



Laptop Provision – Loreto College, Ballarat

Overview

Loreto College is committed to providing all students with relevant, rigorous and engaging learning opportunities and understands that students learn in a variety of styles and environments. Loreto College believes that students should have the opportunity to be able to learn in teams, collaboratively, as a class, a whole community or independently. Sharing of learning, and their learning experiences with others, will help students to broaden their understanding and help personalise their learning.

All students at Loreto College will be using a digital device that will assist them with their learning. These devices will be able to provide students with the necessary tools to record, share and manage their learning. These devices will allow students to connect collaboratively through wireless environments, allowing them access to a broad range of materials and help them to learn at their own pace and ability level. For many students, the opportunities for highly personalised instruction and self-directed learning will enhance their ability to use these devices for schoolwork, homework, research, problem-solving and project work.

The staff at Loreto College have been working towards a curriculum which facilitates delivery of content using technology. The weaving of technology through each of the Key Learning Areas has been a process which has been occurring for many years.

As many of our educational programs and resources will be provided digitally, Loreto College will be relying upon students to have their digital devices functioning correctly, at all times within the networked environment.

Laptop Provision and Ownership

Through a parent/student agreement and levy, the laptops are provided to students using a managed plan for repair, warranty, replacement and eventual ownership. The laptop remains the property of Loreto College, Ballarat, at all times throughout this three-year agreement. (Any reference to the laptop includes all accessories and other College owned peripherals, where supplied). Over this time, ownership and control of the laptop will remain with the College, even though the student has possession of the laptop at the College or elsewhere. At the completion of the three-year agreement, ownership of the laptop will be transferred to the family.

Loreto College provides a student with access to a laptop computer in accordance with this parent/guardian agreement, while the student is at the College. If a student leaves Loreto College before the end of this three-year agreement, the laptop must be returned to the College, with all accessories.

Please note that there are specific insurance requirements with respect to storage and transport and there is an excess payable by the student, when loss/damage occurs through accident, improper use or neglect.

As the laptop will be used by the student for the majority of its life, it is important that the student is responsible for their laptop at all times and must be familiar with the various conditions for use of the device.

The student's access to the laptop is not an exclusive right. Loreto College, at all times, reserve the right to recall the laptop for any reason (including upgrading software, inspections, proactive warranty, operational performance and software checks, and ensuring that the laptop is being used only for its proper use).

Warranty repairs will not incur any charges.

Laptop Care and Conditions of Issue

The use of the laptop is subject to the Loreto College, Ballarat *Acceptable Use Policy for Computers and Online Services* (refer to Student Handbook). This document broadly covers online use and social networking responsibilities.

The laptop must be able to function correctly in the school environment. If settings are altered for use at home or other locations, the user must be able to reset those settings to enable the laptop to function at school. If the laptop is not able to function correctly, it may have to be wiped and restored to the default Loreto software environment which is beyond the normal expectations of this agreement.

The laptop must be maintained in good condition at all times. Any damage and/or fault must be reported immediately to the IT Service Desk, to allow repair or replacement. Security of the laptop is the student's responsibility. Lockers must have locks attached and laptops, when not with the student at school, should be kept in a locked locker. In particular, the laptop should:

- be fully charged at home, overnight, ready for use at school
- be transported to and from school in the College schoolbag
- be carried at school using the laptop case provided
- not be left unattended in unlocked classrooms
- not be left in a situation so as to permit unauthorised access
- be stored in a secure, safe location when used outside school or travelling
- not be left visible inside a vehicle such as the back seat or shelf
- not to be used in the vicinity of food, drinks or chemicals
- be cleaned in accordance with the manufacturer's recommendations

Student Responsibilities

Basic maintenance of the laptop is the responsibility of student. They must ensure that the laptop is secure, and working as expected. Students are "administrators" of their own machines and have the responsibility to manage the device accordingly. If the College deems a student to be using their device inappropriately, access to their laptop may be restricted further.

Whilst the laptop is a durable, robust machine, it still needs to be treated with care and kept in its cover for transport at school and elsewhere.

Students must make regular backups of the data stored on their laptop. Laptop storage drives cannot be considered as “permanent” storage and it is an expectation that students ensure that they maintain regularly updated copies of all their data. Loreto College, Ballarat provides multiple “Cloud” storage locations for students to back up their data to assist with this requirement.

The software already loaded on the laptop is licensed to the College. You must ensure that the software is not copied, deleted or transferred, for any reason at all, without our prior written consent.

