

Digital Device Agreement

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. All students at Loreto College will be using a digital device that will assist them with their learning, and provide the necessary tools to record, share and manage their learning.

Laptop provision and ownership

Through a parent/student agreement and a 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 the three year agreement (any reference to the laptop includes all accessories and other College owned peripherals, where supplied). 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 its accessories, or an agreement reached to finalise the remainder of the laptop fee. Laptops that are returned to the College must be in good condition, with all components in working order. Any damage to laptops may incur further charges.

Student responsibilities

The user 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.

1. Laptop care and conditions of use

Basic maintenance of the laptop is the responsibility of the student. The laptop must be able to function correctly within the school environment, with all settings to remain as set up by the IT team. If the laptop is not performing as expected, it may be wiped and restored to the default Loreto software environment. If the College deems a student to be using their device inappropriately, access to their laptop may be restricted. Loreto College, at all times, reserve the right to recall the laptop for any reason.

The laptop must be maintained in good condition at all times. Any damage and/or fault must be promptly reported to the IT Service Desk to allow repair or replacement. The following guidelines should be followed at all times:

- fully charge laptops at home overnight, ready for use at school
- transport laptops to and from school, in the College schoolbag, or the laptop bag provided

- use the laptop bag provided to carry the laptop between classes at school
- do not leave the laptop unattended in unlocked lockers or classrooms
- store the laptop in a secure, safe location when not in use
- do not use the laptop in the vicinity of food, drinks or chemicals
- clean the laptops in accordance with the manufacturer's recommendations
- 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 onto the laptop
- the hardware case of the laptop is not opened, and no additional hardware is installed in the laptop the written consent of Loreto College
- take all reasonable steps to prevent malware/virus infection of the laptop
- notify the IT Service Desk as soon as possible if the laptop is lost or stolen

2. Backup of data

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. Guidelines on how to backup data and recommended storage options will be emailed to students during Term 1. It is the student's responsibility to have a current backup of their data. The College is not responsible for the loss of any data on the laptop.

Warranty, repairs and accident insurance

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. The laptop also has Accidental Damage insurance which covers the cost of any accidental damage to the laptops (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). A claim form must be submitted detailing how the damage was caused, and a \$100 excess may be payable.

The following guidelines should be followed for warranty claims and accidental damage repairs:

- Report any faults or damage to the IT Service Desk as soon as possible
- if damage is not considered accidental, and is not part of a warranty claim, then the full cost of repairs will be passed onto the parent with a minimum service fee of \$50 applied
- in the event of software faults we will arrange a reload of the College software image
- loan laptops will be provided to students for the time that their laptop is unavailable due to repairs

Any queries relating to the Digital Device Agreement can be directed to Kylie Wright, Director of ICT, on 5329 6100.

Receipt of Laptop Agreement

This agreement relates to the issue of a laptop by Loreto College, Ballarat to:

.....
(Student name)

.....
(Student number)

We have read and agree to accept the conditions as outlined in the Digital Device Agreement in relation to the laptop provided by Loreto staff, and as recorded in Loreto's electronic asset management system. We agree to the following:

- 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 are clearly outlined in the Digital Device Agreement and are provided to the student prior to the issue of the laptop, and the conditions governing the use of the laptop by the student are acknowledged

Signature of Student:

Parent/Guardian Name:

Signature of Parent/Guardian: