourcing the prescribed materials elsewhere.

3. Parties Involved

- 3.1 This Agreement is between The SCOTS PGC College (hereafter called “the College”), the Student and the Students Parent/Guardian in relation to provision of computer equipment.
- 3.2 The Student has been accepted into the College Laptop Programme for the remainder of the agreement.
- 3.3 In exchange for the Parent/Guardian complying with this Agreement, the Computer Programme provides the Student with a laptop computer for educational use at school.
- 3.4 The equipment is loaned to the Student and at all times remains the property of the College.
- 3.5 This Agreement outlines the roles and responsibilities in relation to the Digital Education Computer Programme and the terms and conditions which binds the parties during the term of the loan of the equipment.

4. Equipment on Loan

- 4.1 The equipment, subject of this Agreement, consists of a laptop computer, carry case and power pack. These items are referred to through this Agreement collectively as the “Laptop”.
- 4.2 Each Laptop will be:
- commercial grade
 - protected by The SCOTS PGC College and anti-virus tools and automated updates
 - if new, covered by warranty including the battery
 - able to be connected to the College’s Network and have filtered internet and email
 - able to be used at home and at the College for student learning
 - installed with central data storage, common file access, backup and network software resources

- repaired through the College, where possible, including software and hardware repairs
- returned to the College for periodic inspection and maintenance where necessary
- exchanged for a temporary laptop during any repair and maintenance

4.3 At the end of the loan period, the laptop will be returned to the College for future use or disposal.

5. Laptop Specifications

Brand and Model	Lenovo X230-2324-KR7
Specifications	Intel i7-3520M / 2.9 GHz 15" WSVGA LCD DDRIII 4GB 128GB SSD WIRELESS 802.11 b/g/n
Installed Software	Windows 7 Professional SP1 Microsoft Office 2010 FortiNet – FortiClient v5 (Note: This software is licensed to the College and is for use only during the terms of this programme. It will be removed from the Laptop at the end of the Programme.)
Warranty / Support	3 Years Australia Only Limited Parts and Labour 1 Year Battery and Power Adaptor
Other items	Targus T.A.N.C Case

Brand and Model	ThinkPad Yoga 11e
Specifications	Intel Celeron 2.16GHz 11.6" HD IPS LCD DDRIII 4GB 128GB SSD Intel Dual Band Wireless 802.11 a/b/g/n
Installed Software	Windows 8 64Bit Microsoft Office 2010 FortiNet – FortiClient v5 (Note: This software is licensed to the College and is for use only during the terms of this programme. It will be removed from the Laptop at the end of the Programme.)
Warranty / Support	3 Years Australia Only Limited Parts and Labour 1 Year Battery and Power Adaptor
Other items	Targus T.A.N.C Case

6. Rights and Obligations

- 6.1 The Student has the right to use the Laptop only in accordance with this Agreement.
- 6.2 The Parent/Guardian must comply with the Agreement and supervise the Student to ensure that the Student complies with the *Laptop Rules for Students* in relation to use of the Laptop at the College and outside the College (e.g. at home).
- 6.3 To the extent that the *Laptop Rules for Students* can apply to the Parent/Guardian, the Parent/Guardian must comply with the rules.
- 6.4 The Parent/Guardian must also comply with their respective obligations under the College’s *Student Network / Internet Access Agreement* and the *College’s Internet Usage Policy*.

7. Period of Participation

- 7.1 The School agrees to provide the Laptop to the Student/Carer from the date all parties sign this Agreement and the Student receives the Laptop.
- 7.2 Subject to clause 7.3, the provision continues until the end of the agreement.
- 7.3 The provision may be ended earlier, at the College’s absolute discretion, if:
- the Student is no longer enrolled with the College;
 - the Student is excluded from the College;
Note: The Laptop may be retained within the College during any period of suspension.
 - if, in the opinion of the College, the Student is not meeting the College’s behaviour and educational requirements, including absenteeism without appropriate justification;
 - the Parent/Guardian fails to comply with this Agreement or the Student Network / Internet Access Agreement and the College Internet Usage Policy; or
 - the Student fails to comply with the attached *Laptop Rules for Students* or the Student Network / Internet Access Agreement and the College’s Internet Usage Policy.

8. Ownership of Laptop

- 8.1 This Agreement does not give the student ownership of the Laptop. The College retains ownership of the Laptop during the term of the provision.
- 8.2 This Agreement and the College’s delivery of the Laptop to the Student do not constitute a transfer of ownership, or the obligation to transfer ownership, of the Laptop to the Student or Parent/Guardian.

9. Status of Laptop

- 9.1 The Laptop provided to the Student may not be new, and is likely to have been used before.
- 9.2 The College will use its best endeavours to provide a safe, secure area during breaks during school days and hours for students to store their laptops.
- 9.3 The College may demand the return of the Laptop for any reason, for example, to upgrade software, to inspect hardware or software’s operational performance, if there is suspected misuse of the Laptop and to verify that the Laptop is being used in accordance with this Agreement and Laptop Rules for Students in the Student Laptop Programme.

10. Fee for Provision of Laptop

- 10.1 There is no monetary fee for the use of the Laptop.
- 10.2 In the event of loss or damage to, or caused by the Laptop, see Clause 16 Loss or Damage, the Parent/Guardian may be asked to pay for part or all of the damage dependant on the age of the laptop and the manner in which the damage occurred.

11. Connection to the Internet

- 11.1 The laptop supplied to the student is built to secure the College’s managed operating environment which provides filtered internet access. The College does not provide any carriage service or connectivity to the internet for use of the Laptop outside the School.
- 11.2 At the College, the carriage service and connectivity to the internet is governed by the *College’s Student Network / Internet Access Agreement* and the *College’s Internet Usage Policy*. The College reminds the Parent/Guardian of their obligations under these.
- 11.3 At home, it is the Parent/Guardian’s responsibility to ensure any appropriate content filters or controls are applied to internet services not supplied by the College. The College accepts no responsibility for consequences of internet access outside the College and will seek to enforce any breach of policy found on a College-owned laptop regardless of whether the breach was done at home or not (e.g. cache files for internet browsers containing pornography).

12. Improper Use

12.1 The Parent/Guardian must ensure that the Laptop is not tampered with in order to connect to internet services outside the school and that the laptop is not used:

- for any illegal, pornographic, fraudulent or defamatory purposes;
- for bulk transmission of unsolicited electronic mail;
- to send or cause to be sent any computer worms, viruses or other similar programs;
- to menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive);
- to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
- in a way that violates any laws, such as privacy laws.

13. Software

13.1 Only licensed software authorised by the College can be stored or otherwise loaded on to the Laptop. The Parent/Guardian must ensure that any other software is not loaded onto the Laptop. All software must be loaded onto the Laptop by the College’s technical administrator/staff.

13.2 The software loaded on the Laptop is licensed to the College. The Parent/Guardian must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the College. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

14. Virus Protection

14.1 Viruses have the potential to severely damage and disrupt operations within the College’s network. They can also be costly to restore the network, infected hardware or software to its previous state and operability.

14.2 Viruses can enter laptop computers through:

- Removable media such as CDs, DVDs, floppy disks and USB memory sticks
- Emails / Phishing attempts (emails linking to malicious websites)
- The internet (including web browsing, FTP programs and chat rooms)
- File download
- Network file shares, such as servers and shared folders

14.3 Students have the right to use their laptops at home for limited personal use. If accessing the Internet from home via cable, ADSL or wireless, they should take all steps to protect the College-owned Laptop and the College’s computer network from virus attacks.

14.4 The Parent/Guardian must take all reasonably necessary steps to prevent a virus from infecting the Laptop, including monitoring

- any data that is uploaded onto the Laptop from any device, and,
- virus checking any USB drives in the Laptop.

