

The Student Laptop Charter agreement form must be signed and returned to the school before the device is issued. The student and parent or caregiver must carefully read this charter before signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

In signing the forms that follow, I acknowledge that I:

- accept all policies and guidelines as per the Responsible Behaviour Plan for Students
- understand my responsibilities regarding the use of the device and the internet
- acknowledge that I understand and agree with all of the conditions detailed in the Student Laptop Charter
- understand that failure to comply with the Student Laptop Charter could result in recall of the device and/or loss of access for home use
- agree to contribute **\$250** for my child to access the take-home component of the Burnett State College Laptop Learning program
- acknowledge that I understand the insurance scheme has an excess on claims

After reviewing and understanding the responsibilities outlined in the *Acceptable computer and internet use* section in the *Charter* and the other relevant documents, please complete all the relevant sections of the forms below.

Note that the full version of the Student Laptop Charter and agreement (as well as all the other documents relating to the 1 to 1 Take Home Laptop Program) can be downloaded from the College website.

One to One Student Laptop Scheme Participation Agreement Form

Participation	
<input type="checkbox"/> Yes	I wish to participate in the One to One Student Laptop Scheme in 2018. I have read and understand the Terms and Conditions of the scheme (see reverse and over) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.
<input type="checkbox"/> No	I do not wish to participate in the One to One Student Laptop Scheme in 2018. I have read and understand the Terms and Conditions of the scheme (see reverse and over) and agree to abide by them, in particular paragraphs 12 and 35.

Please refer to the accompanying *Subject Requirements List* and/or *Year Level Requirements List* for fee details.

Student Given Name	Student Surname	2018 Year Level	Participation Fee
			\$250

Parent/Carer Details			
Given Names:			
Surname:			
Address:			
Contact Details:	Home:	Work:	Fax:
	Mobile:	Email:	
Parent/Carer Signature:		Date:	

Payment Arrangement
<input type="checkbox"/> Now: I wish to make a single payment now of the total amount above.
<input type="checkbox"/> Instalments: I wish to make instalment payments, due on the first school day of the first two terms, in the following proportion of the total amount: 2016: \$_____; 2018 Term 1: \$_____; Term 2: \$_____; or as negotiated with the Business Services Manager / Principal _____. Details of other arrangements: _____
<p>I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense.</p>

Payment Method
I wish to make payment by: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/> EFT (Electronic Funds Transfer) * <input type="checkbox"/> Centrelink Deduction **
<p>* Payment by EFT can be made to the school bank account BSB: 064414 Account Number: 00090024. To ensure correct identification of the payment, the reference "YourSurname laptop" must be included in the payment description to appear on the school's bank statement.</p> <p>** Payment by Centrelink deduction can be arranged through the school administration.</p>
For payment by Credit/Debit Card, please call at the College office.

One to One Student Laptop Scheme --

Purpose of the Scheme

- In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for the 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.
- Parents/carers are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Laptop Scheme (the scheme) that enables a parent/carer to enter into an agreement

with the school that, for a specified annual participation fee, provides for the temporary use by the student of a laptop.

- A One to One Student Laptop Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

- The purpose of the scheme is to provide the parent/carer with a cost effective alternative to purchasing the resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
- The scheme also ensures that students have consistent personal resources for their education, and saves the parent/carer time and money in sourcing the prescribed materials elsewhere.

6. The One to One Student Laptop Scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.
- Participation in the Scheme**
7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent's decision to participate or not is based on consideration of the value afforded to them by the scheme.
 8. The completed and signed Participation Agreement Form should be returned to the school by Wednesday, February 3, 2010 for the first round of the laptop deployment schedule to indicate participation or non-participation in the One to One Student Laptop Scheme.
 9. If a parent/carer chooses to participate in the scheme and completes the Participation Agreement Form, a participation fee will be due and payable by the parent/carer for the items provided by the scheme to the student.
 10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt collection processes.
 11. A parent/carer who does not wish to participate in the textbook and resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office.
 12. A parent/carer who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the *Year Level Requirements List* and/or *Subject Requirements List*, to enable the student to engage with the curriculum.

