



# LAPTOP4HIRE PROGRAM BOOKLET

## 2027

Seib Street, Kilcoy  
Queensland 4515

 **07 5422 4343**

 [admin@kilcoyshs.eq.edu.au](mailto:admin@kilcoyshs.eq.edu.au)

 [www.kilcoyshs.eq.edu.au](http://www.kilcoyshs.eq.edu.au)

**JADE DUTKA**

DIGITAL INNOVATION  
HEAD OF DEPARTMENT

[jdutk0@eq.edu.au](mailto:jdutk0@eq.edu.au)  
[helpdesk@kilcoyshs.eq.edu.au](mailto:helpdesk@kilcoyshs.eq.edu.au)



**Kilcoy State High School**  
— Expecting the Best, Achieving Success —

## CONTENTS

|                                                    |    |
|----------------------------------------------------|----|
| Foreword .....                                     | 3  |
| Laptop4Hire Program.....                           | 4  |
| What is Laptop4Hire?.....                          | 4  |
| Laptop4Hire Devices and Costs .....                | 4  |
| Why does the school retain ownership? .....        | 4  |
| Laptop4Hire Specifications .....                   | 5  |
| Laptop4Hire cost over warranty period.....         | 5  |
| Laptop4Hire vs BYOX: What is the Difference? ..... | 6  |
| Bring Your Own Device (BYOX) .....                 | 7  |
| BYOX Application .....                             | 7  |
| BYOX Fee .....                                     | 7  |
| Laptop Access: Expectations and Supports .....     | 8  |
| Repairs, Damage, Loss and Theft.....               | 9  |
| Repairs and Maintenance .....                      | 9  |
| Lost or Stolen Laptops.....                        | 10 |
| Quick Guide .....                                  | 11 |
| Laptop4Hire Rules for Students.....                | 12 |
| Laptop4Hire Terms and Conditions.....              | 14 |

## FOREWORD

This handbook explains Kilcoy State High School's laptop4Fire program. It is designed to help parents, caregivers and students understand how the program works and what it means for families.

At Kilcoy State High School, technology is a tool that supports learning in every subject. Teachers will utilise laptops to provide learning experiences that meet the different needs of students and give students the chance to learn in ways that prepare them for life after school.

Using laptops, students can:

- Research and access information.
- Work collaboratively with their peers and teachers.
- Create and represent ideas through text, audio, and imagery.
- Access accessibility features

Having access to a laptop means students can take on learning tasks that would not be previously possible. The Laptop4Hire Program ensures that every student has the opportunity to become confident, capable and responsible users of technology, building the skills they will need as future innovators and digital leaders.

## LAPTOP4HIRE PROGRAM

### WHAT IS LAPTOP4HIRE?

Laptop4Hire is Kilcoy State High School's programme to ensure every student has a personal learning device for school and home. The school purchases laptops in bulk and loans them to students for an annual fee.

From **2026**, students will begin on a **three-year warranty cycle**, which aligns with each main stage of learning:

- **Junior Secondary (Years 7–9)**
- **Senior Secondary (Years 10–12)**

This means every student starts each stage with a reliable, supported, and up-to-date device.

Students who joined the programme before 2026 will remain on the existing four-year model until their current warranty period ends.

Each Laptop4Hire device includes:

- the school's operating system and all required software,
- full access to the school network and internet,
- on-site technical support through the school's Helpdesk, and
- accidental damage protection

### LAPTOP4HIRE DEVICES AND COSTS

#### **Junior Secondary (Years 7–9)**

Students receive an **Acer TravelMate 14" (B514-31-G2)**. Built with durability, this laptop is surrounded by shock-absorbent rubber bumpers, reinforced USB ports, and a spill-resistant keyboard for extra protection from accidental damage.

