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Student Laptop Charter

NSSCF overview

The National Secondary School Computer Fund (NSSCF) is the major funding element of the Digital Education Revolution (DER). It is assisting with the provision of new computers and other information and communication technologies (ICT) equipment for students in Years 9 to 12. The aim of the NSSCF was to achieve a computer to student ratio of one-to-one for students in Years 9 to 12 by 31 December 2011.

The implementation of NSSCF is happening in partnership with the Australian government and the Queensland state government.

NSSCF is providing laptop computers (referred to throughout this document as the ‘device’) as a tool to assist student learning – both at school and at home. Students and parents/caregivers are asked to lend their support to this very valuable and innovative program. Strong support from parents and caregivers is paramount to ensure the program is successful and that students gain the maximum benefit.

The device that has been bulk purchased by the Department of Education and Training (DET) for the third NSSCF round (Q3) to Queensland state high schools is the Acer Aspire 1830T. This device was chosen based on a number of criteria, including portability, battery life, hardware capabilities, overall cost, warranty and support models.

All computers used in the program are the property of the Queensland DET.

This program only supports school owned ICT assets funded under the NSSCF, being provided to students for educational use at school and at home. In order to maintain the security of DET’s network and support Managed Operating Environment (MOE), privately-owned devices cannot be connected to the network.
Loan equipment

The equipment referred to in this charter consists of a laptop computer and power pack, protective carry case, 3G connectivity, and the department's standard suite of software which includes Microsoft Office.

For the purpose of this document, all of these items are referred to collectively as the ‘device’.

Each laptop will be:

- protected by anti-virus tools and automated updates
- covered by a four-year warranty including the battery
- covered by Accidental Damage protection (excess applies)
- able to be connected to the school network and have filtered internet and email
- provided with 3G connectivity
- able to be used at home and at school for student learning
- installed with the department’s standard suite of productivity software
- protected by Computrace theft protection and Blue Coat internet filtering.

Equipment ownership

At the end of the loan period, all devices are returned to the school and will be removed from the school network. The devices will have all licensed software and data removed and will be restored to their original factory state. DET will make a decision regarding the disposal, sale or recycling of the used devices, as appropriate at that time.

If the student completes their schooling or transfers from the school, the device must be returned to the school. If the device is not returned, reimbursement will be sought.

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.
Fee for provision of laptop

To participate in the Beaudesert SHS laptop home-use program parents and/or caregivers are required to make a contribution. This will cover additional costs incurred by the school in providing and supporting the laptop.

Funding has been made available by the Federal and State Government for the implementation of the program; however schools may choose to provide extra management, software and support in addition the standard NSSCF package.

The items below are included in Queensland’s standard NSSCF package:

<table>
<thead>
<tr>
<th>Device item</th>
<th>Annual cost per student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>Included</td>
</tr>
<tr>
<td>Protective case</td>
<td>Included</td>
</tr>
<tr>
<td>Limited Accidental Damage protection</td>
<td>Included</td>
</tr>
<tr>
<td>Theft protection software</td>
<td>Included</td>
</tr>
<tr>
<td>Internet filtering</td>
<td>Included</td>
</tr>
<tr>
<td>Windows 7 operating system</td>
<td>Included</td>
</tr>
<tr>
<td>Antivirus software</td>
<td>Included</td>
</tr>
<tr>
<td>3G connectivity</td>
<td>Included</td>
</tr>
</tbody>
</table>

The following items and services are included in the take-home package for students:

<table>
<thead>
<tr>
<th>Device item</th>
<th>Annual cost per student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Office software suite</td>
<td>Included</td>
</tr>
<tr>
<td>Adobe Master Collection Suite (selected software)</td>
<td>Included</td>
</tr>
<tr>
<td>Protective 'Tekskin' for laptop lid</td>
<td>Included</td>
</tr>
<tr>
<td>Access to IT technicians onsite</td>
<td>Included</td>
</tr>
<tr>
<td>Logging of Acer repairs/warranty claims on behalf of students</td>
<td>Included</td>
</tr>
<tr>
<td>Hot Swap laptop available if repairs to a laptop can not be carried out in a timely manner</td>
<td>Included</td>
</tr>
<tr>
<td>Subject specific software (too numerous to mention)</td>
<td>Included</td>
</tr>
<tr>
<td>Installation of subject specific software where applicable</td>
<td>Included</td>
</tr>
</tbody>
</table>

Our school P&C has endorsed a co-contribution of $150.00 to be charged per device, for 2014. Students joining part way through the year will be charged a pro-rata payment.
Laptop use and care

The student is responsible for taking care of and securing the laptop and accessories in accordance with school policy and guidelines.

