



BYOD Hire Agreement

In 2020, a school laptop hire program will be offered to compliment the BYOD program. There are a limited number of devices in the program.

All laptops used in this program will be set up for each individual student and will come standard with the schools Managed Operating Environment (Windows 10 Education Edition), Microsoft Office 2016, filtered internet, access to the school network and access to school software.

All laptops used in the program have been set up and charged for each individual student and are not to be used by any other student; the laptops remain the property of Davidson High School. The school will take no responsibility for any theft or damage. Where the laptop is damaged or stolen, the school may invoice a student's parent/caregivers for the full cost of repair or replacement and the misuse of school laptops will be dealt with according to the school's Discipline policy.

Students will be required to pay a yearly fee of \$100.00 for the personal use of these laptops during the school day. This payment can be made upfront. Laptops are not permitted to be taken home or leave the school premises at any time.

Laptops will need to be collected from the front office no later than 8.30am each day (or 10.10am for Year 7 on Tuesday) and returned to the school before the end of the scheduled lessons for the day (excluding sport). This means that students would return laptops to the front office no later than:

- 3.00pm on Monday, Thursday and Friday
- 2.00pm on Tuesday
- 12.00noon on Wednesday (or 2.20pm for Year 7)

Laptops may be returned earlier in the day if they are no longer required by the student for the duration of the day.

The Package

The equipment, referred to in this agreement, consists of a laptop computer; protective carry case; and the department's standard suite of software, including Microsoft Office.

For the purpose of this document, all of these items are referred to collectively as the 'laptop'. Each laptop will be:

- protected by anti-virus tools and automated updates
- able to be connected to the school network for filtered internet and email usage for student learning

Acceptable Computer and Internet Use

Communication through internet and online communication services must comply with the Department's Code of Conduct, Internet Usage Policy and the Davidson High School BYOD policy statement and agreement.

Students should be aware that they are held responsible for their actions while 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 internet and online communication services.

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

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

Note: Use of internet and online communication services can be audited and traced to the account of the user.

Theft and Loss

If the laptop is lost while borrowed, the full cost of replacement will be required. Failure to return the laptop by the end of the school day may result in the student not being allowed to borrow a school laptop.

Warranty & Accidental Damage

The school will ensure that the student is provided with a functioning laptop on a daily basis. There is no cover for negligence, abuse or malicious damage.

Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the school's office/administration staff or to the IT Department at Davidson High School.

Wilful and Malicious Damage

Where the 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 will be charged. Students are not to remove keys from the keyboard as this results in permanent damage of the device.

No stickers or marker / corrective fluid is to be used on the keyboard / laptop, and users must NOT remove or alter the numbered sticker on them.

Software

The software loaded on the laptop is licensed to the Department of Education or the school. Students must not install additional software onto the laptop. Laptops will be periodically audited by the school.

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;
- Disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard;
- Use unauthorised programs and intentionally download unauthorised software, graphics, videos, music or games;
- Intentionally damage or disable computers, computer systems or DET networks;
- Use the laptop for unauthorised activities including harassment of others or any unlawful purpose;
- Disseminate images or sound using the laptop to others for the purpose of causing embarrassment to individuals or the school, or for the purpose of bullying or harassment.

The school has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

Students must not save any files on the desktop and are responsible for the timely backing up of data. Should a hardware or software fault occur, assignment work may be lost. The school is not responsible for any data loss. Students should also be aware that, in the event that any repairs need to be carried out, the contents of the laptop may be deleted and reformatted.

Care and Use of Laptop

Whilst the laptop is issued to the student, they are responsible for taking care of and securing the laptop.

- When not in use the laptop should be stored in its carry case. Should students need to leave the laptop unattended it needs to be stored in a secure location e.g. locker.
- If a laptop is accidentally damaged students must report the damage immediately to administration personnel. If damage occurs to the laptop the school will determine when and/or if a replacement machine is made available to the student.
- Before switching on, gently place the laptop on a stable surface and then switch on.
- Avoid moving your laptop around when it is turned on and always package, carry and store the laptop in its carry case for transportation.
- Ensure the laptop is switched off before being placed into the carry case and transported.
- Take care when using the laptop. Avoid dropping or bumping the machine. Don't poke, prod, push or slam the LCD screen. Never pick up the laptop by its screen.
- Don't have food or drink near the laptop.