**Annual cost:** \$200 per year (3-year warranty)

#### **Senior Secondary (Years 10–12)**

Students receive an **Acer TravelMate 14" (P214-55-G2 – Core 5)** – a laptop ideal for high school students, featuring a high-resolution screen for easy navigation, an Intel® Core™ 5 processor, and the necessary certification for durability.

**Annual cost:** \$250 per year (3-year warranty)

### WHY DOES THE SCHOOL RETAIN OWNERSHIP?

The school keeps ownership of all Laptop4Hire devices to ensure:

- all software and security systems are properly installed,
- warranty and repairs are managed by the school, and
- technical support and replacement options are available when needed.

At the end of each warranty period, devices are securely wiped. Devices in good working order are used in our short-term loan options. The remainder of our devices are disposed of in line with Department of Education policy.

## LAPTOP4HIRE SPECIFICATIONS

Students will receive the following device or similar.

| Details                   | Junior Secondary (years 7-9)                                                           | Senior Secondary (years 10-12)                |
|---------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>Brand and Model</b>    | Acer TravelMate B514                                                                   | ACER Travelmate P214                          |
| <b>Specifications</b>     | Intel® Core™ i3-N355 (6 MB Smart Cache, 1.9 GHz, up to 3.9 GHz)                        | Intel Core i5-1135G7 (2.4 GHz, up to 4.2 GHz) |
|                           | 8GB LPDDR5X                                                                            | 1 x 8GB DDR4                                  |
|                           | 256GB PCIe NVMe SSD                                                                    | 256GB PCIe NVMe SSD                           |
|                           | 14" IPS FHD 1920 x 1080 resolution                                                     | 14" FHD 1920 x 1080 resolution screen         |
| <b>Installed Software</b> | MOE software (including Windows 10) + subject specific software provided by the school |                                               |
| <b>Warranty/Support</b>   | 3-year warranty                                                                        |                                               |
| <b>Other Items</b>        | Laptop charger                                                                         |                                               |
|                           | Carry case                                                                             |                                               |

## LAPTOP4HIRE COST OVER WARRANTY PERIOD

The current retail price for the ACER Travelmate P214 with the Intel i5 CPUe and 8GB RAM is valued at over \$1600.00, as seen here: [ACER Online Store](#). The table below outlines the cost over a typical 6-year period. This may vary depending on device availability and enrolment year.

| Year                      | Cost      |                                            |
|---------------------------|-----------|--------------------------------------------|
| <b>Year 7</b>             | \$200.00  | <b>Students receive a brand new device</b> |
| <b>Year 8</b>             | \$200.00  | Same device                                |
| <b>Year 9</b>             | \$200.00  | Same device                                |
| <b>Year 10</b>            | \$250.00  | <b>Students receive a brand new device</b> |
| <b>Year 11</b>            | \$250.00  | Same device                                |
| <b>Year 12</b>            | \$250.00  | Samd device                                |
| <b>Total over 6 years</b> | \$1350.00 |                                            |

## LAPTOP4HIRE VS BYOX: WHAT IS THE DIFFERENCE?

Bring Your Own Device (BYOX) programs often require families to buy a laptop from their preferred vendor. Families are also responsible for managing software and repairs and may face disruption to learning if the device is damaged or unavailable.

By contrast, the Laptop4Hire program:

- spreads the cost across three years with a new device at each phase of learning,
- ensures all devices are supported by the school's Helpdesk,
- provides warranty, security and accidental damage protection, and
- guarantees compatibility with all school networks and software.