Usage

- Do not use laptops on soft surfaces (e.g. sofa, bed or carpet) as it can restrict airflow and cause overheating.
- Avoid dropping or bumping laptops.
- Do not place laptops in areas that may get very hot.
- Do not allow laptops to get wet; even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Login correctly and logoff when finished.
- Always shut down computers using the ‘Start – Shutdown’ process.
- Always package, carry and store laptops in appropriate and secure carry cases for transporting.
- Personalise laptops with methods approved by the school, to ensure students do not get the devices mixed up.
- Do not place objects on top of your laptop and never carry it around while it is turned on.
- Avoid exposing your laptop computer to direct sunlight or sources of heat such as desk lamps, dust, dirt, rain, liquids or moisture, heavy shock or vibration.

Handling your laptop computer

- Try to avoid moving your laptop around when it is on. Before switching on, gently place your laptop on a stable surface and then switch on.
- You still need to be careful with your laptop while it is in the supplied case.
- When putting the laptop in the car, ensure that no other items are on top of it and nothing will roll onto the laptop case.
- Laptops should be switched off before being placed into the case to avoid overheating.

Care of laptop hard case

- The case should be fully zipped up before being carried.
- Do not write on or attach stickers to the hard case. Current replacement cost is $25 (this price may change without warning).
- Students will be charged for the replacement of any hard case that is deemed to have been damaged beyond ‘Normal Acceptable Use’. Markings like graffiti and stickers are not acceptable.
**Keyboard**

- Gently brush your keyboard with a clean, soft bristled paint brush, or similar, to remove dirt.
- If any key tops are missing or keys are in a damaged state, take your laptop to the School’s IT Support Department to be repaired immediately. Sometimes a single key top can easily be replaced, however, continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

**LCD screen**

- LCD screens are delicate - they don’t like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don’t slam the screen closed and always be gentle when putting your laptop down.

To clean your LCD screen:

- Switch off your laptop computer.
- Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
- Do not directly apply water or cleaner to the screen.
- Avoid applying pressure to the screen.
- Check that pens and other objects are not left on the keyboard prior to closing the laptop lid.

**AC adapter**

- Connect your adapter only to your laptop computer.
- **Do not** bring your AC adapter to school as it is easily lost or stolen. Lost or stolen AC adapters must be replaced with an ACER approved adapter. Current replacement cost is $30 (this price may change without warning)
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord tightly around the adapter box.

**Battery**

- Once a week, fully flatten the battery. Then re-charge the battery fully. This will extend the life of your battery cells.
- Do not remove the battery from the laptop.
- Do not use incompatible computer batteries and chargers.
- Computer batteries can get hot during use. Ensure you use your device on a well ventilated surface (e.g. on desks and tables rather than on a bed or sofa).
• Have a fully charged battery at the start of each school day. All charging should be undertaken at home, as the school will not have the infrastructure or resources available to charge batteries for every student.

• Do not permit a loose battery to come in contact with metal objects, such as coins, keys or jewellery.

• Do not crush, puncture or put a high degree of pressure on the battery as this can cause an internal short-circuit, resulting in overheating.

• Do not allow your battery wet. Even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.

**Casing Cleaning**

• Take a non-abrasive cloth and spray a glass cleaner (or like) onto cloth to moisten. Do not spray directly onto the casing of the laptop.

• Gently rub your laptop casing with the moistened cloth to remove any dirty marks.

**Software**

• Do not copy any software from the school’s ICT network or system.

• All technology equipment should only have operating systems loaded that are compliant with departmental standards.

