

STUDENT AGREEMENT: ACCEPTABLE USE OF COLLEGE LAPTOPS

Co-signing this form is a mandatory part of your child's enrolment at Catholic College Wodonga. Please submit within a week of receipt.

TERMS & CONDITIONS

1. Purpose

Students at Catholic College Wodonga (the College) will be loaned a laptop to facilitate the use of Information and Communication Technologies (ICT) to enhance their learning. The loan of the laptop to the student by the College is subject to the awareness and acceptance of the College's:

- ['Information and Communication Technology \(ICT\) Policy and Procedures'](#)
- ['Student Child Safeguarding Code of Conduct'](#)
- 'Student Agreement – Acceptable Use of College Laptops' (this document)

2. To Whom the Terms & Conditions Apply

It applies to two parties: the student to be issued a laptop, and their parent/carer. A device will not be issued until both student and parent/carer have accepted the terms and signed this document.

3. Ownership

The College leases the laptop and loans it to the student. The laptop always remains the property of the College throughout the loan period. Neither the student nor their parent/carer shall have any ownership rights or title over the laptop.

The student and/or their parent/carer shall not at any time loan, assign, give away, dispose of, encumber, or otherwise do anything to infringe on the College's lease of the laptop.

4. Fee

The leasing fee, insurance, software, and other related costs are included in the annual tuition fee schedule.

5. Term of Loan

Students will receive a laptop in Year 7 (or whenever they begin at the College). This laptop will be retained until the end of Year 9. Students will then be issued with another laptop for the remaining three years until the end of Year 12.

The loan commences when the student is issued with a laptop and ends when the student completes Year 9, or Year 12, or exits prior to the end of these year levels.

The College may terminate the laptop loan, without notice if, in the opinion of ICT Services, there is a serious breach of these Terms & Conditions or any related policies.

During the term of enrolment, ownership does not transfer to the student or family, nor is there an opportunity to purchase the laptop from the college.

6. Return of Laptop

The laptop, case and charger are to be returned to ICT Services:

- When the agreement expires (or is terminated)
- On the student's last day (and if not returned within two weeks after exiting the College, ICT Services may lock the device)
- At anytime at the request of ICT Services, a Deputy Principal or Principal
- In proper working order, undamaged, clean and graffiti-free condition, otherwise a replacement or repair costs will be incurred.

7. Usage – Student Responsibilities

The purpose of the laptop is to enhance and support student learning, and students are required to:

- Use ICT for learning and school activities only
- Keep passwords private and secure
- Tell a teacher if you see or receive something inappropriate or feel unsafe online
- Do not intentionally damage school devices or networks
- Use only approved apps and websites
- Keep the laptop in the protective case provided
- Use Generative AI tools only as directed by teachers, and do not use them to cheat or spread misinformation.
- Bring the laptop to school each day with the battery fully charged – **students are not to bring chargers to school** – limited charging is available in ICT Services for students who have charged their laptop the night before but are running low due to high use
- Bring the laptop to each class (unless directed by the class teacher not to)
- Use the laptop as directed by the teacher
- Store the laptop in their locked locker when it is not being used
- Ensure the laptop is carried in the student's schoolbag when transported to and from school.

8. Training and Information Sessions

The student is required to attend all ICT training and information sessions as directed by the College.

9. Material on the Laptop

When using the laptop, the student is required to ensure that material stored (on the laptop's hard drive(s) or external storage devices (e.g. USB), used or accessed regardless of whether it is connected to the College networks is:

- Appropriate for use in a Catholic school;
- Legal;
- In accordance with the [Information and Communication Technology \(ICT\) Policy and Procedures](#).

10. Privacy and Respect

The student is not permitted to:

- Photograph, record, or post video or sound of teachers or other students without the permission of a teacher and of each person photographed or recorded.

Further, the student is not permitted to post or forward information, images or videos that:

- Claim to represent the school without permission from the principal (e.g. images of you in school uniform)
- Contain inappropriate or hurtful material about members of the school community
- Might bring the school into disrepute
- Could be used to identify you, your family, or members of the school community without permission (e.g. names, passwords, phone numbers or addresses)
- Join sites or post material that are hateful, racist, obscene, hurtful or contain inappropriate material
- Pretend to be another person when communicating on the Internet.

11. Integrity

The student will not break copyright law by copying and/or using another person's work, or present AI-generated work as their own without notifying teachers.

12. Social Media

Social media sites will be blocked on College laptops and these sites should not be accessed on any other device at school without the permission of a teacher.

Further, students are not to message teachers on, or invite teachers to join, their personal social media networks.

13. Software on the Laptop

- The College has the sole right to determine what software is placed on a College leased laptop. Each laptop has been preloaded with College authorised software prior to its distribution to students. From time to time the College will authorise additions and/or the

deletion of software on student notebooks. The College has the right to remove any unauthorized software which might result in data loss.

- The student and/or parent/carer is not to add, alter or delete software programs unless authorised to do so by ICT Services. This includes the installation of all forms of computer games.

14. Standard Operating Environment (SOE)

- Under no circumstances is anybody outside of ICT permitted to alter the SOE of the notebook.

