



Holy Family Catholic School Laptop Agreement

All students from years 2–6 at Holy Family Catholic School will have access to a laptop to use at school and also home. We expect these devices to be treated with the same care and respect that would be afforded to the laptop as if it were their own. At Holy Family we understand the importance of teaching students how to use technologies effectively and responsibly. We integrate technology across all areas of learning to ensure we provide students with the best futuristic platform.

1. Daily Preparation

- a. It is an expectation that the laptop is available to be used throughout the school day. Students are required to bring their laptop to school each day, charged and ready to go. **The charger is not to be brought to school.**

2. Data Protection

- a. Each student is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account.

3. Access to Wireless

- a. Access to the school's wireless system will be provided to students.
- b. The laptop may be used at home and connected to home networks and internet services for out of school hour's use. It is the student's responsibility not to access or download any inappropriate material from the Internet.

4. Parental Responsibilities

- a. Parents/caregivers are responsible for managing laptop use and care outside of school. Parents/caregivers are responsible for setting parental controls, monitoring home use and restricting or filtering internet access, if required, to suit the needs and expectations of individual families. See ICT staff if you require assistance on this matter.
- b. The School reserves the right to remove any content which interferes with learning or is otherwise deemed inappropriate (e.g., creates unacceptable risk to the student, property or The School).

5. Warranty, Insurance and Laptop Care

- a. The MacBook Air is covered by the standard Apple warranty. If equipment is found to be faulty, then it must be returned immediately to the school ICT for repair.
- b. Please notify the school immediately if the laptop is not in working order.
- c. Please notify the school immediately of any damage caused to the laptop.
- d. Do not attempt to repair or have the laptop repaired.



- e. Please return the laptop to the school at any time it is requested for updating or maintenance.
- f. Damage classified outside the warranty use of the laptop resulting in accidental damage or misuse, the normal warranty conditions are void and an amount of \$200 Insurance excess will be charged to the family.
- g. Damage classified outside the warranty use of the charger will be invoiced at full replacement cost.
- h. The protective shell is NOT to be removed or tampered with. Stickers may be placed on the outside of the protective shell.
- i. Should the protective shell be damaged you will be invoiced at full replacement cost.
- j. If your child is leaving school you are required to return the laptop and charger one week prior to the final day.
- k. All returned laptops and chargers must pass a health check performed by an Apple authorised dealer/repairer which is organised by the School. Failure to pass the health check will incur associated costs to have the laptop and charger repaired/replaced to proper working condition.
- l. The laptops under this agreement are NOT to be taken outside Australia.

Agreement Particulars:

- Equipment to lease: MacBook Air with charger and protective shell

No access to the equipment will be permitted until this agreement is signed, indicating an agreement by students and parents to the agreement.

I _____ have read and understood the terms and conditions of the Holy Family Catholic School Laptop Leasing Agreement.

Equipment location when student not at school:

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Student's Name & Year Level: _____