15. Repair and Maintenance

- 15.1 A manufacturer’s warranty may apply to the Laptop for some of the period of the provision.
- 15.2 Students must not “personalise” their laptops in any way by using felt pens, stickers or other marks. Laptops will be identified as belonging to a particular student in a manner determined by the College. Such identification is not to be tampered with.
- 15.3 The Parent/Guardian or Student must immediately return the Laptop to the College if they suspect the hardware (e.g. laptop computer or power pack) or software is or may be faulty.
- 15.4 The Student and Parent/Guardian must not arrange or allow any repair or maintenance work to be carried out on the Laptop without prior written consent of the College.
- 15.5 Should the Laptop require repairs or maintenance, a replacement computer may be made available while the computer is being repaired.

16. Loss or Damage

- 16.1 The Laptops provided for temporary student use by the scheme shall be kept in good condition by the student. The College Administration Office shall be notified immediately of the loss or negligent damage to, or caused by, any issued item.
- 16.2 Where an issued item is lost or negligently damaged, parents/carers will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Guardian.
- 16.3 The Parent/Guardian must use their best endeavours to ensure that the Laptop is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the Parent/Guardian to ensure the Laptop in a safe place when it is taken off the College’s site.
- 16.4 The Parent/Guardian must immediately notify the College if the Laptop is damaged, lost or stolen.
- 16.5 If the Laptop is stolen, the Parent/Guardian must report this to the Police as soon as possible. The Parent/Guardian must obtain from Queensland Police a Crime Number and the name of the investigating officer and provide this to the College.
- 16.6 If, after investigation by the College, it is found that the Laptop has been intentionally damaged or that the Student or Parent/Guardian has been negligent (i.e. not exercised due care) in using or caring for the Laptop, the Parent/Guardian agrees to cover any costs incurred by the College in repairing or replacing the Laptop and agrees to indemnify the College against any further loss or damage caused by such intentional damage or negligence.
- 16.7 Advice on how to protect the Laptop is outlined in the attached Use and Care of the Laptop / Computer guidelines.

Part B: Laptop Rules for Students

1. You can use the Laptop for your own educational purposes, at school and maybe at home (at the College's discretion). The Laptop may be used for limited personal use but not for commercial purposes (e.g. you cannot use the Computer for a part-time job).
2. If you do not comply with these *Laptop Rules for Students*, you are not allowed to use the Laptop and the College may demand that you return the Laptop.
3. The *College's Student Network / Internet Access Agreement* and *Internet Usage Policy* also apply to your use of the network / internet when you are accessing the internet using the Laptop. You are reminded of your obligations under that agreement and policy.
4. You must not allow anyone else to use the Laptop for their own purposes, including family members and friends. You must not tell anyone else your account name and password.
5. You can only have and use the Laptop at the College. Upon request, the College may give written approval for the Laptop to be used in other places.
6. You accept responsibility for the security and care of the Laptop.
7. You are responsible for backing-up all necessary data. The College is not responsible for any data loss. Therefore please ensure all your school work and important documents are backed up onto disc or other device.
8. Only software authorised by the College can be stored or otherwise loaded on to the Laptop. You must not load, and must not cause to be loaded, any software onto the Laptop. All software must be loaded onto the Laptop by the College's technical administrator.
9. The software loaded on the Laptop is licensed to the College. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.
10. You must not open, or allow anyone else to open, the hardware case of the Laptop to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the Laptop, without the College's written consent.
11. You must take all reasonably necessary steps to prevent a virus from infecting the Laptop, including monitoring any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the Laptop.
12. When not in use, the Laptop must be stored in its carry case and locked in a secure location during morning tea and lunch breaks.
13. You must not upload / download onto the Laptop any programs, images, files or other software unless expressly authorised by the College. Music and video files used for educational purposes and as approved, or provided, by the College are to be stored on the Laptop.
14. Images or sound captured by personal technology devices on the College premises or elsewhere must not be disseminated to others using the Laptop, for the purpose of causing embarrassment to individuals or the College for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The College has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

15. You must not intentionally use the Laptop or internet services to which it may be connected:

- for any illegal, pornographic, fraudulent or defamatory purposes;
- for bulk transmission of unsolicited electronic mail;
- to send or cause to be sent any computer worms, viruses or other similar programs;
- to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
- to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
- in a way that violates any laws, such as privacy laws.

