Student Laptop Program Pilot
Handbook, Charter and Agreements

Roma State College

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Student Laptop Program

Handbook

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Foreword

This handbook has been developed as a guide for students and parents or caregivers enrolling in the Student Laptop Program (SLP) at Roma State College (RSC). Students and parents or caregivers should thoroughly read and understand the charter.

The RSC SLP is being developed to meet the educational needs of our students, while remaining affordable. Beginning in Term 3 2016, RSC will begin a pilot program to trial the SLP, with a view to full rollout across years 10–12 in 2017.

Unfortunately, schools no-longer receive funding from the Federal Government for the procurement of technology devices. RSC purchased 235 laptops through the National Secondary Schools Computer Fund (NSSCF) in 2011 and 2013. The increased access to technology through this program provided learning opportunities to students that were not possible without one-to-one (1:1) access to a technology device. Moving forward, the school must look at other was to provide access to computers for students, while remaining cost effective for parents.

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. Access to 1:1 technology allows students to transition seamlessly from learning at school to home, and in between. 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.
Student Laptop Program overview

The goal when formulating a direction for technology access at RSC was to deliver an affordable, robust solution that would meet the educational needs of our students.

In Term 3, 2016, RSC will pilot a newly developed SLP, with the intention of expanding the program out in 2017 to include years 10–12. During the pilot we will assess the effectiveness of the program, seek feedback from participants, and make amendments prior to the planned 2017 rollout.

Currently, the program is only available to senior secondary (years 10–12). This aligns with curriculum and pedagogical demands, as well as the warranties, expected usable life and usage patterns for a student laptop.

How does the SLP work?

The SLP provides students with a laptop, chosen and purchased by the school. The student’s parents or caregivers contribute a percentage of the cost of the device to the school via a Participation Agreement. This cost can be paid up-front or as part of a payment plan. The school then purchases the device for the student’s sole use. During the program RSC retains ownership of the device, which allows the school to:

- install and maintain school owned software
- provide full student access to the network and internet
- provide full technical support through the school IT Support team
- provide access to a hot-swap laptop when the student’s device is in for repair
- provide Computrace anti-theft software as standard on the device
- have ‘lemon clause’ protections for the device
- fully manage onsite warranty and Accidental Damage Protection (ADP) claims.

At the end of the Participation Agreement the school will dispose of the device according to the Department of Education and Training (DET) policy. Parents or caregivers will have the opportunity to acquire the device at this time. As the device will be nearing the end of its expected life, the school will dispose of the asset for a nominal fee of $10, plus the remainder of the cost of the Participation Agreement if it was not paid for up-front. At this time, the laptop will be restored to its factory state and the remainder of the warranty transferred to the Parents or caregivers.

All devices will come with a minimum 3-year warranty (including battery), and ADP. We have found ADP to be invaluable in minimising the costs associated with damage that devices used in a school-setting often incur.

Why does the school retain ownership?

The school retains ownership of the device until the end of the agreement so that we can legally install our school software, including the operating system, as well as being able to manage the warranty and ADP claims. After 3 years, or if the student leaves the school, the opportunity to acquire the device will be provided as outlined above.
Costs explained

The cost of the program varies depending on the chosen payment plan. Parents and caregivers may only opt for a payment plan that will see the full cost of the Participation Agreement paid by the expected end of the student’s schooling. Participation in a payment plan must be agreed to by the Principal.

The following tables outline how the costs are broken down:

**Up-front payment**

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
<th>Amount</th>
<th>Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participation Agreement</td>
<td>$1250</td>
<td>−$150</td>
<td>$1100</td>
</tr>
<tr>
<td></td>
<td>Service Guarantee</td>
<td>$100</td>
<td>−$100</td>
<td>$0</td>
</tr>
</tbody>
</table>

**1-year payment plan (suitable for years 10–12)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
<th>Amount</th>
<th>Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participation Agreement</td>
<td>$1250</td>
<td>−$100</td>
<td>$1250</td>
</tr>
<tr>
<td></td>
<td>Service Guarantee</td>
<td>$100</td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

**2-year payment plan (suitable for years 10–11)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
<th>Amount</th>
<th>Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participation Agreement</td>
<td>$1250</td>
<td>−$100</td>
<td>$1250</td>
</tr>
<tr>
<td></td>
<td>Service Guarantee</td>
<td>$100</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>2</td>
<td>Service Guarantee</td>
<td>$100</td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