Students must also ensure that:

- only software authorised by the College, or legally allowed to be installed, can be stored or otherwise loaded on to the laptop.
- no illegal or illicit material or electronic data is stored or otherwise loaded on to the laptop;
- the laptop is only used for the Loreto College purposes of the student.
- the hardware case of the laptop is not opened, and no additional hardware (including memory, video card, sound card, network card, modem or disk drive) is installed in the laptop, without our written consent;

Whilst antivirus and malware prevention software is provided, the student must take all steps that are reasonably necessary to prevent malware/virus infection of the Laptop (such steps include monitoring any data that is downloaded from the Internet, or virus checking any memory sticks loaded into the laptop).

Warranty and Repairs

The laptop provided by Loreto College, has a 3 year, next business day, warranty covering parts and labour. The Loreto College IT Service Desk is well resourced and is always the first point of call for all repairs and warranty work.

It cannot be emphasised enough that the earlier laptop issues, faults etc. are reported, the better the chance that they will be repaired for less than the \$100 insurance excess. When damage goes unreported, or becomes more serious because of neglect, the issue can no longer be considered accidental. When the issue is not considered accidental, or not reported within a reasonable time after the damage was first noticed, the full costs of repairs (up to the full replacement cost of a laptop) will be passed on to the parent with a minimum service fee of \$50 applied.

A student should return the Laptop immediately to IT Service Desk if either the hardware or software is faulty. In the event of software problems, we will arrange a complete reload of the College software image. It is the student's responsibility to have a current backup of all necessary data. The College is not responsible for the loss of any data on the laptop.

When a laptop has to be repaired or replaced, another laptop will be loaned to the student for the time that their laptop is unavailable. Whilst loan machines will have the necessary software for student use, they will only be really useful if a student can use the files from their backup.

Accident Insurance

The laptop also has Accidental Damage Protection. This means that for a laptop that is damaged, and students/parents are able to provide relevant information (date, time, circumstances around or causing the issue), the laptop will usually be repaired for a cost not exceeding \$100 (the insurance excess).

There is a \$100 excess, payable by the parent, for each insurance claim. This is a requirement imposed by the insurance company. Before submitting a claim to the insurance company, the Loreto IT Service Desk staff will assess the extent of the damage and decide whether the damage can be repaired, locally, for less than the cost of the insurance excess.

(Please note that the insurance company does not consider damage caused by acts of god, pets or other animals to be accidental and will not cover this type of damage.)

Laptop Loss or Theft

A student must immediately notify the IT service Desk if the laptop is lost, stolen or damaged. (Laptops are generally not covered under insurance when stolen from vehicles). If the laptop was stolen outside school premises, parents should also ensure the theft is reported to police and a police report is obtained and a copy of the report provided to the school. It is highly recommended that parents include the laptop, as a specified item, on their home contents insurance policy.

Return of Laptop

Should a student leave Loreto College before the end of the 3-year agreement, the laptop must be returned in good condition with ALL components supplied in working order and acceptable condition. Damaged, dirty, or non-functioning returned laptops, that are not in a re-usable condition, may incur charges. These charges may include repair, cleaning and refurbishment or replacement of the components. (Damage that may incur charges includes cracks, dents, sticker marks/shadows, graffiti, heavy abrasions and any form of physical damage not considered normal wear and tear and therefore not covered by warranty.)

Receipt of Laptop

I have read and agree to accept the conditions as outlined previously in this document in relation to the laptop, provided to my daughter by Loreto staff, and as recorded in Loreto electronic asset management system, on the date entered below.

Student Laptop Agreement

Loreto College, Ballarat - Laptop Provision

This Agreement relates to the issue of a laptop by Loreto College, Ballarat to;

.....
(Student Name)

.....
(Student Number)

(Reference to laptop includes all equipment issued with the laptop at the time of acceptance.)

THE PARTIES AGREE AS FOLLOWS:

- The laptop at all times remains the property of the legal proprietors of Loreto College, Ballarat, throughout the three-year period starting from the date below.
- The laptop will be returned to the Principal of the College, or their nominee, within 24 hours of a written request to return the laptop.
- The Conditions of Issue (attached) have been clearly set out and provided to the student prior to the issue of the laptop, and these Conditions are acknowledged as governing the use of the laptop by the student.

Signature of Student:

Signature of Parent/Guardian:

Date: / /