

NORWOOD MORIALTA HIGH SCHOOL

# SCHOOL LOAN LAPTOP SCHEME

## 24 – 7 ACCESS AGREEMENT FORM



### DECLARATION:

#### *We agree to:*

- adhere to the ICT Policy in the school diary and the Laptop Code of Conduct.
- read and discuss this Access Agreement and the Laptop Code of Conduct carefully so we both have a clear understanding of our roles in using computing devices in learning
- return the device in the original condition it was issued or pay a cost of \$50 for cleaning for loan laptops.
- notify the school immediately if a school owned laptop is lost, missing or damaged.
- immediately fill in a Police Report if the laptop is stolen and provide the incident number to the school.
- pay the first \$250 towards repair costs not covered by the manufacturer's warranty (or maintenance contract).
- pay additional costs of repairs to cover damage caused by negligence, abuse or malicious damage.
- evaluate my/our personal home contents and car insurance to cover equipment on loan in the event of loss or damage to such loaned equipment while in the care and custody of the student. (\*School policies related to the recovery of debts will apply.)
- maintain the privacy and confidentiality of others.
- adhere to the guidelines as set out in the Laptop Code of Conduct, and inform the school of any concerns, regarding cyber bullying, cyber safety or any other form of e-crime.
- observe intellectual and copyright laws, acknowledge author/source and obtain appropriate clearances.
- comply with any directions from teachers regarding the use of this device in lessons.
- comply with any further requirements and conditions that may apply when an updated Laptop Code of Conduct is released.

#### *We understand that*

- Norwood Morialta High School is committed to being a cyber-safe learning environment.
- if any student who behaves online in a way that threatens the wellbeing of other members of the school community, even if this occurs off-site and out of school hours, is subject to disciplinary action by the school.
- if the school suspects an electronic crime has been committed, this must be reported to the South Australian Police Department (SAPOL). Where there is a further reasonable suspicion that evidence of a crime is on an electronic device, e.g. laptop, the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.
- the location of the laptop will be continually logged.
- all actions are logged (whether at home or at school) and may be reviewed as necessary.
- at times the laptop will be remotely accessed as part of the management of the network.
- the laptop can be remotely disabled if conditions of use are breached.
- the laptop cannot be taken overseas without the express written permission of the Principal.
- this agreement, including any changes that may be published from time to time, will remain in force until the laptop is returned and the schools clearance process has been completed.
- the ICT staff have the authority to seize a laptop in the event of a suspected breach of this agreement.

**NB: a copy of the Laptop Code of Conduct and 24-7 Access Agreement form are on the school website.**

DISTINCTION



DIVERSITY



RESPECT



Government of South Australia  
Department of Education and  
Children's Services

**PLEASE return this form to the school to the Attention of the ICT Office on either Campus.**

Student Name: \_\_\_\_\_ PLG \_\_\_\_\_ YR \_\_\_\_\_ nID \_\_\_\_\_

Parent/Caregiver/Homestay Name: \_\_\_\_\_ Date: \_\_\_\_\_

One to One Laptops provide the opportunity for increased use of email communication to parents and students.

Please provide email addresses for school communication concerning your student.

Student email: \_\_\_\_\_

Parent email (PG1): \_\_\_\_\_  
(This is also International Student's parent)

Parent/Caregiver/Homestay email (PG2): \_\_\_\_\_

We have read the 24-7 Access Agreement Form and Laptop Code of Conduct and understand our responsibilities regarding the use of the laptop and the Internet.

- We are aware of the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment.
- In signing below, we acknowledge that we understand and agree to the conditions of use outlined in the Access Agreement Form and Laptop Handbook.
- We understand that failure to comply with these conditions could result in disciplinary action including the recall of the laptop and loss of access for home use and/or costs associated with repairs or replacement of the laptop while in the care and of the student.

Signed (Parent/Caregiver/Homestay): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Student): \_\_\_\_\_ Date: \_\_\_\_\_

*For office use only*

Student Information Session attended

Items received	
<input type="checkbox"/>	Laptop Serial # _____
<input type="checkbox"/>	Bag Asset # _____
<input type="checkbox"/>	2 x batteries (5630 Model)
<input type="checkbox"/>	Laptop Code of Conduct

Date laptop issued: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date laptop returned: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

**DISTINCTION**



**DIVERSITY**



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