16. In particular you must not use the Laptop (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.

17. The Laptop is to be returned in good condition to the College at the end of the agreement. If you cease to be enrolled for any reason before completing the agreement period, you must return the Laptop before leaving the College. If the Participation Agreement is ended, you must return the Laptop.

18. The College can request the Laptop be returned for any reason at any other time.

Specific Equipment Detail

Type of Equipment	Brand	Make Model	Asset Number
Laptop Computer	Lenovo	Lenovo X230-2324-KR7	
Laptop Computer	Lenovo	ThinkPad Yoga 11e	

For more information about the Programme and the Laptop Rules for Students, contact:

- | | |
|------------------|--------------------|
| Kyle Thompson | Principal |
| Andrew Millard | Business Manager |
| Chris Chen | IT Support Officer |
| Daniel Pleasance | IT Support Officer |

The SCOTS PGC College
 60 Oxenham Street
 WARWICK QLD 4370

Phone: 07 4666 9811

Part C: Consequences

- 1.1 All Laptops provided for temporary use by the programme remain the property of the College and shall be returned at the end of the education programme or school year or when the student leaves the College, whichever is the earlier.
- 1.2 Where an item is not returned, the Parent/Guardian will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Guardian.
- 1.3 Failure to comply with this Agreement may result in the College ending the Agreement including automatic loss of the Laptop or suspension of use for a period of time.

Student Agreement Form

Student Agreement Form

I will keep my log-in details and password confidential. I understand that network audit logs contain information on the user logging in, the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage.

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.

PRIVACY STATEMENT

The College is collecting your personal information in accordance with the College's Privacy Policy in order to conduct the Digital Education Computer Programme in an efficient, ethical and secure manner. The information will only be accessed by College's employees conducting the program. Your information will not be given to any other person or agency unless you have given permission or we are required by law.

Participation

Yes I wish to participate in the College's Digital Education Computer Programme. I have read and understand the Terms and Conditions of this Computer Programme and agree to abide by them and to pay all, or part of any costs, which may occur should the laptop be lost or damaged.

No I do not wish to participate in the College's Digital Education Computer Programme. I have read and understand the Terms and Conditions of this Computer Programme and understand that, at the College's discretion, this means my student may not be able to take the laptop provided outside the school grounds.

Student Details

Given Names:			
Surname:			
Year Level			
Address:			
Contact Numbers:	Home: Mobile:	Work: Email:	Fax:
Student Signature:		Date:	

Parent / Guardian Agreement Form

Parent / Guardian Agreement Form

PRIVACY STATEMENT
The College is collecting your personal information in accordance with the College's Privacy Policy in order to conduct the Digital Education Computer Programme in an efficient, ethical and secure manner. The information will only be accessed by College's employees conducting the program. Your information will not be given to any other person or agency unless you have given permission or we are required by law.

Participation	
<input type="checkbox"/> Yes	I wish to participate in the College's Digital Education Computer Programme. I have read and understand the Terms and Conditions of this Computer Programme and agree to abide by them and to pay all, or part of any costs, which may occur should the laptop be lost or damaged.
<input type="checkbox"/> No	I do not wish to participate in the College's Digital Education Computer Programme. I have read and understand the Terms and Conditions of this Computer Programme and understand that, at the College's discretion, this means my student may not be able to take the laptop provided outside the school grounds.

Parent/Guardian Details			
Given Names:			
Surname:			
Address:			
Contact Numbers:	Home: Mobile:	Work: Email:	Fax:
Parent/Guardian Signature:		Date:	