| Feature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Laptop4Hire                                                         | BYOX                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------|
| Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$200.00 (junior secondary) or \$250.00 (senior secondary) annually | Cost of the device + \$125 once off fee |
| School Operating System and Antivirus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                                   | ✗                                       |
| Microsoft Office suite                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓                                                                   | ✓                                       |
| Adobe Creative Cloud suite                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ✓                                                                   | ✓                                       |
| School-owned software                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                                   | ✗                                       |
| Network access at school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ✓                                                                   | ✓                                       |
| Internet access at school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓                                                                   | ✓                                       |
| Internet filtering:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                     |                                         |
| • At school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ✓                                                                   | ✓                                       |
| • At home                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓                                                                   | ✗                                       |
| Onsite technical support:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                     |                                         |
| • Warranty repairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ✓                                                                   | ✗                                       |
| • Accidental damage repairs*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ✓                                                                   | ✗                                       |
| • Operating system rebuilds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ✓                                                                   | ✗                                       |
| • On site diagnostics and debugging                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ✓                                                                   | ✗                                       |
| • General software troubleshooting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ✓                                                                   | Advice only                             |
| Day Loans (short-term daily device access)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ✓                                                                   | ✗                                       |
| Temporary Replacements (long-term loan during repairs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓                                                                   | ✗                                       |
| Definitions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                     |                                         |
| <ul style="list-style-type: none"> <li>• <b>Day Loan:</b> A laptop that a student can borrow for the school day only when their assigned device is unavailable. Day Loans are collected each morning and returned each afternoon. (Full process explained later in this document.)</li> <li>• <b>Temporary Replacement:</b> A laptop provided to a student when their assigned device is away for extended repairs. This device may be taken home and is commonly used for senior students or when repairs take longer than expected.</li> </ul> |                                                                     |                                         |

## BRING YOUR OWN DEVICE (BYOX)

Kilcoy State High School recognises that some families may already own a suitable laptop. While we recommend the Laptop4Hire program for most students, BYOX (Bring Your Own Device) is available as an alternative.

To be approved for BYOX, a device must meet the school's minimum specifications. This ensures the laptop can run all required programs and connect securely to the school network.

### Minimum specifications for BYOX devices:

- Intel Core i5 11th Generation (or newer)
- 8GB memory (RAM)
- 256GB SSD storage
- 14" Full HD screen (1920 x 1080 resolution)

### Devices not suitable for BYOX include:

- Smartphones
- Chromebooks
- Tablets (including iPads and Android tablets)
- Windows RT devices
- Devices with Snap Dragon processors
- Linux-based devices (e.g. Ubuntu, Debian, Fedora)

## BYOX APPLICATION

Families who wish to use their own device must complete a **BYOX application form**. The device will be checked by the school's IT team to confirm it meets the required specifications and security standards. The school technician will make a recommendation, and the principal will make the final decision about approval. Once approved, the device will be connected to the BYOX Gateway, which allows:

- access to school files and internet,
- logging of all internet activity while on the school network, and
- technical support for connection issues only (the school does not repair or maintain BYOX devices).

**Please note:** BYOX devices **cannot access school printers**.

## BYOX FEE

To cover administration, network access setup, and licensing requirements, there is a **once-off \$125 fee** for approved BYOX devices. This is only invoiced after the device has been successfully connected to the school's network.

## LAPTOP ACCESS: EXPECTATIONS AND SUPPORTS

At Kilcoy State High School, we believe access to a laptop is an essential part of learning in the 21st century. Technology is not just a tool — it is how students research, collaborate, and create in every subject. To make this successful, both students and the school have important roles to play.

### Our Expectations

- Students must bring their device to school every day, fully charged.
- Laptops should always be transported in the provided protective case.
- Any issues, damage, or loss must be reported promptly at the IT Support window.
- Students and families are expected to take reasonable care of the device.

### Our Supports

We know that problems can sometimes occur. To minimise disruption to learning, Laptop4Hire students have access to Day Loan or replacement devices.

---

#### DAY LOAN DEVICES

- A short-term laptop borrowed daily while a device is in for repairs.
- Collected before school (8:30–8:50am) or during first break (11:20–11:40am).
- Must be returned after period 4 (3:00pm) the same day.
- Students check for damage before borrowing and are responsible for the device while it is in use.

---

#### TEMPORARY REPLACEMENT DEVICES

- Provided to Senior Secondary students (Years 10–12) if repairs are likely to take longer than one week.
- If available, provided to Years 7–10 if repairs extend beyond two weeks.
- Students keep the device for the full repair period, including taking it home.
- These devices are older but remain fully functional.

## REPAIRS, DAMAGE, LOSS AND THEFT

Students are responsible for taking reasonable care of their Laptop4Hire device. Families will be required to pay repair or replacement costs when damage, loss or theft is not covered by warranty or accidental damage protection.

**The manufacturer or repair provider makes the final decision about whether damage is covered by warranty or accidental damage protection.**

## REPAIRS AND MAINTENANCE

If there is a problem with the laptop:

- Report it to the school as soon as possible.
- Do not attempt to repair the laptop yourself.
- Do not take the laptop to another repairer without permission from the school.
- Do not remove, change or cover school identification labels.
- Do not write on the laptop or add stickers or other permanent marks.
- A temporary replacement device may be available while your laptop is being repaired.

Some faults may be covered by the manufacturer's warranty. The manufacturer makes the final decision about whether a fault is covered.

---

## ACCIDENTAL DAMAGE

Accidental damage is unexpected and unintentional physical damage that affects how the laptop works. The repair provider will determine whether damage qualifies as accidental damage.

**For each device, the following fees apply:**

- First accidental damage incident: \$50
- Second accidental damage incident: \$100
- Further incidents: Full cost of repair

Accidental damage protection does not cover damage caused by carelessness, misuse, intentional actions or situations where reasonable care has not been taken.

This may include:

- Keys being deliberately or forcefully removed.
- Leaving the laptop somewhere unsafe or unattended.
- Damage caused by rain, animals or another person after the laptop was left unattended.
- Repeated damage to the same laptop.
- Damage where no reasonable explanation can be provided.
- Intentional or malicious damage.

If damage is not covered by warranty or accidental damage protection, families may be charged the **full cost of the repair or replacement** (whichever is more affordable).

---

## CHARGERS

Students are responsible for looking after their charger. Lost or damaged chargers are not covered by accidental damage protection, and the family will be required to pay the replacement cost.

## LOST OR STOLEN LAPTOPS

If a laptop is lost or stolen, the school must be told immediately.

If the laptop is stolen outside of school, families will need to report the theft to police and provide supporting information, such as a police report and a crime reference number. Additional documentation may be required before a theft claim can be processed.

If the laptop cannot be recovered, Families will be required to pay the full cost of the replacement device.

## QUICK GUIDE

This summary highlights the most important rules for families in the Laptop4Hire program. Full details are provided in the Terms and Conditions section that follows.

---

### STUDENTS AND FAMILIES

- Bring the laptop every day, fully charged.
- Care for the laptop and always use the protective case when moving between classes or travelling to/from school.
- Report issues quickly – any damage, loss, or problems must be reported to IT Support as soon as possible.
- No personalisation – no stickers, writing, or markings.
- Use only school-approved software – students cannot install their own programs or tamper with security settings.
- Safe use online – students must follow the school's ICT Responsible Use Policy and not use the laptop for inappropriate, offensive, or illegal activity.
- Return the laptop when required – including at the end of each year, if a student leaves the school, or when requested by the school.

---

### SCHOOL PROVIDES

- A high-quality laptop with warranty, security software, and all required programs installed.
- Onsite IT Helpdesk support.
- Accidental Damage Protection, which reduces the cost of repairs.
- Access to Day Loans (short-term daily borrowing) if the laptop is unavailable.
- Access to Temporary Replacement Devices if repairs take longer than expected.
- Warranty and repair claims managed by the school.

---

### DAMAGE, LOSS, AND COSTS

- Repairs covered under warranty incur no additional costs.
- Repairs covered under the Accidental Damage Protection incur some costs.
  - First repair = \$50
  - Second repair = \$100
  - further repairs = full cost.
- Non-warranty damage (e.g., negligence, repeated damage, or malicious damage) incurs the full cost of repair charged.
- Lost or stolen laptops must be reported to us immediately. Stolen laptops should also be reported to the police. Costs are:
  - First incident = \$300,
  - further incidents = full replacement cost.
- Chargers are not covered under warranty; families will be charged the full cost of replacement.

1. You can use the laptop for your own educational purposes, both at home and at school. The laptop may be used for limited personal use but not for commercial purposes (e.g. you cannot use the computer for a part-time job).
2. If you do not comply with these **Laptop Rules for Students**, you are not allowed to use the laptop, and the school may demand that you return the laptop. There may be other disciplinary consequences under the School's Responsible Behaviour Plan for Students.
3. When not in use, the laptop must be stored in its carry case.
4. The **School's Student Network / Internet Access Agreement** and **Internet Usage Policy** also apply to your use of the network / internet when you are accessing the internet using the laptop. You are reminded of your obligations under that agreement and policy.
5. You must not allow anyone else to use the laptop for their own purposes, including family members and friends.
6. You must not tell anyone else your account name and password.
7. You can only have and use the Laptop at the School and at home. Upon request, the school may give written approval for the laptop to be used in other places.
8. You accept responsibility for the security and care of the laptop.
9. You are responsible for backing-up all necessary data. The school is not responsible for any data loss. Students are expected to use OneDrive as their primary save location. Please ensure all your schoolwork and important documents are backed up onto another device (e.g. USB, external hard drive)
10. Only software authorised by the school can be stored or otherwise loaded on to the laptop. You must not load, and must not cause to be loaded, any software onto the laptop. All software must be loaded onto the Laptop by the School's technical administrator.
11. The software loaded on the laptop is licensed to the Department of Education and Training or the School. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.
12. You must not open, or allow anyone else to open, the hardware case of the laptop to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the laptop, without the school's written consent.
13. You must take all reasonably necessary steps to prevent a virus from infecting the laptop, including monitoring any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the laptop.
14. You must not upload / download onto the laptop any programs, images, files or other software unless expressly authorised by the school. Music and video files used for educational purposes and as approved, or provided, by the school can be stored on the laptop.
15. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the Laptop, for the purpose of causing embarrassment to individuals or the School for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The school has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.
16. You must not intentionally use the laptop or internet services to which it may be connected:

- for any illegal, inappropriate, fraudulent or defamatory purposes,
- for bulk transmission of unsolicited electronic mail,
- to send or cause to be sent any computer worms, viruses or other similar programs,
- to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive),
- to transmit any harassing, obscene, indecent, offensive, or threatening material or emails,
- to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party, or
- in a way that violates any laws, such as privacy laws.

17. You must not use the laptop (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.

18. The laptop is to be returned in good condition to the school at the end of the agreement. If you cease to be enrolled for any reason before completing the agreement period, you must return the laptop before leaving the school. If the Participation Agreement is ended, you must return the laptop.

19. The school can request the laptop be returned for any reason at any other time.

## 1. PRINCIPLES

- 1.1 In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities for education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
- 1.2 The school operates a Student Resource Laptop4Hire Program Scheme that enables a Parent/Guardian to enter into an agreement with the school and provides for the use by the student of a laptop as part of the Kilcoy State High School Resource Scheme fee.
- 1.3 All computers, including Laptops or Notebooks used in this program are the property of Kilcoy State High School and the Department of Education regardless of funding source i.e. Federal grants, School accounts, Charity programs or Parents & Citizens.
- 1.4 The school has chosen this model, in which the school purchases the device and loans it to students as part of the Resource Scheme, for the benefits outlined in the Kilcoy State High School Laptop4Hire Program Booklet.
- 1.5 Students may be approved to bring their own personal device (as part of a BYOX model) only when an application process has been undertaken. During this process, the school Information Technology (IT) technician will assess the condition and specifications of the device to determine suitability. If deemed suitable, the principal may approve the device for BYOX use. The application process carries a non-refundable \$125 administration fee upon approval.

## 2. PARTIES INVOLVED

- 2.1 This Agreement is between the State of Queensland acting through the Department of Education and Training [in particular via Kilcoy State High School (hereafter called "the school")] and (Parent/Guardian) in relation to provision of computer equipment to (Student).
- 2.2 The student has been accepted into the School Laptop4Hire Program for the remainder of the agreement.
- 2.3 In exchange for the Parent/Guardian complying with this Agreement, the Student Resource Scheme – Laptop4Hire Program provides the Student with a Laptop computer for educational use at school and home.
- 2.4 The equipment is provided to the student and remains the property of the school until the end of the arrangement when the Private Treaty arrangement is concluded.
- 2.5 This Agreement outlines the roles and responsibilities in relation to the Student Resource Scheme – Laptop4Hire and the terms and conditions which binds the parties during the term of the provision of the equipment.

---

### 3. EQUIPMENT PROVIDED

- 3.1 The equipment, subject of this Agreement, consists of a laptop computer or tablet computer, carry case, and recharging unit. These items are referred to through this Agreement collectively as the "Laptop". Each Laptop will be:
- commercial grade.
  - protected by DETE anti-virus tools and automated updates.
  - covered by warranty including the battery.
  - covered by Accidental Damage Protection Insurance and Accidental Damage with Theft Protection Insurance.
  - able to be connected to the DETE Network and have filtered internet and email.
  - able to be used at home and at school for student learning.
  - installed with central data storage, common file access, backup and network software resources.
  - repaired through the school, where possible, including software and hardware repairs or by the manufacturer under the terms of the warranty agreement.
  - exchanged for a temporary Laptop during any repair and maintenance (depending on availability of replacement Laptops for loan).

---

### 4. LAPTOP SPECIFICATIONS

- 4.1 Students will receive the following laptop or similar.

| Details            | Junior Secondary (years 7-9)                                                           | Senior Secondary (years 10-12)                |
|--------------------|----------------------------------------------------------------------------------------|-----------------------------------------------|
| Brand and Model    | Acer TravelMate B514                                                                   | ACER Travelmate P214                          |
| Specifications     | Intel® Core™ i3-N355 (6 MB Smart Cache, 1.9 GHz, up to 3.9 GHz)                        | Intel Core i5-1135G7 (2.4 GHz, up to 4.2 GHz) |
|                    | 8GB LPDDR5X                                                                            | 1 x 8GB DDR4                                  |
|                    | 256GB PCIe NVMe SSD                                                                    | 256GB PCIe NVMe SSD                           |
|                    | 14" IPS FHD 1920 x 1080 resolution                                                     | 14" FHD 1920 x 1080 resolution screen         |
| Installed Software | MOE software (including Windows 10) + subject specific software provided by the school |                                               |
| Warranty/Support   | 3-year warranty                                                                        |                                               |
| Other Items        | Laptop charger                                                                         |                                               |
|                    | Carry case                                                                             |                                               |

---

## **5. PERIOD OF PARTICIPATION**

- 5.1 The school agrees to provide the laptop (where there is a laptop available) to the student within three weeks of commencement of schooling.
- 5.2 Subject to clause 5.3, the provision continues until the end of the agreement.
- 5.3 The provision may be ended earlier, at the school's absolute discretion, if:
- the student is no longer enrolled with the school.
  - the student is excluded from the school.
  - if, in the opinion of the School, the Student is not meeting the school's behaviour and educational requirements.
  - the Parent/Guardian fails to comply with this Agreement or the Student Network / Internet Access Agreement and the School Internet Usage Policy; or
  - the student fails to comply with the attached Laptop Rules for Students or the School's Student Network / Internet Access Agreement and the School's Internet Usage Policy.

---

## **6. OWNERSHIP OF LAPTOP**

- 6.1 At the end of the loan period, all devices will be returned to the school. The devices will have all licensed software and data removed and will be restored to their original factory state. Department policies will be applied when making a decision regarding the disposal, sale or recycling of the used devices, as appropriate at that time.
- 6.2 If the student completes their schooling or transfers from the school, the device must be returned to the school before departure. When all School resources are returned, a Clearance form will be issued stating that the student has no outstanding school resources. If the Laptop is not returned before day of departure reimbursement will be sought.
- 6.3 It is also a requirement of using the device that students provide authorised school staff with access to the device and personal holdings associated with the use of the device if requested.

---

## **7. STATUS OF LAPTOP**

- 7.1 The laptop being provided to the student may not be new and is likely to have been used before.
- 7.2 The school will provide the student with a protective laptop bag that must always be used when transporting the laptop between classrooms, home and school. Failure to use the protective case when transporting the laptop may mean that damage is not covered under Accidental Damage Protection
- 7.3 The School may demand the return of the Laptop for any reason, for example, to upgrade software, to inspect hardware or software's operational performance, if there is suspected misuse of the Laptop and to verify that the Laptop is being used in accordance with this Agreement and the Laptop Rules for Students.

---

## **8. CONNECTION TO THE INTERNET**

- 8.1 The laptop supplied to the student has the secure departmental managed operating environment installed which provides filtered internet access. The school does not provide any carriage service or connectivity to the internet for use of the Laptop outside the School.
- 8.2 At home, it is the Parent/Guardian's responsibility to ensure any appropriate content filters or controls are applied to internet services not supplied by the school. The school accepts no responsibility for consequences of internet access outside the school and will seek to enforce any breach of policy found on a departmental-owned Laptop regardless of whether the breach was done at home or not (e.g. cache files for internet browsers containing inappropriate content).

---

## **9. IMPROPER USE**

- 9.1 The laptop must only be used for learning and safe online behaviour. It must not be used for any illegal, inappropriate, or offensive activity. The Parent/Guardian must ensure that the laptop is not tampered with in order to connect to internet services outside the school's internet filters and that the laptop is not used:
- for any illegal, inappropriate, fraudulent or defamatory purposes.
  - for bulk transmission of unsolicited electronic mail.
  - to send or cause to be sent any computer worms, viruses or other similar programs.
  - to menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive).
  - to transmit any harassing, obscene, indecent, offensive, or threatening material or emails.
  - to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
  - in a way that violates any laws, such as privacy laws.

---

## **10. SOFTWARE**

- 10.1 Only licensed software authorised by the school can be stored or otherwise loaded on to the laptop. The Parent/Guardian must ensure that any other software is not loaded onto the laptop. All software must be loaded onto the Laptop by the School's technical administrator/staff.
- 10.2 The software loaded on the laptop is licensed to the Department of Education, Training and Employment or the School. The Parent/Guardian must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the school. Unauthorised use may breach copyright laws, and the Parent/Guardian may be held liable for any damages incurred.

---

## **11. VIRUS PROTECTION**

- 11.1 Viruses have the potential to severely damage and disrupt operations within the School and the Department's networks. They can also be costly to restore the network, infected hardware or software to its previous state and operability.
- 11.2 Viruses can enter Laptop computers through:
  - Removable media such as CDs, DVDs, and USB memory sticks
  - Emails / Phishing attempts (emails linking to malicious websites)
  - The internet (including web browsing, FTP programs and chat rooms)
  - File downloads
  - Network file shares, such as servers and shared folders.
- 11.3 Students have the right to use their laptops at home for limited personal use. If accessing the Internet from home via cable, ADSL or wireless, they should take all steps to protect the school-owned Laptop and the Department's computer network from virus attacks.
- 11.4 The Parent/Guardian must take all reasonably necessary steps to prevent a virus from infecting the laptop, including monitoring:
  - any data that is uploaded onto the laptop from any device, and,
  - virus checking any USB drives in the laptop.