• Keep your virus check software up-to-date. If your virus check software detects virus activity then carefully follow the instructions for removal and advise the School’s IT Support Department immediately. If unsure, quarantine your computer and disks and immediately consult with the School’s IT Support Department.

• Always adhere to licensing and copying agreements.

• Never use laptops to engage in illegal activity, including violation of copyright or other contracts.

**Security**

• Report any laptop faults to the School’s IT Support Department.

• Do not leave the device unattended

• If you lose or misplace your device report it IMMEDIATELY to IT Support.

• Report any suspected virus activity to the School’s IT Support Department.

• Make regular backups of your saved work (this is YOUR responsibility).

• Keep your login and password confidential.

• Do not tamper either physically or electronically with either hardware or software settings.

• Do not attempt or undertake any malicious behaviour towards the School’s ICT resources.

• Do not attempt to make unauthorised access to ICT resources or entities.
- Do not have food or drink near the device.

- Students may place a suitable sticker on the top left corner on the lid of their device (in the large white area). The sticker must not cover the school name, school logo or barcode. This will allow students to ‘personalise’ their device and assist with security. Remember, over the life of the program this device may not be with the same student the whole time, and it may need to be returned for servicing at any time.

- The carry case MUST NOT be written on or have a sticker attached to it. Students wishing to personalize the carry case can do so by attaching a key chain or similar item to the zipper.

### Data security

Students must understand the importance of backing up data securely. Should a hardware or software fault develop, assignment work that has taken a considerable time to prepare may be lost.

**The student is responsible for the backup of all data.** Whilst at school, students are able to save data to the school’s network which is safeguarded by a scheduled backup solution. They are also able to save data locally to the device for use away from the school network. The backup of this data is the responsibility of the student and this data should be backed-up on an external device, such as external hard drive or USB stick.

Students should also be aware that, in the event that any repairs need to be carried out, the contents of the device may be deleted and its hard drive reformatted **WITHOUT NOTICE.**

### Acceptable computer and internet use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within ICT-PR-004 Using the Department’s Corporate ICT Network. [http://education.qld.gov.au/strategic/eppr/ict/ictpr004/studinfo.pdf](http://education.qld.gov.au/strategic/eppr/ict/ictpr004/studinfo.pdf)

This policy also forms part of this Student Laptop Charter. The acceptable use conditions apply to the use of the device and internet, both on and off the school grounds.

Communication through internet and online communication services must comply with the Responsible Behaviour Plan available on the school website.

### Conditions of Use for Students

1. You may use the device for your own **educational purposes**, both at home and at school. The device may be used for limited personal use but not for commercial purposes (e.g. you may not use the device for a part-time job).
2. If you do not comply with these Laptop Rules for Students, you will not allowed to use the device and the school may demand that you return the device. There may be other disciplinary consequences under your school’s Responsible Behaviour Plan for Students as outlined in SMS-PR-021: Safe, Supportive and Disciplined School Environment http://education.qld.gov.au/strategic/eppr/students/smspr021/

3. The school’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 device. You are reminded of your obligations under that agreement and policy.

4. The device has a partitioned hard drive. Students may save their work, when not on the school network, to D: drive. C: drive is a system drive and student access is not permitted. Students are not to access command prompt.

5. You must not allow anyone else to use the device for their own purposes, including family members and friends. You must not tell anyone else your account name and password.

6. You can only have and use the device at the School and at home. Upon request, the school may give written approval for the device to be used in other places.

7. You accept responsibility for the security and care of the device.

8. You are responsible for backing-up all necessary data. The school is not responsible for any data loss. Please ensure all your school work and important documents are backed up onto a USB device.

9. Do not save any data to your DESKTOP. Data saved to your desktop cannot be retrieved in the event of a hard drive failure.

10. Only software authorised by the school can be stored or otherwise loaded on to the device. You must not load, and must not cause to be loaded, any software onto the device. All software must be loaded onto the device by the school’s technical administrator.

11. The software loaded on the device is licensed to the Department of Education or the school. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.

12. You must not open, or allow anyone else to open, the hardware case of the device to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the device, without the school’s written consent.

