

Laptop Leasing Agreement



i A 21st century education is about giving students the skills they need to succeed in this new world, and helping them grow the confidence to practice those skills. With so much information readily available to them, 21st century skills focus more on making sense of that information, sharing, and using it in smart ways.

The Laptop Program

- A **Laptop Leasing Program** is being implemented for students in Year 7 and Year 10 for a 3 year period.
- Laptops will include a protective bag, power cord and stylus pen.
- Laptops will be commercial grade and include anti-virus and all educational software needed for classes.
- Batteries & Power Adapters will be covered by a 1 year warranty.
- Laptops come with 3 Year Warranty and Accidental Damage Protection (does not cover loss or theft).
- Accidental Damage Protection claims will incur a \$50 excess for repaired works.
- Accidental Damage Protection does not cover malicious acts of vandalism or deliberate damage (claims deemed non-accidental will incur full repair costs).
- New students can expect to receive the laptop within the first week of school if the enrolment processes were completed prior to the bulk order in October/November of the preceding year.
- Due to the preparation, processing, and purchasing timelines, a computer may not be available until 3 weeks after the students first day. However in most cases it can be provided earlier.
- Additional Information can be found in our **Digital Use Policy Handbook**.

The Laptop Payment Plan

- Laptops are on a three year payment plan for 148 weeks commencing first week in February and concludes in the last week of November in the third year
- Payments cover the laptop rental costs, Accidental Damage Protection, Carry bag and other associated costs in monitoring and maintaining the program.
- A direct debit for regular weekly (\$12.50) or fortnightly payments (\$25.00) must be received by the College prior to receipt of a laptop.

Laptop Repairs or Technical Help

i Laptop repairs or hardware faults to be reported to the IT Department within 24hrs. Should you have a query or like to report a fault, please email support@calcc.qld.edu.au. Alternatively, the laptop can be looked at by a Library Technician for common or basic errors before being referred to the IT Department.

- If the laptop is offline or unusable for longer than 3 days, a loan laptop will be issued.
- Lost cables, adapters, stylus pens, or batteries are not included in the Accidental Damage Protection, additional fees may be issued.
- Loss or theft of a device needs to be reported to the College within 24hrs. Theft will require a police report to be filed.
- Upgrades or dismantling the laptop in any way is not permitted.
- The College may ask for the return of the laptop for any reason, for example, to upgrade software, inspect for hardware or software operational performance, or if there is suspected misuse of the laptop.

Initials:

Date:

Terms and Conditions

- Leased laptop computers must be used in accordance with warranty conditions so as not to negate the vendor's warranty.
- Food and drink should never be placed near the device.
- Cords and cables should be treated carefully when inserting and removing from power.
- Devices are to be carried between locations in the laptop bag provided.
- It is the student's responsibility to ensure their device is fully charged each day.
- Ensure the device is closed fully when not in use (tablet mode with the screen facing outwards may cause damage during transport).
- Do not put pressure on the lid when closed or excessive items in the laptop bag that could cause scratching or damage.
- Avoid placing anything on the keyboard before closing the lid.
- Only clean the screen with a clean, soft, dry, or anti-static cloth.
- Don't clean the screen with a household cleaning product.
- No Hotspots or Internet tethering should be used at the College. Students must use the College network to access the Internet.
- The College reserves the right to restrict access or temporarily confiscate electronic devices if a breach of these policies occur, or in the reasonable opinion of a staff member, the presence or potential use of an electronic device by an individual would put themselves, others, or the College at risk of harm, in a position of liability, or unduly affect the Colleges learning environment.

Parent Responsibilities

i *Whilst the devices are owned by the College and leased to the students, parents/carers still need to ensure devices are correctly cared for, report any damage or concerns to the College within 24hrs.*

- Ensure student fulfil their responsibilities as outlined in this document.
- Monitor student use of the computer when at home, including their Internet use.
- Ensure the student has their computer at school each day, like any other resource, in a condition that will enable it to be usable for education purposes.
- Comply with the policy of the College in relation to the return/transfer of device in the event of a student leaving the College.
- Take care of the equipment to protect it from accidental damage and secure it from theft.
- Do not load any third party virus software onto a College device or any other additional software without seeking approval of the College IT Department (email: support@calcc.qld.edu.au).
- The device/laptop and all accessories will be returned to the College and inspected for damage, at the end of each year. The parents/carers may be financially responsible for the replacement of the laptop.
- You must not try to sell the computer, offer the computer as security, nor give possession of the laptop to anyone else (other than the student).
- You must notify the College in writing where the computer will ordinarily be kept, when that place is different from your residential address.
- Comply with all directions we give in relation to the use of the computer and produce the computer to us for inspection when requested.

Initials:

Date:

