

Student Computer Program Agreement Form

Student	Parent/Guardian
<p>Name: (please print)</p> <p>.....</p>	<p>Name: (please print)</p> <p>.....</p>
<p>School Years - (7 – 12) :</p>	<p>As the parent/guardian of the student named at the left, I grant permission for my daughter to participate in the one-to-one laptop program at the College.</p>
<p>House Group:</p> <p>(if known)</p>	<p>I agree that she will comply with all the requirements of the student computer program as outlined in the <i>One-to-one Student Computer Program Guidelines</i>.</p>
<p>I, the student named above hereby agree to comply with all the requirements of the student computer program as outlined in the <i>One-to-one Student Computer Program Guidelines</i>.</p>	<p>Signature:</p>
<p>Signature:</p>	<p>Date:/...../.....</p>
<p>Date:/...../.....</p>	

One to One Student Computer Program, Supply and Usage Guidelines

Introduction:

The Mary MacKillop One to One Computer Program provides each student with a laptop to use at school and at home to enhance learning outcomes. The laptop is an expensive device that needs care when using and transporting. Parents and carers need to be aware that while the College provides the laptop for each student at no extra cost, the cost of replacements and repairs are not covered and will be charged to the College fee account. For the program to operate efficiently, this policy sets out the conditions under which the student computers are provided for use while studying at Mary MacKillop College.

Ownership of the student computer:

- At all times the student laptop and accessories remain the property of Mary MacKillop College.
- Students have use of the student laptop only whilst they are enrolled at the College.
- When leaving the College, students are to return the student laptop and all accessories in good working order. The device and accessories will be checked for damage and the College fee account will be charged for the cost of repair or replacement.
- Parents can ensure student computers if they wish as they are not covered under the College's policy. Replacement costs can be up to \$1,300.00. The College will charge the nominal value of the student laptop based on its age if it is lost, not the full new replacement cost.
- Students must only use the College provided laptop while at school. No other devices are allowed.

Home Use of Student computers

- Students must take their laptop home with them each night to use for assignments, assessment tasks, homework or other school related work only. The laptop battery is to be recharged at home each night ready for the next school day.
- The student laptop can be connected to home internet at the discretion of parents/carers. Parents are encouraged to supervise proper usage of the student laptop at home, especially whilst students are using the internet. While at school, connection to the internet is via the College network only and browsing is filtered for inappropriate content. This filtering does not work on home internet or if connected to a phone.

Security

Students are responsible for the care, maintenance and security of the laptop, as outlined below.

Care, Storage and Transport

- The student is to take care of the physical appearance of the laptop. They are not to personalise or deface the physical appearance of the laptop in any way.
- All steps must be taken by students to make sure the laptop is stored securely and transported safely.
- Student computers should always be stored in the laptop case that has been provided when being transported or not in use.
- At school, the student laptop will be in the student's possession during most classes. When it is not in their possession, it must be stored in its case and placed inside the student's locker. Lockers must be secured and not left unlocked at any time.
- When transporting the student laptop to and from school, it must be treated with due care. The device must be in its case, inside the student's school bag and not visible.

Software

- The student laptop comes preconfigured with software that has been chosen to assist students in meeting the requirements of the curriculum.
- Students must not delete or replace any software supplied by the College. Only school approved software may be installed on the laptop.
- Students should facilitate if prompted software and operating system updates.
- Software issues can be addressed at the IT department.

Battery

- It is the responsibility of the student to maintain the battery charge on the laptop. The battery is to be fully recharged each night ready for school next day. A fully charged battery should last for the whole of the school day.
- There will be limited facilities at school for recharging batteries or connecting the student laptop to power.

Loss, Theft, Damage**Loss:**

- If the device is lost at school, it must be reported to the Heads of House immediately. If the device is lost when not at school the Heads of House and the Police must be notified. A copy of the police report must be forwarded to the College confirming the loss.
- In both cases above, if the student laptop is not recovered, parents and carers will be charged the cost of replacement depending on the age of the machine. (see costs below).

Theft:

- If the student laptop is stolen the Heads of House and the Police must be notified. A copy of the police report must be forwarded to the College confirming the theft.
- If the student laptop is not recovered, parents and carers will be charged the cost of replacement depending on the age of the machine. (see costs below).

Damage:

- Any deliberate damage to the device must be reported to the Heads of House.
- Accidentally damaged machines should be taken to the IT department to be evaluated for repair.
- In both cases above, parents and carers will be charged the cost of repairs of the device (see costs below).

Summary of Computer Costs:

- The cost incurred for the loss, theft or damage to a student laptop may be considerable and will be calculated based on the age of the machine.
- These expenses will be added to family tuition accounts and must be paid promptly.
- Any disputes arising from these charges must be communicated to the College immediately.
- The formal debt recovery process also applies to these charges through the College's debt collection agency. Any costs associated with this action would be at the additional expense of the families concerned.

Summary of Costs:

Type of Charge	Amount Charged
Accidental Damage to Laptop	One free claim per year. Subsequent repair costs to be priced by hardware vendor and paid by parents/carers.
Warranty claims for Laptop	All repairs covered by warranty. A Hotswap laptop will be issued during the repair process.
Accidental Damage to Accessories	Power adapter \$45- Stylus \$100- Case \$30- Top cover skin \$15-
Warranty claims for Accessories	The accessory will be replaced under warranty
Loss or Non-return of Laptop	Parents/carers will be charged the depreciated value
Loss or Non-return of Accessories	Power adapter \$45- Stylus \$100- Case \$30- Top cover skin \$15-