13. You must take all reasonably necessary steps to prevent a virus from infecting the device, including monitoring any data that is downloaded or uploaded onto the device from the Internet or any device and virus checking any USB drives in the device.

14. You must not upload / download onto the device any programs, images, files or other software unless expressly authorised by the school. Only music and video files used for educational purposes and as approved, or provided, by the school are to be stored on the device or attached device/s. DO NOT store personal music or video files on the device. DO NOT access personal music or video files while at school.

15. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the device, for the purpose of causing embarrassment to individuals or the school for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The school has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

16. You must not intentionally use the device or internet services to which it may be connected:
• for any illegal, pornographic, fraudulent or defamatory purposes;
• for 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.

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

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

19. The School can request the Device be returned for any reason at any other time.

20. Students should not create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place.

21. Students should not disable settings for virus protection, any remote assistance viewing software, spam and/or internet filtering that has been applied as part of the school standard.

22. Students should not use unauthorised programs and intentionally download unauthorised software, graphics or music.

23. Students should not intentionally damage or disable computers, computer systems or Queensland DET networks.

24. Students should not use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students’ use of the internet and online communication services, as well as general computer usage, can be audited and traced to the account of the user.

Passwords

Passwords must not be obvious or easily guessed; they must be kept confidential, and changed when prompted or when known by another user. Personal accounts must not be shared. Students must not allow others to use their personal account for any reason.

In the interest of a secure network, if it is suspected that a personal account has been ‘put at risk’ (e.g. password known by another person), the personal account will be immediately disabled and not enabled until the risk has been eliminated.

Students should log off at the end of each session to ensure no one else can use their account or device.
Cybersafety

If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent and/or caregiver as soon as is possible.

Students are encouraged to explore and use the ‘Cybersafety Help’ button to talk, report and learn about a range of cybersafety issues.

Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other messages, containing:

- a message sent to them in confidence.
- a computer virus or attachment that is capable of damaging the recipients’ computer.
- chain letters or hoax emails.
- spam (such as unsolicited advertising).

Students must never send or publish:

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- threats, bullying or harassing in nature to another person.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.

Bluecoat web filtering

An internet filtering protection solution, Bluecoat, provides the department with the ability to restrict access to inappropriate material on the department’s ICT network.

This covers school and 3G mobile web browsing from the department’s central servers. This is active continuously on Computer for Student (CFS) devices. Bluecoat web filtering is also enabled when using the device to access third party internet access points, such as your internet at home or a council wireless hotspot. The device is protected by the remote proxy client.

It is important to remember that filtering systems are not foolproof and do not replace the need for parental supervision when students are online. Parents, caregivers and students are encouraged to visit the Cybersmart website at www.cybersmart.gov.au.
Privacy and confidentiality

It is important that students do not publish or disclose the email address of a staff member or student without that person’s explicit permission.

The student should not reveal personal information, including names, addresses, photographs, credit card details or telephone numbers of themselves or others.

It should also be ensured that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interest.

Intellectual property and copyright

Students should never plagiarise information and shall observe appropriate copyright clearance, including acknowledging the original author or source of any information used. It is also important that the student obtain all appropriate permissions before electronically publishing other people’s works or drawings. The creator or author of any material published should always be acknowledged.

Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions whilst using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access the internet, network and online communication services.

The misuse of the internet and online communication services may result in disciplinary action, which includes, but is not limited to, the withdrawal of access to services or device.

Damage or loss of equipment

All devices and batteries are covered by a manufacturer’s warranty which covers manufacturing defects 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. 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.
Theft and loss

In the case of loss or suspected theft, a parent or caregiver should lodge a report with the nearest police station. It is important that the following be recorded and provided to the school:

- the Police crime number; and
- the name of the police officer who took the report; and
- a Statutory Declaration (usually completed with the police).

In both cases, a witnessed Statutory Declaration should be provided to the school.

On receipt of the necessary documentation, DET will initiate recovery procedures via Computrace theft protection software. Should a device be unrecoverable, the cost of replacement is as follows:

- First case: $200, payable by the parent/caregiver
- Subsequent cases: full replacement cost.

