



BEAUDESERT STATE HIGH SCHOOL

STUDENT RESOURCE SCHEME including 1:1 LEARNING (LAPTOP) PROGRAM 2015 (Only available for students in Year 7)

Forms must be returned whether you choose to participate in the scheme or not – please tick the appropriate box. The attached agreement form needs to be returned to the school by Friday 31st October 2014.

Year 7 students starting at Beauesert State High School in 2015 will be participating in a student resource scheme. This will provide all Year 7 students with a laptop and electronic textbooks already uploaded for most of their textbooks as well as additional support with their learning. Students will additionally receive hard copy textbooks for some subjects at some times, as well as other resources provided through the resource scheme. As such, students will be required to bring their laptop to school every day. The fee incurred for providing the laptops, e-textbooks and additional resources for Year 7 students will be \$270 for 2015, payable through the school finance office or other methods listed on the Agreement Form.

Students will be required to:

- Completed and signed all relevant paperwork;
- Returned Participant Agreement Form; and
- **Paid in full \$270 or a deposit of \$75 by 21/11/14.**



BEAUDESERT STATE HIGH SCHOOL

STUDENT RESOURCE SCHEME 2015

“A Fair Scheme for all Students”

Beaudesert State High School offers a **Student Resource Scheme (SRS)** to all students. The scheme has the approval of the school's Parents & Citizens Association and provides parents with the following general benefits:

- minimises costs of providing resource materials for their children;
- ensures that an adequate bank of resources is available to provide a good quality education; and
- ensures all students have equal opportunity to participate in any subject regardless of family financial circumstances.

The participation fee for the Student Resource Scheme in 2015 is \$270 per student. Every effort has been made to contain the cost of the participation fee whilst ensuring that adequate resources are available for student use. This contribution is in addition to the Government Resource Allowance. The scheme represents excellent value and provides substantial savings to parents of students in all year levels. Joining the Student Resource Scheme is optional - **please read the terms and conditions on the back of the participation form.** It attracts many benefits which are detailed here for your information. If you **do not join** the scheme, you will need to purchase individual resources as required and pay for all the benefits listed that will be received by members of the scheme. (For example the average cost of a textbook is currently approximately \$55 with some costing over \$95 each.) A detailed costing of all items to be purchased can be obtained by contacting the school office. The school encourages your participation in the scheme, as the best savings for all eventuate from high participation rates.

The SRS at this school operates under the policy and guidelines of Education Queensland. Parents wishing to take advantage of the services provided by the scheme are required to pay the annual contribution and sign a Participation Agreement Form agreeing to the conditions therein.

Major Benefits Enjoyed by Joining the Scheme:

Practical Learning Experiences

- ☑ Guest speakers for extra curricular student well-being programs;
- ☑ Y-Lead and other leadership programs and opportunities;
- ☑ Swimming Carnival and Athletics Carnival costs ;
- ☑ Workshops for all year levels as preparation for NAPLAN and QCS (Queensland Core Skills) tests;
- ☑ QCS writing task practice and Short Response item practice – includes workbooks, marking by independent authority, photocopying and various consumables.

Reference and Hard-Copy Materials:

- ☑ Administration of the scheme and storage of all resources;
- ☑ Temporary loan of all textbooks as needed for up to one year;
- ☑ Provision of printed booklets, class workbooks, worksheets and teacher-prepared materials which complement or substitute for textbooks (retained by student);
- ☑ Temporary loan of books (e.g. plays and novels studied in English/Drama approx value of \$120 per student);
- ☑ Student diary specially produced for the school that includes an explanation of completing bibliography, information and school policies and procedures with poly cover and extra strong spiral binding (retained by student);
- ☑ Temporary use of class sets of books (e.g. atlases, dictionaries);
- ☑ Temporary use of reference materials, periodicals, novels and updated library resources.