Total: $1100
**3-year payment plan (suitable for year 10)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
<th>Amount</th>
<th>Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participation Agreement</td>
<td>$1250</td>
<td>$100</td>
<td>$1250</td>
</tr>
<tr>
<td></td>
<td>Service Guarantee</td>
<td>$100</td>
<td>$0</td>
<td>$100</td>
</tr>
<tr>
<td>2</td>
<td>Service Guarantee</td>
<td>$100</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td>3</td>
<td>Service Guarantee</td>
<td>$100</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1350</td>
</tr>
</tbody>
</table>

**Service Guarantee**

The *Service Guarantee* fee provides the following:

- All warranty and ADP issues are handled by the school.
- Full on-site technical support via IT Support, including software rebuilds, network/internet connectivity and printing problems, troubleshooting and fixing software and hardware issues.
- Access to hot-swap devices when device repairs are expected to exceed 48 hours.
- Adobe Master Collection, Office 2016 and Symantec Endpoint Protection Anti-Virus pre-installed.
- Access to other school software as needed (ClickView, Autodesk Suite, Lego Mindstorms and more).
- Insurance against loss, fire and theft.

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1 Excesses apply: $50 for 1st incident, $100 for 2nd incident, $150 for subsequent incidents.
2 Excesses apply: $150 for 1st claim, $300 for 2nd claim, $1250 for 3rd claim.
Why not let students bring their own devices?

After assessing various laptop schemes, including Bring Your Own Device (BYOD) and Choose Your Own Device (CYOD), RSC has determined our SLP is the most suitable for our school and community. The following table outlines the main program differences:

<table>
<thead>
<tr>
<th></th>
<th>BYOD</th>
<th>CYOD</th>
<th>SLP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Device</strong></td>
<td>Any that meets minimum</td>
<td>Choice of approved devices</td>
<td>One approved device</td>
</tr>
<tr>
<td><strong>Office Suite</strong></td>
<td>✗ (additional cost)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Anti-virus software</strong></td>
<td>✗ (additional cost)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Adobe Suite</strong></td>
<td>✗ (additional cost)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>School software</strong></td>
<td>✗ (licensing restriction)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Lemon Clause</strong></td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Computrace ant-theft</strong></td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Internet filtering</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>‣ At school</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>‣ At home</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Onsite support</strong></td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Warranty</strong></td>
<td>✗ (additional cost)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>‣ Onsite</td>
<td>✗ (additional cost)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>‣ Battery</td>
<td>✗ (additional cost)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>‣ ADP</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td>$400+ (before software)</td>
<td>$1000–2000</td>
<td>$1100–1450</td>
</tr>
<tr>
<td><strong>Equitability</strong></td>
<td>Least equitable</td>
<td>Moderately equitable</td>
<td>Most equitable</td>
</tr>
</tbody>
</table>
Why does it cost so much?

RSC has selected a moderately powerful device built specifically for the school environment. It is backed by an extended 3-year warranty that includes accidental damage. While consumer-grade laptops can be cheaper, they often have poorer performance, less inclusive warranties, and less robust construction. Because RSC retains ownership of the device, we are able to install otherwise expensive software at no additional cost to students. This software aligns with our curriculum, and our students’ pedagogical needs.

The following table outlines the actual laptop costs, when compared to hypothetical BYO options:

<table>
<thead>
<tr>
<th>Device</th>
<th>BYOD Example 1</th>
<th>BYOD Example 2</th>
<th>SLP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specifications</td>
<td>Lenovo G40-45</td>
<td>MS Surface Pro 4 m3</td>
<td>Dell Latitude 3350</td>
</tr>
<tr>
<td>Specifications</td>
<td>• A4 6210 (slowest)</td>
<td>• M3 CPU (mid)</td>
<td>• i5 CPU (fastest)</td>
</tr>
<tr>
<td>Specifications</td>
<td>• 2GB RAM</td>
<td>• 4GB RAM</td>
<td>• 4GB RAM</td>
</tr>
<tr>
<td>Specifications</td>
<td>• 500GB HDD (slow)</td>
<td>• 128GB SSD (fast)</td>
<td>• 256GB SSD (fast)</td>
</tr>
<tr>
<td>Specifications</td>
<td>• Non-touchscreen</td>
<td>• Touchscreen</td>
<td>• Touchscreen</td>
</tr>
<tr>
<td>Specifications</td>
<td>• 2.4GHz WiFi (slow)</td>
<td>• 5GHz WiFi (fast)</td>
<td>• 5GHz WiFi (fast)</td>
</tr>
<tr>
<td>Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yearly</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Lifetime</td>
<td>$400³</td>
<td>$1230³</td>
<td>$1250</td>
</tr>
<tr>
<td>Warranty</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Service Fee</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Anti-virus</td>
<td>$0–$100⁴</td>
<td>$0–$100⁴</td>
<td>$0–$100⁴</td>
</tr>
<tr>
<td>MS Office</td>
<td>NA</td>
<td>Free⁶</td>
<td>NA</td>
</tr>
<tr>
<td>Adobe Suite</td>
<td>$153⁷</td>
<td>$153⁷</td>
<td>NA</td>
</tr>
<tr>
<td>Autodesk Suite</td>
<td>NA</td>
<td>Free⁶</td>
<td>NA</td>
</tr>
<tr>
<td>Lego EV3</td>
<td>NA</td>
<td>Free⁶</td>
<td>NA</td>
</tr>
<tr>
<td>Actual cost</td>
<td>$1309–1609</td>
<td>$2439–2739</td>
<td>$1550</td>
</tr>
</tbody>
</table>

⁴ Actual price dependent on chosen anti-virus product; RSC recommends Symantec Endpoint Protection.
⁵ Symantec Endpoint Protection, retail $77.
⁶ Requires downloading from vendor’s website.
⁷ Adobe Creative Cloud, student subscription costed at $17/month for 9 months.
⁸ Requires additional configuration steps to gain full functionality with EV3 Education Lego kit.
Student Laptop Program

Student Charter

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Device care

Each student is responsible for taking care of and securing their device and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student. Students’ devices are covered by ADP warranties, and the school is self-insured against theft and loss while the device is on school grounds. Parents and caregivers are encouraged to seek advice regarding insuring the device while not on school grounds, such as inclusion in a home and contents insurance package.

General precautions

- Food or drink should never be placed near the device.
- Plugs, cords and cables should be inserted and removed carefully.
- Devices should be carried in their protective cases where appropriate.
- Carrying devices by the screen should be avoided.
- Ensure the battery is fully charged overnight.
- Turn the device off or put it to sleep before placing it in its case.

Protecting the screen

- Avoid poking at the screen—even a touchscreen only requires a light touch.
- Don’t place pressure on the lid when the device is closed.
- Don’t place anything on the keyboard before closing the lid.
- Don’t place anything other than the device in the carry case.
- Only clean the screen with a clean, soft, dry cloth.
- Don’t clean the screen with a household cleaning product.

Data security and back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and other school work may be lost.

Students are responsible for backing up all data. While at school, students may save school work to the school’s network, which is safeguarded by a scheduled backup solution. Students are not to backup the entire contents of their laptops to the network; they are only to back-up their school work.

Students are also able to save data locally to their device for use away from the school network. The back-up of this data is solely the responsibility of the student, and should be backed-up on an external device such as an external hard drive, SD card or USB drive.

Students should also be aware that, in the event any repairs need to be carried out on their device, service agents may not guarantee the security or retention of the data. For example, the contents of the device may be deleted and the storage media reformatted.

9 Excesses apply.
Acceptable device use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems.

This policy also forms part of this Student Charter. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds.

Communication through internet and online communication services must also comply with the department’s Code of School Behaviour and the Responsible Behaviour Plan available on the RSC website.

While on the school network, students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard
- use unauthorised programs and intentionally download unauthorised software, graphics or music
- intentionally damage or disable computers, computer systems, school or government networks
- use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students’ use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

Passwords

Use of the school’s ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g.: a student should not share their username and password with fellow students).

The password should be changed regularly, as well as when prompted by the department or when known by another user.

Personal accounts are not to be shared. Students should not allow others to use their personal account for any reason.

Students should log off or lock the computer at the end of each session to ensure no one else can use their account or device.

Digital citizenship

Students should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. They should be conscious of the way they portray themselves, and the way they treat others online.
Students should be mindful that the content and behaviours they have online are easily searchable and accessible. This content may form a permanent online record into the future.

