

Bulimba State School

1:1 Laptop Program 2025

Parent / Guardian and Participant's Agreement

1:1 Laptop Program

Bulimba State School is implementing the 1:1 Laptop Program in 2025. 1:1 Laptop allocation provide students with computers to enhance their opportunities for learning. Increasingly, there has been a global move towards implementing these programs in schools.

The Plan

In return for a hire fee, this scheme provides:

1. Hire of a Device and accessories beginning January 2025 and concluding December 2025. The Device will be used for the students schooling in their Year 6 class in 2025.
2. Service fee to install and support individual setup for each student with device by the computer technician.
 - 2.1 All devices used in this program are the property of the Department of Education regardless of funding revenue i.e. School, Federal or Parents & Citizens.
 - 2.2 This Program supports solely school-procured and owned ICT assets being provided to students for educational use at school. It does not support an ownership model whereby privately-owned devices are connected to the network in order to maintain the security of the network, support the Managed Operating Environment (MOE) and to ensure continuity of service to all students.
 - 2.3 Other factors influencing this decision include:
 - Continuity of service (provision of “loan” Devices as part of the replacement process ie hardware or manufacturing faults that are covered by the 3 year warranty.)
 - Single operating platform which is upgraded on a whole school basis;
 - Nominated software loads which vary for each level of student;
 - Automatic upgrades with additional software titles as part of the program.
 - Availability of spare parts and in-school service and advice.
 - Restricted access to non-educational software and games to ensure devices are used effectively.

Terms and Conditions – 1:1Program

1. Principles

- 1.1 In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
- 1.2 The School operates a 1:1 Laptop Initiative that enables a Parent/Guardian to enter into an agreement with the School and provides for the use by the student of a device for a specified hire fee.

2. Benefits of the Scheme

- 2.1 The purpose of the scheme is to provide the Parent/Guardian with a cost-effective alternative to purchasing a device, through providing access to departmental-owned devices purchased at reduced prices through the school's bulk purchasing practices. Such provision is an education service that is not met by the State under s.50 (2) of the *Education General Provisions Act 2006*.
- 2.2 The scheme also ensures that students have a Device for their education that can be safely connected to the Departmental network and saves the Parent/Guardian time and money in sourcing the prescribed materials elsewhere.
- 2.3 The 1:1 Laptop Program is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

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3. Parties Involved

3.1 This Agreement is between the State of Queensland acting through the Department of Education [in particular via Bulimba State School (hereafter called “the School”) and

_____ (Parent/Guardian) in relation to provision

of device to _____ (Student).

3.2 In exchange for the Parent/Guardian complying with this Agreement, the 1:1 Laptop Initiative provides the student with a Device for educational use at school.

3.3 The equipment is provided to the Student and remains the property of the School.

3.4 This Agreement outlines the roles and responsibilities in relation to the 1:1 Laptop Initiative and the terms and conditions which binds the parties during the term of the provision of the equipment.

4. Equipment Provided

Each device will be:

- commercial grade
- covered by warranty including the battery
- connected to the Education Queensland Network and have filtered internet and email (MIS webmail)
- used at school for student learning
- installed with central data storage, common file access, backup and network software resources
- covered with shared access to a temporary device during replacement if needed and as available

5. Device

Brand and Model	Dell Latitude 3440 or 3450
Warranty / Support	Warranty for the duration of 2025 exists. This warranty covers hardware or accessory malfunction due to defect in materials or workmanship under normal use conditions.
Other Items	Charging facility (laptop trolley in classrooms)

6. Rights and Obligations

- 6.1 The Student has the right to use the Device only in accordance with this Agreement.
- 6.2 The Parent/Guardian must comply with the Agreement and supervise the Student to ensure that the Student complies with the *Device Rules for Students* in relation to use of the Device at the School.
- 6.3 To the extent that the *Device Rules for Students* can apply to the Parent/Guardian, the Parent/Guardian must comply with the rules.
- 6.4 The Parent/Guardian must also comply with their respective obligations under the *School’s Student Network / Internet Access Agreement* and the *School’s Internet Usage Policy*.