Parents and Citizens' Association Endorsement of the Scheme

13. The operation of the One to One Student Laptop Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents/carers are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on endorsing the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents/carers of students in Years 8 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents/carers have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's One to One Student Laptop Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from the Department of Education and Training web site at <http://education.qld.gov.au/finance/grants/fund/qarp/html/par-stu.html>

Payment Arrangements

15. Payment of the participation fee may be made by cash, cheque, EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), Centrelink deduction (arranged through the school) or by direct deposit (EFT - electronic funds transfer) to the bank account nominated on the Participation Agreement Form.
16. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.
17. For payment made by direct deposit (EFT) to the bank account on the front of the form, the payment reference must include the reference as indicated on the front of the form. The acknowledgement from the financial institution of the successful transfer of funds should be printed and retained as a record of payment. A school receipt will be issued on request. For payments by cash, cheque or credit/debit card, a receipt will be issued. All receipts and documentation on the scheme should be retained by the parent/carer for future reference and possible taxation purposes.

Parent/Carer Experiencing Financial Difficulties

18. A parent/carer wishing to participate in the One to One Student Laptop Scheme and experiencing financial hardship is encouraged to contact the Business Services Manager or Principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
19. The onus of proof of being so affected is on the parent/carer, and might include a current Health Care Card or other evidence to establish financial hardship.
20. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

21. Where a parent/carer chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent/carer to the One to One Student Laptop Scheme.

22. In return for payment of the participation fee, the scheme will provide the participating student with the laptop and accessories as listed in the *Burnett State College 1 to 1 Laptop Project Handbook* as being provided by the scheme.
23. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent/carer on the Participation Agreement Form, or as otherwise approved by the Principal.
24. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.
25. Subject to 24 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee.
26. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
27. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.
28. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.
29. The laptop and accessories are provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent/carer will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.
30. The laptop and other resources 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 damage to the laptop or accessories, as described in *Burnett State College 1 to 1 Laptop Project Handbook*. Where an issued item is lost or negligently damaged, parents/carers will be responsible for payment to the scheme of the replacement cost of the item, subject to the conditions of the insurance scheme described in the *Handbook*. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.
31. If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour, educational and other requirements (see *Burnett State College 1 to 1 Laptop Project Handbook* and the *Laptop Care Policy*) with respect to the laptop and accessories, the equipment loan may be suspended for a period or terminated.
32. The parent/carer is responsible for supplying the student with any additional student materials that are not provided by the Scheme, including a suitable laptop bag as indicated in the *Burnett State College 1 to 1 Laptop Project Handbook* or otherwise advised by the school.
33. If a student enters the scheme after the first term of school, a pro-rata participation fee will apply, calculated on a 4-term school year basis.
34. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent/carer, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, calculated on a 40-week school year basis.
35. As the laptop take-home scheme operates for the benefit of parents/carers and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents/carers choose not to participate in the scheme.
36. Further detail about the scheme and its operation, and the responsibilities of parents/carers and students are described in the *Burnett State College 1-to-1 Laptop Project Handbook*, available from the College office and website.

Important Note: this document and any others describing the Burnett State College 1 to 1 Laptop Project has been prepared based on information available at this stage of the program. Education Queensland is actively developing new policies about laptop programs and all Burnett State College documents are subject to change as new policies are issued by Education Queensland.

SMART Classrooms

Student's name (print)	Signature of student			Date
Student grade in 2018 (Circle one)	9	10	11	12

Parent / caregiver's name	Signature of parent / caregiver			Date
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Designated school representative's name	Signature of school representative			Date
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Student Laptop Charter agreement

Elevated access gives the student rights as described in the <i>Elevated Access</i> section above e.g. to install software on the device. (See over for further information about <i>elevated access</i> and <i>Internet filtering</i> .)	
<input type="checkbox"/>	I agree to the provision of elevated access associated with the assignment of the student device
<input type="checkbox"/>	I do not agree to the provision of elevated access associated with the assignment of the student device.

I agree to the provision of Internet filtering at the level of (tick one)	
<input type="checkbox"/>	medium (access to social media sites, etc) with the assignment of the device
<input type="checkbox"/>	high (blocked social media sites, including YouTube) with the assignment of the device



Elevated access

Devices may have elevated permissions which would provide the ability to complete tasks such as installing home items including home printers, cameras and/or licensed software. This access may allow further permissions above and beyond those available on other MOE-built workstations and devices. Students should not misuse these privileges. The misuse of this access may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

The school will manage the provision of elevated access and a parent/caregiver must approve the provision.

