**Online Learning Program**

**Laptop Loan Charter**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Family Name Given Name Year**

**Parent/ ­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Carer Name: Family Name Given Name**

**Purpose**

Students enrolled at Nowra High School are eligible to loan a laptop for use with online learning and to continue interacting with their teacher and fellow students. This will provide the opportunity for students to learn knowledge and skills as a digital citizen, utilise a standard device for completing work electronically with web based tools licensed for all government school students.

A Laptop Loan Charter must be signed and provided to the school and a refundable safety deposit of $100 paid before the laptop will be loaned, this includes equity based loans to students in all year groups. Loan laptops remain school property.

Students and parents/carers must carefully read this charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

# Laptop Loan Charter

* We have read the Laptop Loan Charter *(version 2020-1)*.
* We understand our responsibilities regarding the use of the laptop and the internet.
* In signing below, we acknowledge that we understand and agree to the Laptop Loan Charter.
* We understand that we accept responsibility for any costs associated with the repair or replacement if caused by any negligent act.
* We understand that failure to comply with the Laptop Loan Charter could result in loss of future loan permission.

# Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

# Signature of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

# PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

**LAPTOP LOAN CHARTER (version 2020-1)**

# Purpose

The laptop is to be LOANED as a tool to assist student learning at school.

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# Equipment

* 1. **Ownership**
     1. The device will be collected by a parent/carer from the school after returning the signed laptop loan charter, and paying the refundable deposit.
     2. Access to a laptop on loan may be terminated if there is damage caused by negligence or if the student does not use the device in an appropriate manner. Parents will be charged for the repair of a device damaged through negligence, this will be determined by the Principal or Representative.
     3. The school retains ownership of the laptop.
     4. All material on the laptop is subject to review by school staff. If there is a police request, the department will provide access to the laptop and personal network holdings associated with your use of the laptop.
     5. Loans are based on school priorities and may vary at times depending on school needs and requirements.

# Damage or loss of equipment

* + 1. All laptops and batteries are covered by a manufacturer’s warranty for two years. The warranty covers manufacturer’s defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.
    2. Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school. The person at fault may be charged for the cost of repair/replacement.
    3. In the case of suspected theft a police report must be made by the family and an event number provided to the school.
    4. In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided.
    5. Laptops that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to laptop loans.

# Standards for laptop care

The student is responsible for:

* 1. Taking care of laptops in accordance with school guidelines.
  2. Adhering to [Online Communication Services: Acceptable Usage for School Students](https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students?refid=285859) policy.
  3. Backing up all data securely. This should be on the DoE online storage or for personal data including photographs or music, on an external storage device. Students must be aware that the contents of the laptop will be deleted and the storage media reformatted in the course of repairs/replacement.
  4. Never damaging or disabling laptops, laptop systems and networks or establishing, participating in or circulating content that attempts to undermine or bypass laptop security mechanisms for either software or hardware.

# Acceptable computer and internet use

* 1. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
  2. Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the [*Online Communication Services: Acceptable Usage for School Students*](https://detwww.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046_i.shtml?level=Schools&amp;categories=Schools%7CComputers%2B%26%2BInternet%7COnline%2Bcommunication%2Bservices) policy. Extracts are provided below. This policy forms part of the Laptop Loan Charter.
  3. The [Online Communication Services: Acceptable Usage for School Students](https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students?refid=285859) policy applies to the use of the laptop and internet both on and off school grounds.
  4. The [Nowra High School "Bring Your Own Device" Policy](https://jamescookb-h.schools.nsw.gov.au/technology/bring-your-own-device-byod1.html) applies to the use of the laptop and internet both on and off school grounds.

***Extracts:*** [*Online Communication Services: Acceptable Usage for School Students*](https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students?refid=285859) *(as of May 2016)*

## 5. Security

**5.1 Access**

*5.1.1 Students will:*

* + - * not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
      * ensure that communication through internet and online communication services is related to learning.
      * keep passwords confidential, and change them when prompted, or when known by another user.
      * use passwords that are not obvious or easily guessed.
      * never allow others to use their personal e-learning account.
      * log off at the end of each session to ensure that nobody else can use their e-learning account.
      * promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
      * seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
      * never knowingly initiate or forward emails or other messages containing:
        + a message that was sent to them in confidence.
        + a computer virus or attachment that is capable of damaging recipients’ computers.
        + chain letters and hoax emails.
        + spam, e.g. unsolicited advertising material.
      * never send or publish:
        + unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
        + threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
        + sexually explicit or sexually suggestive material or correspondence.
        + false or defamatory information about a person or organisation.
      * ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
      * never damage or disable computers, computer systems or networks of the department.
      * ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
      * be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

## Privacy and Confidentiality

* + 1. *Students will:*
       - never publish or disclose the email address of a staff member or student without that person's explicit permission.
       - not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
       - ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.

## Intellectual Property and Copyright

* + 1. *Students will:*
       - never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
       - ensure that permission is gained before electronically publishing users’ works or drawings. Always acknowledge the creator or author of any material published.
       - ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

## Misuse and Breaches of Acceptable Usage

* + 1. *Students will be aware that:*
       - they are held responsible for their actions while using internet and online communication services.
       - they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
       - the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

## Monitoring, evaluation and reporting requirements

* 1. *Students will report:*
* any internet site accessed that is considered inappropriate.
* any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education.
  1. *Students should be aware that:*
* their emails are archived and their web browsing is logged. The records are kept for two years.
* the email archive and web browsing logs are considered official documents.
* they need to be careful about putting their personal or sensitive information in emails or on websites.
* these records may be used in investigations, court proceedings or for other legal reasons.

# The current loan charter and further resources are available on the Nowra High School Website.