7. Period of Participation

- 7.1 The School agrees to provide the device to the Student/Carer from the date all parties sign this Agreement and school commences for 2025.
- 7.2 Subject to clause 7.3, the provision continues until the end of the agreement.
- 7.3 The provision may be ended earlier, at the School’s absolute discretion, if:
- The Student is no longer enrolled with the School;
 - The Student is excluded from the School;
 - If, in the opinion of the School, the Student is not meeting the School’s behaviour and educational requirements, including absenteeism, fall below 80% without appropriate justification;
 - The Parent/Guardian fails to comply with this Agreement or the Student Network / Internet Access Agreement and the School Internet Usage Policy; or
 - The Student fails to comply with the attached *Device Rules for Students* or the School’s Student Network / Internet Access Agreement and the School’s Internet Usage Policy.

8. Ownership of device

- 8.1 This Agreement does not give the student ownership of the Device. The school retains ownership of the device.

9. Status of device

- 9.1 The School will use its best endeavours to provide a safe, secure area during school days for students to store their device.
- 9.2 The School may demand the return of the device for any reason, for example, to upgrade software, to inspect hardware or software’s operational performance, if there is suspected misuse of the device and to verify that the device is being used in

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accordance with this Agreement and the ‘Device Rules for students’ and ‘Rules for Care and Use of the Device.’

10. Fee for Provision of Device

10.1 In the event of loss or damage to, or caused by, the device, see Clause 15 Loss or Damage.

11. Connection to the Internet

11.1 The device supplied to the student is built to secure departmental managed operating environment which provides filtered internet access. The School does not provide any carriage service or connectivity to the internet for use of the Device outside the School.

11.2 At school, the carriage service and connectivity to the internet is governed by the *School’s Student Network / Internet Access Agreement and the School’s Internet Usage Policy*. The School reminds the Parent/Guardian of their obligations under this agreement.

12. Improper Use

12.1 The Parent/Guardian/Student must ensure that the Device is not connected to internet services outside the school and that the Device is not used:

- for any illegal, pornographic, fraudulent or defamatory purposes;
- for bulk transmission of unsolicited electronic mail;
- to send or cause to be sent any computer worms, viruses or other similar programs;
- to menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive);
- to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or in a way that violates any laws, such as privacy laws.

13. Software

13.1 Only licensed software authorised by the School can be stored or otherwise loaded on to the Device.

13.2 The software loaded on the Device is licensed to the Department of Education and Training or the School. The Parent/Guardian/Student must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the School. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

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14. Maintenance

- 14.1 A manufacturer's warranty applies to the Device. This covers hardware or accessory malfunction due to defect in materials or workmanship under normal conditions.
- 14.2 The Device will be identified as belonging to a particular student in a manner determined by the school. Such identification is not to be tampered with.
- 14.3 The Student and Parent/Guardian must not arrange or allow any repair or maintenance work to be carried out on the Device without prior written consent of the School.
- 14.4 Should the Device require replacement under warranty, a replacement Device may be made available while the computer is being replaced.

15. Loss or Damage

- 15.1 The Device provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item.
- 15.2 Where an issued item is lost or damaged, Parent / Guardian will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in extra costs being incurred by the Parent / Guardian and or ending participation in the 1:1 Laptop program.
- 15.3 The device is the responsibility of the student.
- 15.4 Advice on how to protect the device is outlined in the attached 'Rules for Use and Care of the Device'.

16. Acceptance of Agreement

- 16.1 By signing and completing this *Bulimba State School 1:1 Laptop Parent / Guardian and Participant's Agreement* the Parent / Guardian is acknowledging they understand and accept the Terms and Conditions of this agreement.

