



Laptop Supply Agreement

Year 12 2017

THIS AGREEMENT is made _____ day of _____, 2017

BETWEEN: Ryan Catholic College (We / Us)

AND [name(s)] _____ (You - Parent)

OF [address] _____

Student Name: _____ Homeroom _____

1. BACKGROUND

- You (**Parent/caregiver**) have a child, (the **Student**) attending the College (Us).
- This agreement sets out the basis on which the Student will be permitted to have access to a College **laptop**. This includes a protective bag and any accessories (battery and AC adapter) provided with the laptop supplied by Us. It also includes specialised educational software specified by Us, in order to undertake educational studies at Ryan Catholic College (the **College**). Repairs will be authorized by Ryan Catholic College IT Support (**IT Support**).
- We use the laptops to enhance many of our educational programmes for students, and each student is required to have a laptop that is compatible with our network.

AGREEMENT

2. General

- We give the Student a limited right of access to a laptop through the supply of the laptop to the Parent/Caregiver for the use of the Student in accordance with this agreement, while the Student is at the College.
- Student use of the laptop will conform to the Computer Use Policy and Student Computer Usage Agreement as outlined in the student diary. Any breaches may result in students being excluded from use of the laptop and any of the College's computer equipment.
- Students will bring the laptop fully charged to the College every day and take it home each night.
- Students will ensure the Anti-virus software is updated regularly and will seek assistance from IT Support if there are any problems with this.
- ID labels are to be maintained on laptop, battery, AC adapter and protective bag.
- Students will not graffiti or deface the laptop in any way.
- The laptop needs to be kept in its bag while not in use at all times.
- Laptops are to be stored in bags or lockers while at the College. Under no circumstances should they be left in unsupervised areas. Lockers are used for "daytime storage" only.
- In order to protect the student and the laptop, great care needs to be taken as to where the laptops are being used within the school grounds.

3. In the classroom

- The classroom teacher will manage the use of the laptops in the classroom.
- When in use, the laptop should be used in a safe manner.

4. Control and Ownership of the laptop

- The Student's access to the laptop is not an exclusive right. We, at all times, reserve the right to decide:
 - who uses the laptop and the use to which the laptop is put;
 - recall the laptop for any reason (including upgrading software, inspecting it to check its operational performance and software, and ensuring that the laptop is being used for its proper use).

Ownership and control of the laptop will remain with the College, even though the Student has possession of the laptop at the College or elsewhere. Nothing in this agreement, nor the delivery of the laptop by Us, constitutes a transfer of ownership of the laptop to the Student or You.

5. Parent Co-payment

- a) Whilst the College will invest significant funds into this project, the implementation will require a co-payment from parents each year for four years (Years 9-12) to enable all Year 12 2017 students to have a computer and be able to access all of the College's digital resources.
- b) The annual co-payment will be included with your 2017 school fee accounts with half billed each semester.

6. Education Purposes

- a) Students are to use their laptop for educational purposes.
- b) The laptop comes pre-installed with many valuable software applications for student use. Only College authorised software or software that is free of copyright restrictions may be stored on the laptop.
- c) Non educational software or data should be stored on a student's private home computer.
- d) Non educational activities such as gaming, social networking etc. should be carried out on a student's private home computer.
- e) The College reserves the right to carry out software, hardware, data and internet history inspections of the laptops at anytime.
- f) Use of the laptop and the College wireless network and internet access
- g) While at the College, the internet can only be accessed through the College wireless network.
- h) The downloading of large files is not permitted due to bandwidth restrictions.
- i) The College does not require students to have internet access at home, however it is recommended.
- j) The laptop can be connected to the student's home internet at the parent's discretion.
- k) If connected to the internet at home, there is no internet content filtering provided by the College. Monitoring any use of the internet using the laptop outside of the College rests with the student and parents.

7. Data security and backing up

- a) Data should be stored on the laptop on the D: drive. You may make new folders within the "My Documents" folder to assist with the organizing of your data.
- b) **Students are responsible for backing up their own data.** You can backup your data by keeping copies of your files on your I: drive (at the College), USB storage drives at home, the College and external hard drives at home, or the Cloud - Google Drive.
- c) It is the student's' responsibility to have a full and complete copy of their data files from their laptop saved on some other external storage medium.

8. Obligations of You and the Student

- a) You must ensure that the laptop is kept in good working order and appearance, and not defaced, damaged or lost. To assist You:
 - we will, on request, arrange for warranty work for the laptop, if accepted by the manufacturer/supplier, to be undertaken at no cost to You (but You must not allow any repair or maintenance work to be carried out on the laptop without our prior written consent);
- b) No other student or person is to use the laptop.
- c) The software loaded on the laptop is licensed to the College. You must ensure that:
 - the software is not copied, deleted or transferred, for any reason at all, without our prior written consent.
 - only software authorised by the College is stored or otherwise loaded on to the laptop
- d) No illegal or illicit material or files or electronic data is stored or otherwise loaded on to the laptop, e.g., BitTorrent, Lime Wire etc.
- e) The hardware case of the laptop is not to be opened, and no additional hardware (including memory, video card, sound card, network card, modem or disk drive) is to be installed in the laptop, without Ryan Catholic College's written consent;
- f) You and the Student take all steps that are reasonably necessary to prevent a virus from infecting the laptop (such steps include keeping the anti-virus software regularly updated, monitoring any data that is downloaded from the internet, or virus checking any memory sticks loaded into the laptop)

9. Laptop problems & insurance

- a) You must immediately report to Us if the laptop is lost, stolen or damaged. laptops are generally not covered under insurance when stolen from vehicles.
- b) All laptops come with Accidental Damage Protection cover which the College has taken out. This cover allows for 3 replacement parts per year.
- c) We will insure the laptop for use at the College. If the damage is deemed malicious, deliberate or non-accidental You will have to meet the costs in repairing or replacing the laptop.
 - The cost of repairs and replacement could be up to \$1,000
- d) You should return the laptop immediately to Us if either the hardware or software is faulty.

In the event of software problems, We will arrange a complete reload of the College image at no cost to You. **It is the Student's responsibility to backup all necessary data.** The College is not responsible for the loss of any data on the laptop.

10. Return of laptop

- a) Students have use of the laptop whilst they are enrolled at the College. When leaving the College, or when otherwise requested, students are to return the laptop and all accessories in good order.
- b) All personal data should be removed from the laptop prior to returning it.

11. Further Information

- The laptop handbook is available on the student laptop desktop and also on the Ryan Catholic College website. It contains additional information regarding the laptop such as insurance excesses, return conditions, laptop specifications, etc. and it is strongly recommended that this is read by both students and parents.

12. Assessment and Homework

- Students are encouraged to use their laptop for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of an extension of any assessment task or homework (**as per College Assessment Policy**).

13. Responsibility of Parents

- Where there is more than one parent/caregiver, You each accept full responsibility under this agreement.

Parent / Caregiver name (please print): _____

Signature of Parent / Caregiver: _____ Date: _____

Student name: _____

Signature of Student: _____ Date: _____

(Agreement Update: This Agreement will be updated as necessary. All attempts will be made to adhere to the above mentioned agreement, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated agreement.)

NB: A copy of this document is available on our web site