



Laptop SRS Rental Scheme

Dear Parents and Guardians,

Oakey State High School is offering a limited additional SRS Scheme for students in Year 7-12 for the loan of a laptop device. The school currently runs the BYOx Program where students purchase or bring their own device and onboard to be able to use at school. The Laptop SRS does not replace the BYOx program it is just an option we are offering our families, when they do not have capacity to purchase a laptop right now.

Purpose

Information and communication technologies (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.

At Oakey State High School, we recognise that it is essential for students to have personal access to a laptop so that students can engage with the rich resources for learning in the information age. Our curriculum is quickly evolving to eLearning and we wish to maximise delivery options and service to our students.

The purpose of this scheme is to provide a temporary technology option that is affordable for families who are unable to provide their own device at this time.

The Laptop Rental Scheme allows school owned devices to be provided to students for educational use at school and at home. Privately owned laptops that meet our school specifications are supported through our BYOX program and are the preferred option.

Please note this fee is additional to our annual Student Resource Scheme (SRS) fee.

Rental Fee Breakdown

TERM	Loan is for a term only	Cost Per Term (NON-REFUNDABLE)	\$80.00
SEMESTER	Loan is for a Semester only	Cost Per Semester (NON-REFUNDABLE)	\$130.00
YEARLY	Loan is for the school year only	Cost Per Year (NON-REFUNDABLE)	\$200.00



Oakey State High School

PO BOX 319, 1 CAMPBELL STREET OAKEY Q 4401
 TELEPHONE (07) 4691 4100 | FAX (07) 4691 4123 | EMAIL admin@oakeyshs.eq.edu.au
 ABN 24 946 351 672

Participation conditions

1. Yearly payment of \$200.00 (subject to review each year).
2. The laptop is to be returned to the HUB two weeks prior to the end of the school year or the student completing their enrolment Oakey State High School.
3. The device will have all licensed software and data removed ready for the following year.
4. The device will be assessed upon return and any damage / repair costs will be invoiced to the Parent/Guardian.

Laptop guidelines

If you are unsure about the best way to do something, or the correct way to manage your laptop, then ask our School IT Technician.

- Your laptop is owned by Oakey State High School and it is your responsibility to care for it while on loan for the duration of the rental period.
- Please treat it with great care.
- Follow the terms of this agreement at all times and in all locations, inside or outside the school.
- Remember that you are not to lend your laptop to anyone.
- Ensure your school data is stored in your school OneDrive Account.
- At times it will be necessary for the School's IT Manager to send announcements to all laptop users. Keep up to date with all messages sent to your MIS email address.

Acceptable computer and internet use

Upon enrolment in a Queensland Government school, Parental/Guardian permission is sought to give the student access to the internet, based upon the policy contained within [ICT Asset Management Procedures](#)
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 organization.

Parents, caregivers and students are encouraged to visit the eSafety Website for further information:

<https://esafety.gov.au/>

Device ownership

The school purchased device is for student use only.

By the school retaining ownership, we will install school software, including the operating system and manage any warranty or damage claims. This arrangement is formalised with all parties (parents/caregivers, students and school) agreeing to the Laptop Rental Program conditions. During the lifetime of the agreement the school retains ownership of the device.

As a school owned device, the school can

- install and maintain the operating system
- install and maintain antivirus software
- provide internet filtering at school
- install and maintain all software required for school work (other than software provided in dedicated computer laboratories)
- provide full, secure and reliable student access to the school network and internet
- provide full technical support through our school ICT Service Desk
- manage all matters relating to the device warranty



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If the student leaves the school before the end of the year, the device must be returned to the school before leaving. If the device is not returned, it will be deemed lost or stolen and the school will follow Education Department procedures which will include a Police Report and Statutory Declaration.

It is also a requirement of using the device that students provide authorised school staff with access to the device and personal holdings associated with the use of the device if requested. This may include any device such as USBs or hard drives.

Device care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. It is expected that students will have their laptop with them at all times except under special circumstances.

Students are to always carry the laptop in the supplied protective case or bag.

All reasonable precautions should be taken to ensure that the laptop is not lost or damaged.

Damage or loss of equipment

All devices and batteries are covered by a manufacturer's warranty which covers manufacturing defects and hardware failure through normal usage. In addition, devices are covered by an insurance policy which protects against accidental damage. There is no cover for negligence, abuse or malicious damage.

Students will be required to replace lost or damaged chargers.

Costs incurred by the school for the repair or replacement of devices may be charged by the school as an excess to Parents / Guardians. 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 device must be reported immediately to the school.

Accidental damage

Where a device is accidentally damaged, the school will invoice the student's Parents/Guardians accordingly.

Accidental damage excess

First claim	Second claim	Subsequent claims
\$100	\$200	Full cost of repair or replacement will be invoiced

Theft and loss

If the device is lost or stolen outside the school, the Parent /Guardian will need to report the incident to the police and ensure they have the following documentation when informing the school.

- Police crime number (QP Number) and
- Statutory declaration (usually completed with the police).

Wilful or malicious damage or damage caused by misuse

Where the school determines that damage has been intentionally caused to a device or a student has disrespected school property, the cost of repair or replacement will be charged at the full replacement cost. The student can also be refused to continue to participate in the Laptop SRS Rental Scheme.

Data security and back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost.

The student is responsible for the backup of all data. While at school, students may be able to save data to the school's network, which is safeguarded by a scheduled backup solution. All files must be scanned using appropriate anti-virus software before being downloaded to the department's ICT network. Use of OneDrive is highly recommended.

Students are also able to save data locally to their device 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 an external hard drive or USB drive.

Students should also be aware that, in the event that any repairs need to be carried out the service agents may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

Acceptable personal mobile device 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.

Please see our administration office if you would like a copy of this agreement. This form must be signed prior to any internet usage at school.

Student Laptop SRS Rental Agreement

Select the preferred payment options

Payment Options	Instalments	Fees	Selection
Term Instalments	Loan is for a term only	\$80.00	<input type="checkbox"/>
Semester Instalments	Loan is for a Semester only	\$130.00	<input type="checkbox"/>
Annual Instalments	Loan is for the school year only	\$200.00	<input type="checkbox"/>

The Student SRS Laptop Rental Scheme form must be signed, payment received and returned to the school before the laptop is issued. The student and, parent or guardian must carefully read this agreement before signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed

In signing, I acknowledge that I

- accept all policies and guidelines as per the Student Code of Conduct.
- 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 SRS Laptop Rental Scheme
- understand that failure to comply with the Student Laptop Hire Agreement could result in recall of the laptop and /or loss of access for home use
- agree to pay all school fees and contribute \$200.00 per annum for my child to access the Oakey State High School Student SRS Laptop Scheme
- inform the school immediately if there are any necessary changes to your participation in the program

After reviewing and understanding the responsibilities outlined in the attached documents, I

- agree to the conditions of the Student Laptop Program
- agree to pay all Student Resource Scheme fees in full as a condition of Laptop Rental and to participate in the scheme
- agree to pay \$200.00 rental fee for Laptop loan for the Annual loan period (January to November of each year)

Student's Name	Signature	Date
Parent/Guardian's Name	Signature	Date
School Representative Name	Signature	Date

PLEASE RETURN THIS PAGE TO THE SCHOOL OFFICE (or scan it and email to admin@oakeyshs.eq.edu.au)



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