Interactions within digital communities and environments should mirror normal interpersonal expectations and behavioural guidelines, such as when in a class or the broader community.

Parents are requested to ensure that their child understands this responsibility and expectation. The school’s Responsible Behaviour Plan also supports students by providing school related expectations, guidelines and consequences.

**Cybersafety**

If a student believes they have received a computer virus, spam (unsolicited email), or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, parent or caregiver as soon as is possible.

Students must also seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students are encouraged to explore and use [https://www.esafety.gov.au/](https://www.esafety.gov.au/) to talk, report and learn about a range of cybersafety issues.

Students must never initiate or knowingly forward emails, or other online content, containing:

- a message sent to them in confidence
- a computer virus or attachment that is capable of damaging the recipients’ computer
- chain letters or hoax emails
- spam (such as unsolicited advertising).

Students must never send, post or publish:

- inappropriate or unlawful content which is offensive, abusive or discriminatory
- threats, bullying or harassment of another person
- sexually explicit or sexually suggestive content or correspondence
- false or defamatory information about a person or organisation.

Parents, caregivers and students are encouraged to read the department’s [Cybersafety and Cyberbullying guide for parents and caregivers](https://www.esafety.gov.au/).  

**Web filtering**

The internet has become a powerful tool for teaching and learning; however, students need to be careful and vigilant regarding some web content. At all times students, while using ICT facilities and devices, will be required to act in line with the requirements of the Code of School Behaviour and any specific rules of the school. To help protect students (and staff) from malicious web activity and inappropriate websites, the school operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.
The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The school's filtering approach represents global best-practice in internet protection measures. However, despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students are required to report any internet site accessed that is considered inappropriate. Any suspected security breach involving students, users from other schools, or from outside the Queensland DET network must also be reported to the school.

All SLP devices are protected by web filtering when connected to the internet away from the school.

Parents or caregivers and students are also encouraged to visit [https://www.esafety.gov.au/](https://www.esafety.gov.au/) for resources and practical advice to help young people safely enjoy the online world.

**Privacy and confidentiality**

Students must not use another student or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.

**Intellectual property and copyright**

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio, or other content. It is important that students obtain all appropriate permissions before electronically publishing other people's works. The creator or author of any material published should always be acknowledged. Material published on the internet or intranet must have the approval of the principal or their delegate, and appropriate copyright clearance. Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
Monitoring and reporting

Students should be aware that all internet and online communication services can be audited and traced to the account of the user.

All material on the device is subject to audit by authorised school staff. If at any stage there is a police request, the school may be required to provide the authorities with access to the device and personal holdings associated with its use.

Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

Responsible use of Technology Devices at RSC

Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Students

Students are responsible for:

- participation in SLP induction
- acknowledging that the core purpose of device at school is for educational purposes
- care of device
- appropriate digital citizenship and online safety (see https://esafety.gov.au/ for more details)
- security and password protection; passwords must be difficult enough so as not to be guessed by other users, kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students)
- maintaining a current back-up of their data
- charging their device
- abiding by intellectual property and copyright laws (including software/media piracy)
- ensuring personal login accounts and devices are not shared with other students
- understanding and signing the SLP Charter Agreement.

Parents or caregivers

Parents or caregivers are responsible for:

- acknowledging that core purpose of device at school is for educational purposes
- encouraging and supporting appropriate digital citizenship and cybersafety with students (for more details, see https://esafety.gov.au/)
- understanding and signing the SLP Charter Agreement.
## Examples of responsible and irresponsible use

