



## O'Loughlin Catholic College Managed Device Agreement

### 1. Student & Parent/Guardian

Student Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

### 2. Laptop Details

(For Review by the IT Delegate)

Laptop Description: \_\_\_\_\_

Laptop Serial Number: \_\_\_\_\_

Laptop Asset Number: \_\_\_\_\_

### 3. Collection

Date of Issue: \_\_\_\_\_

**I hereby acknowledge receipt of the Laptop as described above and agree to the Terms and Conditions in the Agreement.**

Student's signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

IT Delegate's Name: \_\_\_\_\_

IT Delegate's Signature: \_\_\_\_\_

### 4. Return

Date of Return: \_\_\_\_\_

Student's signature:: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

IT Delegate's Signature: \_\_\_\_\_

Parent/Guardian Initial \_\_\_\_\_ Date \_\_\_\_\_

## O'Loughlin Catholic College Managed Device Agreement

The purpose of the O'Loughlin Catholic College Laptop Program is to ensure all students have equitable access to essential Information and Communication Technology (ICT) resources, particularly a school-provided laptop, to enhance learning and support educational outcomes. This agreement outlines the conditions under which families paying the ICT Levy will receive a laptop for their child.

### The provision of the laptop is subject to the following conditions:

1. The laptop is provided on a 'use' basis and remains the property of O'Loughlin Catholic College. As such any information on the laptop is not private and can be accessed by the IT support personnel designated by the College.
2. The provision of the device is related to current enrolment and could change if conditions of enrolment change. The laptop is always the property of the College and must be supplied to the Principal or authorised representative when requested, either:
  - 2.1 in "as is" condition immediately upon request;
  - 2.2 or, if nominated by the College with all personal files and programs removed:
    - 2.2.1 within 24 hours of an official request by the College, or
    - 2.2.2 not less than 24 hours prior to departure from the College subsequent to cessation of enrolment

(Any variation to these arrangements will be solely at the discretion of the IT Manager).
3. The use of the laptop is to be in accordance with the College's policy governing its usage and all Codes of Conduct, as established by the College and Catholic Education Office NT.
4. Any and all content on the laptop is the sole responsibility of the student. Any personal use is should not include inappropriate content/behaviour or activities for personal financial gain.
5. Responsibility for maintaining backup copies of personal files resides with the student. Any additional installed software/data by the student that interferes with the performance of the laptop, or is not licensed, will result in the computer being reimaged and all data will be lost.
6. The College accepts no responsibility and cannot provide support for any unofficial software, data, or other content installed on the laptop that is not part of the standard image or specifically required for documented curriculum purposes.

The recommended software includes, but is not limited to: LanSchool Air, Trend Micro, Adobe, Locked Down Browser, Endpoint Management, Google applications, Cloud Storage (e.g., OneDrive), Audio and Video management applications, and O365 applications.

Tampering with the device or removing these applications will be considered a breach of policy and may result in consequences, including suspension of access to the laptop and disciplinary action for misuse or damage.

7. Security of the laptop is at all times the responsibility of the student.
  - 7.1 In particular, it should:
    - 7.1.1 not be left in unattended offices or classrooms.
    - 7.1.2 not be left in a situation so as to permit unauthorised access.
    - 7.1.3 be stored in a secure, safe location when used outside school or during transportation.
    - 7.1.4 not be left in a visible place in a motor vehicle.
  - 7.2 The physical safety and care of the laptop also needs to be managed appropriately:

Parent/Guardian Initial \_\_\_\_\_ Date \_\_\_\_\_

- 7.2.1 the machine must always be transported in its protective case (not in a basic school bag).
- 7.2.2 temperatures should be monitored as laptops are heat sensitive.
- 7.2.2.1 they are not to be used in the vicinity of food, drinks or chemicals.
- 7.2.2.2 they should not be cleaned with any products other than those supplied by the IT Manager.
- 7.2.3 Password protection and network security must also be maintained. Student will adhere to the IT Manager's strategies introduced to protect the integrity of the network, including password protected screensavers, password changes, remote access guidelines etc.
8. All damage and faults must be reported to the College IT Manager within a reasonable time to permit repair under warranty conditions.
9. The student/family agrees to pay the cost of insurance excess for loss or damage that may be caused to the laptop through negligent or careless use that is outside warranty conditions and not attributable to normal wear and tear. In such instances, a Statutory Declaration stating the circumstances surrounding the loss or damage is required to be completed. Any decision concerning obligations under this clause will be made by the Principal and will be based upon this declaration.
- 9.1 Accidental Damage Coverage: Protects against drops, spills, bumps, and structural failures, including damage to the integrated LCD screen and electrical surges, without any claim excess. However, it is limited to one replacement product within the three-year period.
10. All reference to the laptop includes Radio-LAN card, carry case, manuals, mouse and other College owned peripherals (if supplied).

Parent/Guardian Initial \_\_\_\_\_ Date \_\_\_\_\_