



Davidson

HIGH SCHOOL

BYOD Hire Agreement

At Davidson High School, we support students to access technology for learning.

The Package

The equipment, referred to in this agreement, consists of a laptop computer, protective carry case, power source, 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:

- Remain the property of Davidson High School
- Be set up for an individual student and must not be used by any other student
- Connect to the school network for filtered internet and email usage
- Be protected by anti-virus tools and automated updates
- Be returned to the school in the original condition.
- Annual Hire fee \$100

Arrangements for hiring a school laptop will be discussed with Ms Buxton.

Please note, that once the computer leaves the school grounds, the school network cannot be accessed, and you will need to connect to your home Wi-Fi or hotspot to phones in order to connect to the Google classrooms and StudentPortal. **There is no DoE filtering of the internet in these circumstances, so parents are required to be vigilant in the supervision of their child's internet usage.**

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

- **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 the laptop will be dealt with according to the school's Discipline policy.**
- **Failure to return the laptop by the end of the agreed time period will result in the student not being allowed to borrow any other school laptop.**

Warranty & Accidental Damage

The school will ensure that the student is provided with a functioning laptop. 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.

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 and recommends the use of cloud based storage systems. 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.
- 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 after daily use and 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.
- Recharge each day, preferably overnight when the computer is not in use.
- Don't have food or drink near the laptop.



Davidson HIGH SCHOOL

BYOD Hire Agreement Consent Form

Student Agreement:

I wish to participate in the 2023 Davidson High School Laptop Hire Program. I have read and understood the above agreement and the Davidson High School BYOD Policy and the DoE Online Communication Services: Acceptable Usage for School Students. I agree to abide by the guidelines outlined by these documents. I acknowledge my responsibility to use the laptop in accordance with these rules and understand the consequences should I fail to abide by these rules.

Please Print Student Name: _____
Family name Given name

Signature of student: _____

Parent/Caregiver:

I give permission for my child to participate in the 2023 Davidson High School Laptop Hire Program. I have read the above agreement and understand my responsibilities. I agree to abide by it and pay all costs which may occur should the laptop be lost or damaged.

I understand the laptop may need to be returned periodically for maintenance upgrades or checks.

I understand that my child will be responsible for abiding by the Davidson High School BYOD Policy and the DoE Online Communication Services: Acceptable Usage for School Students. My child and I have read and discussed these documents and we understand and agree to these terms.

Please Print parent/caregiver Name: _____
Family name Given name

Signature of parent/caregiver: _____

Online receipt number for \$100 for Hire Fee: _____ Date Paid _____