15. Repairs & Replacements

All repairs/replacements must be immediately arranged through ICT Services, when the device is not operating correctly, any part of it is broken, it sustains any form of damage, or if the device is missing.

Warranty repairs/replacements shall be undertaken by the College at no cost to the student or their parents/carers. Refer to 19 'Warranty Repairs' and 20 'Repairs not Covered by Warranty' for more information.

16. Maintenance

The student and parent/guardian will return the notebook to ICT Services for maintenance at the request of the College.

17. Backup of Data

When attempting to rectify any hardware or application issues ICT Services will begin by wiping the device clean of data.

- Students are responsible for ensuring data on the laptop is backed up at least weekly by storing it on OneDrive, iCloud, other web-based server or an external hard-drive.
- The loss of unbacked up data is not an acceptable reason for failure to complete and/or submit work by due dates as required by teachers at the College.
- Prior to leaving the laptop at ICT Services the student is required to ensure that all data has been backed up.

18. Insurance

Cover exists for repairs caused by **accidental** damage, accidental loss, and theft. Parents/carers are liable for the insurance excess of:

- \$200 for the first claim,
- \$300 for the second claim, and
- \$400 for the third and every claim thereafter that an insurable incident occurs.

All claims are related to the student's entire time whilst enrolled. The excess insurance charges is payable within 30 days from the date of the invoice.

19. Warranty Repairs

The warranty period for the student laptop is three years.

Any attempts to repair the laptop or component by the student and/or the student's parent/carer, or by an unauthorised service provider will void the warranty and students and parents/carers will be liable for the cost of repair.

20. Repairs Not Covered by Warranty

There will be a service charge for any repairs which are not covered by warranty (this includes damage to the case and charger).

21. Power Supplies

Parents/carers are liable for costs of replacement chargers. The replacement cost will be as per the College's suppliers' price at the time of replacement, and payable within 30 days from the date of invoice.

22. Care and Security

The student shall always take responsible care of the laptop and not expose it to undue risk of damage or theft. In particular, the student and parent/carer agree that:

- The laptop **will not** be lent to others, placed in an unlocked locker, left visible in a vehicle (whether locked or unlocked), or in an unlocked/unattended premises
- Key tags, bar codes and labels etc attached to the laptop **will not** to be removed, and if any of these items are lost or damages, the laptop will be taken to ICT Services immediately
- They will advise the Finance Department immediately if the laptop is lost or stolen.

a) Theft and Loss of a Laptop

All thefts and loss of laptops must be reported to the police and a police report obtained and provided to the Finance Department immediately. Further:

- Where the student and/or parent/carer report the theft or loss to the police and provide the College with the police report the student and/or parent/carer will incur a replacement fee (an amount will be determined based on the circumstances).
- If the theft or loss contravenes the agreement regarding the security of the notebook (**refer to 23**) the student and/or parent/carer will be liable for the full replacement cost of the laptop
- Where the student and/or parent/carer fail to report the theft or loss to the police or fail to provide the College with the police report, they will be required to pay the full replacement cost of the laptop.

Any payouts from personal insurance (Contents Insurance, Travel Insurance, etc) that cover the replacement or excess of the lost/stolen laptop must be forwarded to the College, as the device remains the property of the College.

b) Negligent, Irresponsible or Willful Damage to a Laptop

If the laptop, case or charger is maliciously damaged:

- The student responsible will be subject to the College's discipline procedures.
- The student and parent/carer will also be liable for the full cost of repairs or replacement of cost of the laptop, case or charger.

If the damage is caused by another student within the school, they will receive an invoice upon an investigation and decision from the Year Level Leaders, the Deputy Principal of Student Engagement and Wellbeing, or the Principal.

23. No Liability

The College is not liable for any loss or damage resulting from use of the laptop.

The College is not liable for, and does not warrant, the security of any data stored on the laptop, including during service or maintenance.

24. Changes to Terms & Conditions

Terms & Conditions, policies and procedures related to laptops may be updated or amended by the College. Any such changes be communicated to students and parent/carers directly, via email, student management system, parent portal, and/or the College website.

The College reserves the right to terminate the agreement at any time.

USER AGREEMENT

By completing the sections below, the College considers the student and parent/carer to be co-signing this agreement:.

- ☐ We have read and agree with the policies, principles, terms and conditions as outlined above.
- ☐ We consent to the College issuing a laptop for use whilst enrolled and agree to return the device within a fortnight of exiting/ceasing to be a student.
- ☐ We understand that the laptop needs to be returned at the end of Year 9 and Year 12 and a new laptop will be issued at the commencement of Year 10.
- ☐ We acknowledge that the College reserves the right to wipe the device clean of all data to rectify hardware or application issues. To protect student schoolwork, we will regularly back-up data by storing it on OneDrive, iCloud, other web-based server, or an external hard drive.

Student Name: _____

Year Level: _____ Year Starting at College: _____

Signature: _____

Parent/Carer Name: _____

Signature: _____

Date: _____

School Representative: _____

Signature: _____

Date: _____