<table>
<thead>
<tr>
<th>Responsible use</th>
<th>Irresponsible use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the device for:</td>
<td>Using the device:</td>
</tr>
<tr>
<td>• engagement in class work and assignments</td>
<td>• in an unlawful manner</td>
</tr>
<tr>
<td>• developing appropriate knowledge, skills and behaviours</td>
<td>• to create, participate in circulating content that attempts to undermine, hack</td>
</tr>
<tr>
<td>• authoring text, artwork, audio and visual material for educational purposes</td>
<td>into and/or bypass the in-place hardware and/or software security mechanisms</td>
</tr>
<tr>
<td>• conducting research for school activities and projects</td>
<td>• sending chain letters or spam email</td>
</tr>
<tr>
<td>• communicating or collaborating with other students, teachers, parents,</td>
<td>• using unsupervised internet chat</td>
</tr>
<tr>
<td>caregivers or experts</td>
<td>• committing plagiarism or violating copyright laws</td>
</tr>
<tr>
<td>• accessing online reference materials such as dictionaries and encyclopaedias</td>
<td>• insulting, harassing or attacking others using obscene, offensive or abusive</td>
</tr>
<tr>
<td>• accessing the school’s eLearning environment</td>
<td>language.</td>
</tr>
<tr>
<td>Being courteous, considerate and respectful of others when using the device.</td>
<td>Knowingly downloading viruses or other programs capable of damaging the</td>
</tr>
<tr>
<td></td>
<td>department’s network or breaching its security.</td>
</tr>
<tr>
<td>Shutting down or putting the device to sleep and placing it out of sight when</td>
<td>Using the device’s camera anywhere a normal camera would be considered</td>
</tr>
<tr>
<td>it’s not required during lessons.</td>
<td>inappropriate, such as in a change room or toilet.</td>
</tr>
<tr>
<td>Using the device for private use before or after school, or during recess and</td>
<td>Invading someone’s privacy by recording personal conversations or daily</td>
</tr>
<tr>
<td>lunch breaks.</td>
<td>activities, and/or the further distribution of such material.</td>
</tr>
<tr>
<td>Seeking teacher approval to use the device under special circumstances.</td>
<td>Accessing private 3G/4G networks during lesson time.</td>
</tr>
<tr>
<td>Responsible use</td>
<td>Irresponsible use</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Using the device to cheat during exams or assessments.</td>
</tr>
<tr>
<td></td>
<td>Using the device during exams or assessment unless expressly permitted by school staff.</td>
</tr>
<tr>
<td></td>
<td>Intentionally damaging the device or any peripheral devices.</td>
</tr>
<tr>
<td></td>
<td>Deliberately wasting printing and internet resources.</td>
</tr>
<tr>
<td></td>
<td>Downloading, distributing or publishing offensive messages or pictures.</td>
</tr>
</tbody>
</table>

**Student conduct**

Information sent from our school network contributes to the community perception of the school. All students using our ICT facilities are encouraged to conduct themselves as positive ambassadors for our school.

- Students using the system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people’s devices without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.
- Students must get permission before copying files from another user. Copying files or passwords belonging to another user without their express permission may constitute plagiarism and/or theft.
- Students need to understand copying of software, information, graphics, or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- Parents and caregivers need to be aware that damage to mobile devices owned by other students or staff may result in significant consequences in relation to breaches of expectations and guidelines in the school's Responsible Behaviour Plan.
- The school will educate students on cyber bullying, safe internet and email practices and health and safety regarding the physical use of electronic devices. Students have a responsibility to incorporate these safe practices in their daily behaviour at school.
Payment agreement

1. Schedule a meeting with the principal

Call (07) 4620 4212 to make an appointment with Mrs Van Der Meulen.

My appointment is at _____:_____ on ___/___/____
(time) (date)

2. Choose a preferred payment option

Payment plans must be agreed to by the parent/caregiver and the principal.

☐ Up-front payment

$___________ to be paid on: ___/___/____
(amount) (date)

☐ ___-year payment plan

of _____ instalments of $___________ be paid on __________
(number) (amount) (when: e.g.: first day of each term)

Parent/caregiver’s name: __________________________

(Please print)

Parent/caregiver’s signature: __________________________ Date: ___/___/____

Principal’s name: __________________________

(Please print)

Principal’s signature: __________________________ Date: ___/___/____

Queensland Government
Charter Agreement

Responsible use agreement

The following is to be read and completed by both the STUDENT and PARENT/CAREGIVER:

- I have read and understood the SLP Handbook, Student Charter and the school’s Responsible Behaviour Plan. (All documents are available via the Roma State College website at https://romasc.eq.edu.au/).
- I agree to abide by the guidelines outlined by both documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the Student Charter and the Responsible Behaviour Plan, will result in consequences relative to the behaviour.

Student’s name: ___________________________  Year: _____  ID No: __________
(Please print)

Student’s signature: ________________________  Date: ___/___/____

Parent/caregiver’s name: ____________________
(Please print)

Parent/caregiver’s signature: ___________________  Date: ___/___/____

Please note: Participation in the Student Laptop Program is contingent upon participation in the Student Resource Scheme.