Device Rules for Students

1. You can use the Device for your own educational purposes.
2. If you do not comply with these *Device Rules for Students*, you are not allowed to use the Device and the School may demand that you return the device. There may be other disciplinary consequences under your School's Student Code of Conduct.
3. The *School's Student Network / Internet Access Agreement* and *Internet Usage Policy* also apply to your use of the network / internet when you are accessing the internet using the Device. You are reminded of your obligations under that agreement and policy.
4. You must not allow anyone else to use the device for their own purposes, including family members and friends. **You must not tell anyone else your account name and password.**
5. You accept responsibility for the security and care of the device. You must read and follow all the rules for caring for your Device. Your behaviour with the Device must show that you are following the rules for the security and care of your Device. If these rules are not followed you may ask to end your participation in this 1:1 Laptop program.
6. You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Therefore, please ensure all your school work and important documents are backed up onto network drives.
7. Only software authorised by the School can be stored or otherwise loaded on to the Device.
8. The software loaded on the device is licensed to the Department of Education and Training or the School. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.
9. You must not open, or allow anyone else to open, the hardware case of the device to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the device, without the School's written consent.
10. You must take all reasonably necessary steps to prevent a virus from infecting the Device, including monitoring any data that is downloaded or uploaded onto the Device from the Internet or any device.
11. When not in use, the Device must be stored & secured in the classroom during morning tea and lunch breaks.
12. You must not upload / download onto the Device any programs, images, files or other software deemed inappropriate by the School or for which no licence exists. Music and video files used for educational purposes and as approved, or provided, by the school are to be stored on the Device.
13. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the Device, for the purpose of causing embarrassment to individuals or the School for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

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14. You must not intentionally use the Device or internet services to which it may be connected:
 - for any illegal, pornographic, fraudulent or defamatory purposes;
 - for bulk transmission of unsolicited electronic mail;
 - to send or cause to be sent any computer worms, viruses or other similar programs;
 - to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
 - to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
 - to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
 - in a way that violates any laws, such as privacy laws.
15. In particular you must not use the device (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.
16. The device is to be returned in good condition to the School at the end of 2025. If the Participation Agreement is ended, you must return the Device.
17. The School can request the Device be returned for any reason at any other time.

Rules for Use and Care of the Device

Usage

- Avoid dropping or bumping Devices.
- Don't place Device in areas that may get very hot.
- Don't get Device wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow all instructions given by staff.
- Login correctly and logoff when finished.
- Always shut down Device through the 'Start – Shutdown' mechanism.
- Devices may be personalised with methods approved by the School to ensure Students do not get the Devices mixed up.
- Don't place objects on top of your Device.
- Avoid exposing your Device to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration

Handling your device

- Carry device with two hands and the screen closed while walking.
- Don't bend/flip the screen or any other part of the device.
- Avoid moving your Device around when it is on. Before switching on, gently place your Device on a stable surface and then switch on.

Device screen

- To clean your screen:
 - Shut down your device.
 - Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion. Use a soft dry cloth to dry the screen.
 - Do not directly apply water or cleaner to the screen.
 - Avoid applying pressure to the screen. The screen is made of glass and could break if dropped on a hard surface or receives significant impact.

Battery pack

- Re-charge the batteries fully. This will extend the life of your battery cells.
- Do not tamper with the connections.

Security

- Report any technology device fault or suspected virus activity to the nearest staff member.
- Make regular backups of your saved work.
- Keep your login and password confidential.
- Don't tamper either physically or electronically with either hardware or software settings.
- Don't attempt or undertake any malicious behaviour towards the School's ICT resources.
- Don't attempt to make unauthorised access to ICT resources or entities.
- Don't have food or drink near the Device.

Batteries

- Don't use incompatible computer batteries and chargers.
- Computer batteries can get hot during use.
- Don't permit a loose battery to come in contact with metal objects, such as coins, keys or jewellery.
- Don't crush, puncture or put a high degree of pressure on the battery as this can cause an internal short-circuit, resulting in overheating.
- Don't get your battery wet, even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.

Follow battery usage, storage and charging guidelines found in the device's user guide.

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Wet weather

- Particular care needs to be taken during wet weather at school.
- Never leave your laptop in the rain or where water might run, or have it otherwise unprotected from rain – if your school bag gets wet, your device might also.

For more information about the Program, Rules for Students, Rules for Use and Care of the Device, contact the school office or your child’s class teacher:

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