---

## **12. REPAIR AND MAINTENANCE**

- 12.1 A manufacturer's warranty may apply to the laptop for some of the period of the provision.
- 12.2 Students must not personalise their laptops with pens, stickers or other marks. The school regards this as an act of vandalism and any cost associated with restoring the laptop to its original condition will be borne by the Parent/Guardian. Laptops will be identified as belonging to a particular student in a manner determined by the school. Such identification is not to be tampered with.
- 12.3 The Parent/Guardian or Student must immediately return the Laptop to the School if they suspect the hardware (e.g. Laptop computer or power pack) or software is or may be faulty.
- 12.4 The Student and Parent/Guardian must not arrange or allow any repair or maintenance work to be carried out on the laptop without prior written consent of the school.
- 12.5 Should the Laptop require repairs or maintenance, a replacement computer may be made available while the computer is being repaired.

---

### 13.DAMAGE

- 13.1 all devices and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. In addition, devices are covered against accidental damage, which is determined by the vendor. There is no cover for negligence, abuse or malicious damage.
- 13.2 Students will be required to replace lost or damaged chargers. Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- 13.3 The laptops provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to, or caused by, any issued item.
- 13.4 Where an issued item is lost or negligently damaged, Parents/Guardians will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Guardian.
- 13.5 The Parent/Guardian must use their best endeavours to ensure that the laptop is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the Parent/Guardian to ensure the laptop is kept in a safe and secure place when it is taken off the school's site.
- 13.6 Faults are reconciled by the hardware vendor and are subject to change. The final determination of warranty coverage is made by the hardware vendor. If, after investigation by the School, it is found that the Laptop has been intentionally damaged or that the Student or Parent/Guardian has been negligent (i.e. not exercised due care) in using or caring for the Laptop, the Parent/Guardian **agrees to cover any costs** incurred by the School in repairing or replacing the Laptop and agrees to indemnify the School against any further loss or damage caused by such intentional damage or negligence.
- 13.7 Accidental Damage:
- **Accidental Damage** means unintentional physical damage to property causing the impairment of use.
  - **The Contract Year** means a 12-month period beginning on Jan 1 and each anniversary thereafter.
  - Where a device is accidentally damaged, the following costs apply:
    - First incident: \$50
    - Second incident: \$100
    - Subsequent: Full cost of repair
- 13.8 Non-warranty damage
- non-warranty damage** is where damage is not covered by warranty and not classified as accidental damage. The warranty does not cover the device for any wilful damage, careless damage, theft or negligence. Examples of items not covered are:
- Any keys being removed from the notebooks keyboard due to excessive force applied.
  - Leaving the Laptop unattended and as a result it was damaged by someone or something else (e.g., rain, animals) other than the user or assigned owner.
  - No explanation whatsoever can be provided for how the resulting damage occurred.

- Repeat damages of the same Laptop which may have previously been termed as accidents.
- 13.9 Where a device is deemed non-warranty damaged, charges will apply e.g.
- ACER Keyboard repair: \$273.50 inc GST
  - ACER LCD panel repair: \$394.66 inc GST
- \*\*Per A repair pricing quoted 19/08/2025.
- 13.10 Where the Insurer determines that damage has been intentionally caused to a device, the full cost or replacement of the device may be charged.

---

## 14. THEFT OR LOSS

- 14.1 If the device is stolen the Parent/Guardian will need to report the incident to the police and ensure they have the following documentation when informing the school:
- Police crime number; and
  - Statutory declaration (usually completed with the police)
  - A colour photograph showing signs of forced entry and a detailed police report indicating forcible entry to a locked premises or secured locker.
- 14.2 Should a device be unrecoverable – whether lost or stolen, the full cost of a replacement is required.

---

## 15. CONSEQUENCES

- 15.1 All Laptops provided for temporary use by the program remain the property of DETE and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier.
- 15.2 Where an item is not returned, the Parent/Guardian will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in:
- Debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the Parent/Guardian.