Information Technology

- ☑ Access to a range of subscribed on-line programs which complement curriculum resources;
- ☑ Temporary loan of graphics calculators;
- ☑ Access to ICT support devices including, but not limited to, digital cameras, video cameras, microphone headsets, graphics tablets, data projectors, webcams, data loggers, and scanners;
- ☑ Access to teacher-generated resources made available on the school network and “The Learning Place”;
- ☑ Use of school purchased licensed software e.g. Autocad, Photoshop and other subject specific software.

Resources

- curriculum extension supplies such as art and craft supplies, cooking demonstrations and manual arts materials;
- consumables for group/experimental work in all subjects;
- projects completed in Art, Design & Technology (Manual Arts) and Agricultural Studies;
- use of specialist subject equipment and resources;
- audio-visual resources.

This scheme provides an entire package for a set fee and is not available in parts. The Queensland Government Resource Allowance supports this scheme. This Allowance is paid only once in any calendar year, regardless of the number of schools the student attends.

Where there is genuine parental financial hardship, parents can discuss with the school's Business Services Manager or Principal how financial obligations can be met by instalments throughout the school year, or discuss alternative arrangements to accommodate special circumstances. All discussions are confidential.

The Student Resource Scheme is discussed annually at the August meeting of the school's Parents & Citizens Association. As per Education Queensland guidelines the scheme has to be approved each year by the school's Parents & Citizens Association. Parents/Guardians are invited to attend this meeting and express their opinions.

The SRS does not cover:

- Compulsory or optional excursions, camps and activities;
- Registration, fees/levies or uniform for District, Regional, State and National Sports;
- Optional extra TAFE certificate courses or School of Distance Education course subject fees;
- Instrumental Music Levy;
- 1:1 Laptop Scheme (this is a separate scheme for students in Years 11 and 12 currently accessing the laptop scheme).

Annual Activities Parents may like to plan for:

- Year 12 Formal – between \$170 - \$200;
- Year 11 Hospitality Coffee Course – between \$55 - \$65
- Year 10 Heron Island Camp – between \$850 - \$950 (only top 32 students may attend each year);
- Year 8 Camp and Special Ed Fishing camp – between \$150 - \$200;
- Ski Trip – between \$800 - \$1200;
- Theatre excursions for The Arts – between \$40 - \$70 per trip.
- Curriculum excursions and school-based courses – between \$24 - \$80
- Certificate III in Fitness (Year 11 and 12 only) - \$198. Related excursions - \$40
- Certificate II in Automotive Vocational Preparation (Year 11 and 12 only) - \$200 - \$300**

Payment:

- If you agree to the conditions listed therein and wish to join the scheme, **please complete and sign the SRS Participation Agreement Form** and **return the form together with payment or deposit** to the school office. Please also complete the "Payment Options" section of the form.
 - a) If paying by cash, correct money would be appreciated.
 - b) Cheque payments should be made payable to Beaudesert State High School and crossed "not negotiable".
 - c) Payments may also be made with credit card, EFTPOS, BPoint, or CentrePay.
 - d) If making payment via internet banking, please enter the student name/payment details for recording on the bank statement. Account Name: Beaudesert State High School General Account BSB: 064-400 Acc No: 0009 0023
- Students will not be issued with the school diary until the signed "SRS Participation Agreement" form, has been returned and payment or deposit has been made. The school does not wish to see any student disadvantaged, so prompt return of all forms and early payment would be appreciated.
- **All forms are to reach Beaudesert State High School prior to commencement of the school year.** The school will be accepting payments this year until 2nd December 2014. Payments will again be accepted when the cashier re-opens on Tuesday 20th January 2015. Alternatively payments can be made by post or internet banking. Receipts will be issued to students in their roll classes. If paying by internet banking, please remember to complete and return the "SRS Participation Agreement Form" to the school office.
- If you choose **not to participate** in the scheme, please carefully read, complete the Non-participation section of the form, sign the form and return it to the school office prior to commencement. Parents/Guardians will then be invoiced for school provided resources once the student timetables have been finalised.

Participation Agreement Form

Privacy Statement

The Department of Education, Training and Employment, through the school, is collecting your personal information in accordance with section 51 of the *Education (General Provisions) Act 2006* in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education, Training and Employment is authorised or required by law to make the disclosure.

Participation

Yes I wish to participate in the Student Resource Scheme in 2015. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

No I do not wish to participate in the Student Resource Scheme in 2015. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 36.

Please refer to the accompanying *Subject requirements List and/or Year Level Requirements list* for fee details.

Student Given Name	Student Surname	Yr Level in 2015	Participation Fee
1.			\$270.00 Per student
2.			\$
3.			\$
4.			\$
*NB – Pro-Rata fees will apply after Friday 28/02/2015			Total
			\$

Parent/Carer Details (please print)

Given Names:

Surname:

Address:

Contact Numbers:

Home:

Work:

Fax:

Mobile:

Email:

Parent Signature:

Date:

For payment by EFTPOS (Credit/Debit Card), I hereby authorise the school to debit my:

MasterCard Visa Other (where accepted)

Card Number:

Expiry Date:

For an amount of \$_____ (total above) or \$_____ on the first school day of the first three terms (equal instalment payments of the above amount), or in accordance with the negotiated Payment Arrangement completed above.

Name of cardholder as it appears on card:

Signature of Cardholder:

Payment Arrangement

Now: I wish to make full payment now as a single payment of the total amount above.

Instalments: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: \$_____; Term 2: \$_____; Term 3: \$_____; or as negotiated with the school:

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense.

School Use Only: Negotiated Instalments

Approved: _____ Position: _____

Payment Method

I wish to make payment by:

Centrelink Deduction* EFT EFTPOS Credit/Debit Card Cheque Cash *

* Payment by Centrelink deduction can be arranged through the school administration.

**Payment by EFT can be made to the school bank account BSB: 064 – 400 Account Number: 00090023.

To ensure correct identification of the payment, please ensure that the **EFT payment reference** clearly includes the **STUDENT NAME or MIS ID code**.

Purpose of the Scheme

1. In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for the 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.
2. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the "scheme") that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.
3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

4. The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescribed materials elsewhere.
6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Participation in the Scheme

7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent's decision to participate or not is based on consideration of the value afforded to them by the scheme.
8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.
9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.
10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt collection processes.
11. A parent who does not wish to participate in the student resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents of students in Years 8 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.
12. A parent who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the *Year Level Requirements List* and/or *Subject Requirements List*, to enable the student to engage with the curriculum.

Parents and Citizens' Association Support of the Scheme

13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents of students in Years 8 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Student Resource Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from <http://education.qld.gov.au/finance/grants/fund/garp/html/par-stu.html>

Payment Arrangements

15. Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; where accepted by the school), cheque, or cash.
16. For payment made by direct deposit (EFT) to the bank account indicated on the front of the form, please ensure that the payment reference includes the reference as indicated on the front of this form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be retained as your record of payment.
17. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.
18. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent for future reference and possible taxation purposes.

Parent Experiencing Financial Difficulties

19. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
20. The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.
21. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

22. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent" is a reference to the independent student.
23. Where a parent chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.
24. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed on the *Year Level Requirements List* and/or *Subject Requirements List* as being provided by the scheme, when due for the student's use.
25. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.
26. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.
27. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.
28. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
29. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.
30. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.
31. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent 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.
32. Textbooks and other resources 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 any issued item. Where an issued item is lost or negligently damaged, parents 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.
33. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the *Year Level Requirements List* and/or *Subject Requirements List* or otherwise advised by the school.
34. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.
35. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.
36. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.

**Terms and Conditions - Student Resource Scheme
– 1 to 1 Learning Program**

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 Scheme – 1 to 1 Learning Program that enables a Parent/Guardian to enter into an agreement with the School and provides for the use by the student of a laptop for a specified participation fee.

2. Benefits of the Scheme

- 2.1 The purpose of the scheme is to provide the Parent/Guardian with a cost effective alternative to purchasing a laptop, through providing access to departmental-owned laptops purchased at reduced prices through the school’s bulk purchasing practices. Such provision is an education service that is not met by the State under s.50 (2) of the Education General Provisions Act 2006.
- 2.2 Provided the Parent/Guardian agrees to opt-in to this arrangement, they will be given the opportunity to use the equipment for a fee which covers the non-educational services of the program. At no time will ownership of the laptop transfer to the parent/guardian.
- 2.3 The scheme also ensures that students have a laptop for their education that can be safely connected to the Departmental network and saves the Parent/Guardian time and money in sourcing the prescribed materials elsewhere.
- 2.4 The Student Resource Scheme - 1 to 1 Learning Program is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

3. Parties Involved

- 3.1 This Agreement is between the State of Queensland acting through the Department of Education and Training [in particular via Beaudesert State High School (hereafter called “the School”)] and you (the Parent/Guardian) in relation to provision of computer equipment to your Student.
- 3.2 The Student has been accepted into the School 1 to 1 Learning Program for the remainder of the agreement.
- 3.3 In exchange for the Parent/Guardian complying with this Agreement, the Student Resource Scheme – 1 to 1 Learning Program provides the Student with a laptop computer for educational use at school and home.
- 3.4 The equipment is provided to the Student and remains the property of the School at all times.
- 3.5 This Agreement outlines the roles and responsibilities in relation to the Student Resource Scheme – Student 1 to 1 Learning Program and the terms and conditions which binds the parties during the term of the provision of the equipment.

4. Equipment Provided

- 4.1 The equipment, subject of this Agreement, consists of a laptop computer, a crush-proof protective case and power pack. These items are referred to through this Agreement collectively as the “Laptop”.
- 4.2 Each laptop will be:
 - commercial grade
 - protected by Education Queensland anti-virus tools and automated updates
 - covered by warranty including the battery
 - able to be connected to the Education Queensland 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
 - exchanged for a temporary laptop during repair and maintenance greater than one (1) school day.
- 4.3 At the end of the provision period, the laptop will be removed from the school network. At this time the laptops will have all licensed software and data removed and be restored to original factory state.

5. Laptop Specifications

Brand and Model | Acer 1830T

Specifications	Intel Core i3 processor 4GB of RAM 11.6 inch LCD screen 3G connectivity – providing a minimum of 2GB of data per month
Installed Software	Windows 7 – Education Queensland MOE version Microsoft Office Enterprise 2010 – Word, Excel, PowerPoint, and OneNote Computrace theft protection and deterrence software Blue Coat internet filtering Plus additional school and subject-specific software (Note: This software is licensed to the School and is for use only during the terms of this program. It will be removed from the Laptop at the end of the Program.)
Warranty / Support	Refer to information on www.beaudeseshs.eq.edu.au

6. Rights and Obligations

- 6.1 The Student has the right to use the Laptop only in accordance with this Agreement.
- 6.2 The Parent/Guardian must comply with the Agreement and supervise the Student to ensure that the Student complies with the Laptop Rules for Students in relation to use of the Laptop at the School and outside the School (e.g. at home).
- 6.3 To the extent that the Laptop Rules for Students can apply to the Parent/Guardian, the Parent/Guardian must comply with the rules.
- 6.4 The Parent/Guardian must also comply with their respective obligations under the School’s Student Network / Internet Access Agreement and the School’s Internet Usage Policy.

7. Period of Participation

- 7.1 The School agrees to provide the Laptop to the Student/Carer from the date all parties sign this Agreement and the Student receives the Laptop.
- 7.2 Subject to clause 7.3, the provision continues until the end of the agreement.
- 7.3 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;
Note: The Laptop may be retained within the school during any period of suspension.
 - if, in the opinion of the School, the Student is not meeting the School’s behaviour and educational requirements, including absenteeism fall below 85% without appropriate justification;
 - 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.

8. Ownership of Laptop

- 8.1 This Agreement does not give the student ownership of the Laptop. The school retains ownership of the Laptop during the term of the provision.
- 8.2 This Agreement and the School’s delivery of the Laptop to the Student does not constitute a transfer of ownership, or the obligation to transfer ownership, of the Laptop to the Student or Parent/Guardian.

9. Status of Laptop

- 9.1 The Laptop provided to the Student may not be new, and is likely to have been used before.
- 9.2 The School will use its best endeavours to provide a safe, secure area during breaks during school days and hours for students to store their laptops.
- 9.3 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.

10. Fee for Provision of Laptop

- 10.1 If the parent / guardian and student opt to participate, a Student Resource Scheme – Student Laptop Program fee will be due and payable by the parent / guardian.
- 10.2 In the event of loss or damage to, or caused by, the Laptop, see Clause 16 Loss or Damage.

11. Connection to the Internet

- 11.1 The laptop supplied to the student is built to secure departmental managed operating environment 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.
- 11.2 At school, the carriage service and connectivity to the internet is governed by the School's Student Network / Internet Access Agreement and the School's Internet Usage Policy and the Responsible Behaviour Plan for Students. The School reminds the Parent/Guardian of their obligations under this agreement.
- 11.3 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 pornography).

12. Improper Use

- 12.1 The Parent/Guardian must ensure that the Laptop is not tampered with in order to connect to internet services outside the school and that the laptop is not used:
- for any illegal, pornographic, 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.

13. Software

- 13.1 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.
- 13.2 The software loaded on the Laptop is licensed to the Department of Education and Training 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.

14. Virus Protection

- 14.1 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.
- 14.2 Viruses can enter laptop computers through:
- Removable media such as CDs, DVDs, floppy disks and USB memory sticks
 - Emails / Phishing attempts (emails linking to malicious websites)
 - The internet (including web browsing, FTP programs and chat rooms)
 - File download
 - Network file shares, such as servers and shared folders
- 14.3 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.
- 14.4 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.

15. Repair and Maintenance

- 15.1 A manufacturer's warranty may apply to the Laptop for some of the period of the provision.
- 15.2 Students must not "personalise" their laptops in any way by using felt pens, stickers or other marks. 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.

- 15.3 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.
- 15.4 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.
- 15.5 Should the Laptop require repairs or maintenance, a replacement computer may be made available while the computer is being repaired.

16. Loss or Damage

- 16.1 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.
- 16.2 Where an issued item is lost or negligently damaged, parents/carers 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.
- 16.3 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 in a safe place when it is taken off the School's site.
- 16.4 The Parent/Guardian must immediately notify the School if the Laptop is damaged, lost or stolen.
- 16.5 If the Laptop is stolen, the Parent/Guardian must report this to the Police as soon as possible. The Parent/Guardian must obtain from Queensland Police a Crime Number and the name of the investigating officer and provide this to the school.
- 16.6 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.
- 16.7 Advice on how to protect the Laptop is outlined in the attached Use and Care of the Laptop / Laptop / Computer guidelines.

17. Consequences

- 17.1 All Laptops provided for temporary use by the program remain the property of the Department 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.
- 17.2 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.
- 17.3 Failure to comply with this Agreement may result in the School ending the Agreement including automatic loss of the Laptop or suspension of use for a period of time.

18. Acceptance of Agreement

- 18.1 By completing and signing the Student Resource Scheme Participation Agreement form which is included in FNM-PR-018: Textbook and Resource Scheme <http://education.qld.gov.au/strategic/eppr/finance/fnmpr018/> the Parent / Guardian is acknowledging they understand and accept the Terms and Conditions of this agreement.