Web content filtering levels at school

To help keep students safe when using the DET network or a home internet connection, the department imposes a 'high' level of internet access filtering. A 'high' level of filtering provides a greater level of restriction and therefore greater level of protection. Sites that are blocked under a high level of internet access include:

- social networking sites such as Facebook
- open/Mixed Content such as YouTube
- language translation sites
- internet telephony sites such as Skype
- alternative sexuality/lifestyles
- intimate apparel/swimsuit.

Choosing a different web content filtering level

In partnership with schools, parents/caregivers can choose to allow their child 'medium' level filtering when not connected to the DET network.

The medium level filter provides a more relaxed level of protection for students. Students are able to access all of the types of sites listed above.

Parents/caregivers should contact the school to request a medium level of web filtering.

The "medium" level of web content filtering only applies when the device is used at home on a private (not school supplied) Internet connection.

Filtering systems are not fool-proof and do not replace the need for parental supervision when students are online. Parents and students are encouraged to visit the Australian Communications and Media Authority's website Cybersmart - www.cybersmart.gov.au -for resources and practical advice to help young people safely enjoy the online world.



EQ11 External Request for Equipment is to be completed when loaning Department of Education and Training equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

DETAILS OF PARENT/GUARDIAN AND STUDENT TO WHOM EQUIPMENT IS ON LOAN

Student Name		Address		Telephone:
Organisation Name Burnett State College				Mobile:
Student Year Level in 2018:	9	10	11	12
Location and Use of Equipment (if different from above) These devices are issued for home and school use – other addresses to be listed here:				
Reason for Request:				
Participation in Burnett State College Student One to One Laptop Learning Program.				

DETAILS OF EQUIPMENT ON LOAN (Office use only)

Description / Type: Laptop Computer	Brand:	<input type="checkbox"/> Lenovo <input type="checkbox"/> Dell 3340 <input type="checkbox"/> Acer tablet	
Serial Number	Asset Number		
Accessories: (if applicable)	Dell or Lenovo laptop: laptop, AC adaptor/charger, case; OR Acer tablet: AC adaptor, keyboard charge cable, keyboard, case	For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)	MOE CFS with extra Burnett State College software added
Commencement loan date:	Expected date of return:	Nov 2018	Date returned:
Officer receiving returned equipment	Name:	Signature:	

APPROVAL FOR LOAN (Office use only)

I authorise the loan of the equipment to the parent/guardian for, and on behalf of, the student.
(Cross out "to the parent/guardian and onstudent" if equipment is not being loaned to a student.)

Signature of School Approving Officer:

Name: Mark Harm	Designation: Head of Department	Date: / /
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LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises. Details are overleaf.

Note:

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

Please turn over – signatures required



ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Education Queensland and is issued on loan to the parent/guardian for the benefit of the student subject to the following conditions:

- The equipment should be used only by the student to whom it is lent and by no other person.
- The student and their parent/guardian has read and understood the school's behaviour and educational requirements (attached).
- Every care and attention should be given to the equipment during the period of loan and the student fully complies with the school's behaviour and educational requirements when the student is using the equipment.
- Symantec Antivirus software is installed and maintained on the machine and the student will ensure the equipment is scanned for viruses after home use and prior to re-connection to the departmental network.
- The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- Loss or damage of any equipment on loan must be immediately reported to the school.
- If, in the opinion of the school teacher or staff member, the student is not meeting the school's behaviour and educational requirements with the equipment, this equipment loan may be terminated.
- Equipment must be returned by the student to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I have been provided with a copy of the school's behaviour and educational requirements regarding the student's use of the equipment and I have read and understood its terms. In consideration of the student having the benefit of the equipment, I accept the loan of the equipment on the terms described above and I agree to supervise the student's use of the equipment to ensure the terms of this loan agreement are complied with and agree to be personally responsible for the failure of the student to comply with the terms of this loan agreement.

INDEMNITY

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify the Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to the Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

Signature of parent/guardian: _____

Name (print): _____

Date: / /

I have read and understood the above terms. I have been provided with a copy of the school's behaviour and educational requirements regarding my use of the equipment and I have read and understood its terms. I acknowledge my responsibility to use the equipment in accordance with the above terms.

Signature of student: _____

Name (print): _____

Date: / /