



Kilcoy State High School

An Independent Public School

– Expecting the Best, Achieving Success –

Laptop4Hire Program Booklet

2024

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Foreword

This handbook has been developed as a guide for parents and students about matters relating to Kilcoy State High School's implementation of a 1-to-1 device program for digital learning.

At Kilcoy State High School, technology is a tool that enhances pedagogy and allows differentiation in learning. Teachers, as life-long learners, will continue to focus on developing their technological expertise; utilising ICT in an educationally purposeful way.

Technology facilitates the creation and sharing of knowledge. It provides the extensive ability to share information locally and globally. By utilising virtual classrooms and online learning environments, students can research, collaborate, present, create, refine and represent knowledge in contemporary and meaningful ways. Personal and timely access to appropriate technology allows students to transition seamlessly between learning at school and home. It provides opportunities for students to be challenged by tasks that were once inconceivable: truly transforming learning; and preparing students to be the innovators, entrepreneurs and digital leaders of tomorrow. This is the purpose of Kilcoy State High School's implementation of a 1-to-1 device program.

Technology Program Overview

For many years, Kilcoy State High School has provided students with access to technology through the resourcing of computer laboratories and shareable classroom laptop trolleys. In an effort to further enhance the 21st century learning opportunities for our students, in 2024 Kilcoy State High School is beginning the rollout of a personal, 1-to-1 device program. In 2024, students in Year 7, 11 and 12 will be required to utilise a laptop device for all of their subjects.

The school will be providing students access to a loan laptop through our Laptop4Hire program. This laptop will be purchased by the school and belong to the school, however, students will be able to utilise the device at school and home and take responsibility for the device across the school year.

Laptop4Hire Program

What is Laptop4Hire?

Laptop4Hire is Kilcoy State High School's program to provide every student with a personal learning device. In 2024, the school will provide Year 7, 11 and 12 students with an individual laptop device for use at school and home. This device will be purchased by the school and loaned to the student for a fee of \$250.00 per school year. The school retains ownership of the device, which allows the school to:

- Install and maintain school-purchased software, including our Operating System
- Provide students full access to the schools network and internet access
- Provide full technical support through our IT Helpdesk onsite
- Provide access to 'day-loan' devices in the case of a device repair or warranty claim
- Utilise Computrace anti-theft technology in the case of a lost or stolen device
- Fully manage onsite warranty and repair claims

All devices will have a four year warranty (including battery).

Why does the school retain ownership?

The school maintains ownership of the device until the end of the agreement so that we are legally allowed to install our school software (Inc. Operating System), as well as being able to manage the warranty and repair claims. At the end of the devices warranty period (4 years) the device will be disposed of according to Department of Education policy.

Laptop4Hire Specifications

Brand and Model	Acer Travelmate P214
Specifications	<ul style="list-style-type: none"> ▪ Intel Core i5-1135G7 (2.4 GHz, up to 4.2 GHz) ▪ 1 x 8GB DDR4 ▪ 256GB PCIe NVMe SSD ▪ 14" FHD 1920 x 1080 resolution screen
Installed Software	<ul style="list-style-type: none"> ▪ MOE software (including Windows 10) + subject specific software provided by the school
Warranty/Support	<ul style="list-style-type: none"> ▪ Theft protection (tracking via Computrace) ▪ 4-year warranty
Other Items	<ul style="list-style-type: none"> ▪ Laptop charger ▪ Carry case

Laptop4Hire cost over warranty period

Year	Description	Cost
1	Loan of Acer P214	\$250.00
2	Loan of Acer P214	\$250.00
3	Loan of Acer P214	\$250.00
4	Loan of Acer P214	\$250.00
	TOTAL	\$1000.00

Current purchase price of an Acer Travelmate P214 with Intel i5 CPU and 8GB RAM

Store Weblink	Price
https://online.acer.com.au/acer-travelmate-p214-windows-11-pro-intel-core-i5-11th-gen-8gb-ram-256gb-ssd	\$1809.00
https://www.jw.com.au/product/acer-travelmate-p214-53-std-14-laptop-i5-1135g7-8gb-ram-256gb-ssd-windows-10-pro	\$1549.00
https://www.kogan.com/au/buy/acer-travelmate-p214-i5-11th-gen-8gb-ram-256gb-ssd-14-fhd-acer-comfy-view-finger-print-reader-onboard-graphics-win-10-professional-3-years-onsite-warranty-16-kg-upto-13-hours-09322623005868/	\$1779.00

Why is the school doing loans rather than BYOX?

BYOX (Bring your own device) programs require families to outlay large sums of money at the start of the year to buy a device. As above, the laptops we are loaning to students retail for more than \$1500.00 and many devices in the BYOX category that meet our requirements can cost much more. This is a large cost for a device that may get damaged and will become outdated over time. It makes more economical sense for students to loan a device from the school, so that over their 6 years of schooling they will have access to laptop devices that are approved by and guaranteed to work in the school environment.

On the following page is a table comparing other aspects of our loan program and a BYOX program, to demonstrate further reasons for Kilcoy State High School offering the Laptop4Hire program.

Feature	Laptop4Hire	BYOX
School Operating System and Antivirus	✓	✗
Microsoft Office suite	✓	✓
Adobe Creative Cloud suite	✓	✓
School-owned software	✓	✗
Computrace anti-theft protection	✓	✗
Network access at school	✓	✓
Internet access at school	✓	✓
Internet filtering:		
➤ At school	✓	✓
➤ At home	✓	✗
Onsite technical support:		
➤ On Site warranty	✓	✗
➤ Battery warranty	✓	✗
➤ On site accidental repairs*	✓	✗
➤ Operating system rebuilds	✓	✗
➤ On site diagnostics and debugging	✓	✗
➤ General software troubleshooting	✓	Advice only
➤ Access to day-loan device	✓	✓

*Accidental repairs may have a cost, outlined in the Participants Agreement.

Use of BYOX

Kilcoy State High School recognises that some students may already own a device. While the section above outlines the advantages to using a school-owned loan device through the Laptop4Hire program, it is understandable that a family may not wish to pay the loan fee if they have a suitable BYOX device. A suitable device will have **the same or better hardware specifications** as those listed above in the *Laptop4Hire Specifications*.

BYOX application

If a student wishes to utilise their own personal BYO device, they cannot do so until they have applied and been approved for BYOX use. The application process will allow the school to assess the device and ensure it meets the requirements of the digital learning at the school as well as the security measures needed to connect to the schools network. Once the device has been assessed, the school's IT technician will make a recommendation to the Principal (either recommending approval or denial of the BYOX device) and the Principal will make a final decision regarding the student's ability to use their own device.

BYOX Fee

Due to the BYOX application process involving administration time, and the set up of a BYOX guest network and associated upkeep as well as additional software licensing requirements, there is a fee for students wishing to bring their own personal device. In 2024, this BYOX fee will be \$125.00 and is payable upon approval of the student's device by the Principal.

Recommendation

It is recommended, where possible, that families enrol in the Laptop4Hire program. It is the school's belief that the: high-quality devices provided; bulk-purchase pricing; 4-year warranty; onsite-repairs; access to day-loans; full technical support offered; online internet filtering; and simplification of usage at school make the Laptop4Hire program a great value proposition. It is convenient, with no need for families to spend any time researching or purchasing a device, and with students able to get all the support and help they need at school. In 2024, it is expected that every student in Year 7, 11 and 12 has a personal digital device. For the majority of students, this will be a school-owned Laptop4Hire device.

Laptop4Hire Terms and Conditions

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 DETE 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

Brand and Model	Acer Travelmate P214
Specifications	<ul style="list-style-type: none"> ▪ Intel Core i5-1135G7 (8 MB Smart Cache, 2.4 GHz, up to 4.2 GHz) ▪ 1 x 8GB DDR4 ▪ 256GB PCIe NVMe SSD ▪ 14" FHD 1920 x 1080 resolution screen
Installed Software	<ul style="list-style-type: none"> ▪ MOE software (including Windows 10) + subject specific software provided by the school
Warranty/Support	<ul style="list-style-type: none"> ▪ Theft protection (tracking via Computrace) ▪ 4-year warranty
Other Items	<ul style="list-style-type: none"> ▪ 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. DETE will make 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 carry case/bag that must always be used when transporting the Laptop between classrooms, home and school. Failure to use the protective case/bag when transporting the Laptop could result in the Accidental Damage Protection Insurance being nullified.
- 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 Parent/Guardian must ensure that the Laptop is not tampered with in order to connect to internet services outside the schools 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 reasonable 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 in any way by using felt 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 willful damage, careless damage, theft or negligence. Examples of items not covered are:

1. Any keys being removed from the notebooks keyboard due to excessive force applied.
2. 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.
3. No explanation whatsoever can be provided for how the resulting damage occurred.
4. Repeat damages of the same Laptop which may have previously been termed as accidents.

Where a device is deemed non-warranty damaged, charges will apply eg:

1. *Acer Keyboard repair: \$273.50 inc GST*
2. *Acer LCD panel repair: \$394.66 inc GST*

***Per Acer repair pricing quoted 31/07/2023*

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 outside of school, 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.

On receipt of the necessary documentation, DETE will initiate recovery procedures via in the inbuilt theft protection software. Should a device be unrecoverable – whether lost or stolen, the cost of replacement is as follows:

- First case: \$300
- Subsequent cases: full replacement cost.

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.

Laptop4Hire Rules for Students

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. 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.
4. You must not allow anyone else to use the Laptop for their own purposes, including family members and friends. You must not tell anyone else your account name and password.
5. 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.
6. You accept responsibility for the security and care of the Laptop.
7. You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Please ensure all your school work and important documents are backed up onto another device
e.g. USB, external hard drive, OneDrive
8. 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.
9. 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.
10. 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.
11. 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.
12. When not in use, the Laptop must be stored in its carry case and locked in a secure location e.g. classroom or home.
13. 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.
14. 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.

15. 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.
16. In particular 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.
17. 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.
18. The School can request the Laptop be returned for any reason at any other time.