



OUR LADY OF THE CAPE PRIMARY SCHOOL

SCHOOL LAPTOP USAGE 2019

Student and Parent/Guardian Acceptable Use Agreement School Laptop Program

Our Lady of the Cape Primary School has introduced the use of laptops within the classroom to assist the student with their learning experiences. Your laptop is provided under the school purchase program. The following agreement will be signed **once** by students and their parents, and will extend to cover the student for their duration of enrolment at OLC. If at any stage families wish to change their position on their laptop User Agreement, it is the responsibility of parents to notify the school in writing.

General Care at School and Home

1. Heavy objects should never be placed or stacked on top of the laptop. This includes books, musical instruments, sports equipment etc.
2. Never place objects on the keyboard including the HP pen. Closing the lid with objects on the keyboard will break the screen.
3. Sweep the keyboard clear with your hand before closing the screen.
4. Store the HP Pen in the laptop bag side pocket.
5. Use both hands when carrying the laptop.
6. The laptop lid should be closed anytime the laptop is not in use to protect the screen.
7. Always put the laptop in it's bag and in a safe place when it is not being used.
8. The laptop may be damaged by water. Keep it away from drinks, other liquids and rain.
9. Don't drink or eat while using the laptop.
10. Clean the laptop with a soft lint free or microfibre cloth. Never use cleaning liquids.
11. Take care when inserting and removing cords to the laptop. Never force it in as it may cause damage.
12. Do not expose the laptop to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time.

Student Responsibilities

The use of the laptop at school is a privilege. Inappropriate or unauthorized use of the device at school may result in this privilege being removed. The student must agree to the following conditions:

1. I will follow all of the rules as stated by my teachers.
2. I will take good care of my laptop
3. I will only use the device during class time **when allowed** by the classroom teacher.
4. I will only use apps with the permission of my teacher.
5. I will not use the device during recess or lunchtime.
6. I will not remove the laptop from the classroom without the teacher's permission.
7. I will take care when transporting my device to and from school, and will ensure that it is in the laptop bag at all times. I will not drop, kick or throw my school bag when it contains my laptop.
8. I will use my laptop in ways that are appropriate, meet school expectations and are



educational.

9. I agree that any inappropriate use of the device will result in school discipline that may include the confiscation of the device for the remainder of the day, loss of the privilege to use the device at school or school suspension. Inappropriate use includes but is not limited to:
 - a. Visiting inappropriate websites
 - b. Possessing inappropriate material including pictures, music and videos
 - c. Using inappropriate apps
 - d. Unauthorised use of the device
 - e. Using the camera to take pictures or videos without the teacher's permission.
10. I will not download any apps, music or videos at school unless directed to do so.
11. I understand that apps downloaded for personal use **are not to be accessed** at school.
12. I will only use email to communicate at school with the permission of my teacher.
13. I will not use my school email address to sign up for any accounts on any non-school related sites or services.
14. I will bring the laptop to school each day fully charged. I understand I **will not** be able to charge my laptop at school.
15. I am aware that photos and videos of other people taken on my laptop **may not be uploaded** to the Internet.
16. I will never tell anyone on the Internet my name, address, telephone number or any other private information. I will always check with my teacher if I do not know what to do.
17. I will always be polite and courteous when communicating online. I will never use the technology to bully, frighten, annoy or upset a person.

Family Responsibilities

General

1. It is expected that all members of the family are made aware of and abide by the general care of the laptop points above.
2. It is expected that the laptop will be brought to school each day, and at the discretion of parents, may be available for school related work by the student at home.
3. Parents/guardians must ensure that the laptop is kept in good condition. Any loss, damage or faults with the laptop and/or bag must be reported to the school immediately.
4. The laptop and bag must not be modified in anyway.
5. Stickers and personalisation of the laptop and bag are permitted to enable easy identification. However no offensive material or deliberate damage is permitted.
6. Parents/guardians are responsible for monitoring their child's use of the laptop/internet at home. A family discussion/agreement is recommended prior to laptop handover.
7. Parents/guardians are responsible for syncing all Microsoft updates on the laptop.
- 8. All material on the device should be legally licensed and suitable for a primary school aged child.**
9. Parents accept that their child's device may be randomly "spot checked" for inappropriate content at any time by OLC staff.
10. Parents are required to regularly interact with their child's device to assist with monitoring appropriate content.
11. The school has the right to collect and examine any device that is suspected of causing problems on the network or was the source of a security attack.



12. Parents/guardians should notify the classroom teacher if their child is unable to bring the laptop to school.

Insurance and Warranty

1. Parents/guardians must ensure the laptop and bag are kept in good condition. Any damage or faults with the laptop and/or bag must be reported to the school as soon as possible.
2. The laptop is covered by the HP's warranty and Accidental Damage Protection (ADP) cover until the end of the school year in 2021. Deliberate damage is not covered.
3. Please do not organize your own repairs.
4. The Accidental Damage Protection (ADP) policy will cover
 - a. 3 claims until the end of the 2021 school year with no excess except as outlined in 5c.
 - b. ADP can be purchased again (\$220 for another 3 claims) with coverage aligned with warranty expiry.
 - c. If the laptop needs a complete replacement, the ADP is terminated. The school will charge an excess of \$110.00 to partially cover the cost of the additional ADP for the replacement laptop.
 - d. The HP Pen is not covered by the insurance cover. Damaged pens will need to be replaced at a cost of \$55.00.
5. Loss or theft of the laptop should be reported to the police and school immediately. An excess of \$110.00 will be charged for a replacement laptop.

Mobile Device Management

1. Parents/guardians agree to the student laptop being enrolled in a mobile device management system and having the appropriate profile installed on the student's laptop.
2. The school will distribute free and paid apps to the laptop using this system. The school will retain ownership of the paid apps and will recall licenses for these apps when they are no longer required by the class, or when the student is no longer enrolled at the school.

Finance and Ownership

1. The Our Lady of the Cape Primary School retains ownership of the device until the device has been fully paid for.
2. Parents/guardians or any other family member must not attempt to sell, hire or loan the laptop during this period.
3. Non payment of school fees and/or laptop payment by parents/guardians may result in the school requesting the return of the laptop.
4. If a student leaves the school before laptop has been fully paid for, parents have two options:
 - a. The laptop and bag is returned to the school. Any money paid for the lease of the laptop cannot be reimbursed.
 - b. Parents payout the remaining monies owed on the lease and take ownership of the device. This option will be at the schools discretion. Please note that if this option is approved, that insurance coverage will cease.

I have read, understand, and agree to follow all responsibilities as outlined in the



Laptop Acceptable Use Agreement.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Last reviewed: 07/03/2019