Limited Accidental damage

Where a device is deemed to be covered by Limited Accidentally Damaged (as per Acer’s Understanding Your Education QLD Warranty – see below), schools will invoice a student’s parents/caregiver according to the following sliding scale:

- first incident: $50
- second incident: $100
- subsequent: $150

Willful and malicious damage

Where a school determines that damage has been intentionally caused to a device, or a student has disrespected school property, the full cost of repair or replacement may be charged.
Returning the Device

The agreement you have entered into with Beaudesert State High School and DET will cease at the following dates. Students need to be mindful of these dates and ensure they plan their assessment accordingly. Students still requiring computer access whilst at school after these dates will be able to do so by accessing computers in the Resource Centre or Computer Labs.

Failure to surrender your device or renew your agreement by the due date may result in the device not being covered by the Limited Accidental Damage warranty, a Tax Invoice being issued to the parent / caregiver for the FULL replacement cost of the device or the device being reported as ‘UNKNOWN’ and being referred to the NSSCF division for further action to recoup the cost of the device.

Year 12  
Friday 14/11/14

The device is to be returned NO LATER than close of business on Friday 14/11/14. When the device is returned it will be thoroughly inspected and you will be issued with a receipt for the device, hard case and AC adapter. The parent / caregiver will be invoiced for any devices in need of repair or missing the hard case or AC adapter.

Years 10 and 11  
Friday 21/11/14

Students have two options available to them at this time:

- to apply to participate in the 2015 Laptop Program
- to return the device if you no longer wish to participate in 2015

If you do not want to continue your participation into 2015, the device must be returned NO LATER than close of business on Friday 21/11/14. When the device is returned it will be thoroughly inspected and you will be issued with a receipt for the device, hard case and AC adapter. The parent / caregiver will be invoiced for any devices in need of repair or missing the hard case or AC adapter.

If you wish to apply to participate in 2015, please complete the yellow Participation Agreement Form and return it along with the deposit NO LATER than Monday 17/11/14. Please note: the yellow Laptop Agreement Form will be available in Term 4, 2014.

Year 9  
Friday 28/11/14

Students have two options available to them at this time.

- to apply to participate in 2015 Laptop Scheme
- to return the device if you no longer wish to participate in 2015

If you do not want to continue your participation into 2015, the device must be returned NO LATER than close of business on Friday 28/11/13. When the device is returned it will be thoroughly inspected and you will be issued with a receipt for the device, hard case and AC adapter. The parent / caregiver will be invoiced for any devices in need of repair or missing the hard case or AC adapter.

If you wish to apply to participate in 2014, please complete the yellow Participation Agreement Form and return it along with the deposit NO LATER than Monday 24/11/14. Please note: the yellow Laptop Agreement Form will be available in Term 4, 2014.
Understanding Your Education QLD Warranty

It is important to understand the different case types for your Acer Education QLD warranty so we can provide better support for you. There are three case types that Acer uses to classify repair incidents for products under the warranty for Education Queensland:

1. Warranty
   This is the standard case type.
   This case type is used when clearly the product has failed due to a manufacturing defect.

   Examples of this incident type would include:
   - Abnormal lighting on display
   - Spotted stripes on display

These incidents are by default, covered under your Education QLD warranty.

2. Limited Accidental Damage
   Examples of accidents would include:
   - Accidentally dropping the notebook, which results in physical damages to it.
     When an accident happens, it is important to record all details of the event including when and how it happened. Acer will need you to supply this information when we arrange a repair for you.

     This case type is used for cases where the cause of the fault would not qualify as a manufacturing defect but as a result of a non-deliberate accident.

     - Accidentally spilling liquid over the keyboard.
       When a liquid spill occurs and is rectified quickly, it is possible to limit damages to the notebook.
       Otherwise, factors such as rust damage and corrosion caused by the liquid can cause further issues, so it is important for you to immediately report any liquid spill accident, even if the notebook appears to be still working.
3. Non-Warranty

This case type is used for cases where the incident was caused by neither manufacturing defect nor a non-deliberate accident, but as a result of **intentional actions and/or carelessness**.

Examples of such non-accidental events would include:

- any keys being removed from the notebook’s keyboard due to excessive force applied.

- Leaving objects (such as pens) on the keyboard when closing the notebook lid, and as a result the LCD display is damaged.

- leaving the notebook unattended and as a result it was damaged by someone or something else other than the user or assigned owner.

- no explanation whatsoever can be provided for how the resulting damage occurred.

- Repeating cases for the same Notebook which may have previously been termed as accidents.

*Please note that incidents under this case type **CANNOT be covered under your Education QLD warranty under any circumstances**.

This documentation is supplied by ACER Australia to help clarify what is covered by Warranty, Non-Warranty or Limited Accidental Damage coverage.

Users must inform Beaudesert SHS IT Support Department as soon as possible of any issues with their device. All repairs for all types of coverage are handled through the school’s IT Support Department.

Warranty Repair incurs NO cost to repair.

Limited Accidental Damage repairs are charged as per the sliding scale (see p12 of the Laptop Charter)

Non-Warranty repairs incur full ACER repair costs for parts and an Acer Technician’s labour.
Software

The software loaded on the device is licensed to DET or the school. The parent or caregiver must ensure that the software is not copied, deleted or transferred, without prior written consent from the school. Unauthorised use may breach copyright laws and the parent or caregiver may be held liable for any damages incurred.

Only software authorised by the school can be stored or otherwise loaded on to the device. You must not load, and must not cause to be loaded, any software onto the device. All software must be loaded onto the device by the school’s technical staff.

Monitoring and reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

Remote viewing software is installed by the school. This software can be utilised to offer assistance to users remotely, or remote-view users’ sessions.

All material on the device is subject to review by authorised school staff. If at any stage there is a police request, DET maybe required to provide the authorities with access to the device and personal holdings associated with the use of the device.

Students’ reporting requirements

Students are required to report any internet site accessed that is considered inappropriate.

Any suspected security breach involving students, users from other schools, or from outside the Queensland DET must also be reported to the school.

3G Access

3G access is provided for students to use at home via the Telstra Mobile Network. 2Gb of data is provided per month.

3G MUST NOT be used whilst at school. Wireless access is made available whilst at school. Accessing 3G whilst at school may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services or the device.

The 3G SIM Card is assigned to a particular device. It WILL NOT work in another device. The 3G SIM Card MUST NOT be removed from the device.
National Secondary Schools Computer Fund

Beaudesert State High School
Student Laptop Charter Agreement 2014

The Student Laptop Charter agreement form must be signed and returned to the school before the device is issued.

The student and parent or caregiver must carefully read this charter before signing it. Any questions should be addressed to the school, and clarification obtained, before the charter is signed.

In signing below, I acknowledge that I

- accept all policies and guidelines as per the Responsible Behaviour Plan for Students,
- understand my responsibilities regarding the use of the device and the internet,
- acknowledge that I understand and agree with all of the conditions detailed in the Student Laptop Charter,
- acknowledge the provision of Bluecoat internet filtering management on the device,
- acknowledge the provision of remote viewing software installed on the device,
- understand that failure to comply with the Student Laptop Charter could result in recall of the device and/or loss of access for home use.
- agree to contribute $150.00 for my child to access the take-home component of the National Secondary Schools Computer Fund program,
- understand that 3G access must not be used whilst I am on site at school,
After reviewing and understanding the responsibilities outlined in this Student Laptop Charter, I:

- **agree** with the terms and conditions associated with the assignment of the student device.

- **do not agree** with the terms and conditions associated with the assignment of the student device.

*Please tick one of the above*

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**Specific Equipment Detail**

The following will be completed during the induction session prior to the student taking delivery of the device.

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Brand</th>
<th>Make Model</th>
<th>Asset Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>Acer</td>
<td>1830T</td>
<td>NDL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Student Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acer Laptop (1830T)</td>
<td></td>
</tr>
<tr>
<td>AC Adapter</td>
<td></td>
</tr>
<tr>
<td>Hard Carry Case</td>
<td></td>
</tr>
</tbody>
</table>

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

Mr. Greg Ward, Head of Department IT

Beaudesert State High School Ph (07) 5542 9111