

# LAIDLEY SHS Digital Futures Pathway and Responsible Use Agreement



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

- I have read and understood the [Laidley State High School Digital Futures Guidebook](#).
- 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 Digital Futures Guidebook, will result in consequences relative to the behaviour.

*In signing below, I acknowledge that:*

- I want my student to participate in the **BYOD PROGRAM**. I understand that there is no charge for my child to access this component of the Digital Futures Program. If my student forgets to take their personal laptop to school, they will be able to have access to a laptop for the day, if required. The maximum number of days that a student can access Day Hire without charge is four consecutive days per year.

**OR**

- I want my student to participate in the **LAIDLEY SHS LAPTOP HIRE PROGRAM** and agree to pay **\$250** for my student to access this component of the Digital Futures program.

**OR**

- I am experiencing financial hardship and wish to apply to be considered for participation in the **LAIDLEY SHS EQUITY PROGRAM**. Please note, you need to complete an additional **Equity Application Form** each year (available on the website or from the office) to be considered for the Equity Program. Upon receipt of the Equity Application Form, the Business Manager will make contact with you to make an appointment to discuss your application.

**OR**

- My student requires temporary hire until their own device is fixed. I understand that temporary hire is available for periods up to six weeks only and will be charged at \$6.25 per week. After this time, a pro-rata charge for the LAPTOP HIRE PROGRAM will be invoiced.

- I understand that the Laidley SHS Hire Program and EQUITY Program are paid on a pro rata basis from the date of joining the program
- I accept that students will be invoiced the associated program cost upon commencement in program
- I accept all policies and guidelines as per the Responsible Behaviour Plan for Students and The Laidley SHS Digital Futures Guidebook
- I understand and agree to my responsibilities regarding the use of the device and the internet
- I understand and agree with all of the conditions detailed in the Digital Futures Guidebook
- I understand that failure to comply with the Responsible Use Agreement could result in loss of access to the school's ICT network
- I agree to pay for the cost of repairs to Laidley SHS Hire and EQUITY Hire devices unless deemed to be due to manufacturing fault (*please see over for more details*).

<b>Care Class</b>	<b>Student Name</b>	<b>Signature of Student</b>	<b>Date</b>
	<b>Parent / Caregiver's Name</b>	<b>Signature of Parent /Caregiver</b>	<b>Date</b>
	<b>Designated School Representative's Name</b>	<b>Signature of School Representative</b>	<b>Date</b>

## Laidley SHS Laptop Hire and EQUITY Hire Repairs

As part of these programs, students will have access to a Laidley State High School owned device that is connected to the school's network for internet access (with content filtering), network storage and printing services. While at home the device is able to be connected to the home network where it can access personal networks, internet and printing devices.

While the device is hired to a student it is important to understand that it is the responsibility of the student and family, and as such, **any damages incurred will result in the student's account being invoiced for the cost of repairs.**

As these devices are under warranty they cannot be repaired by an outside agency and must be returned to the school in order for a job to be logged with the manufacturer.

All devices owned by Laidley SHS will incur charges when being repaired. If the repair is deemed to be due to manufacturing fault there will be no charge.

### **Repair costs can vary depending on severity of the damage and typically range from \$50 to \$500.**

#### Process for having a Laidley SHS Hire or EQUITY Hire laptop repaired

1. Complete a Laidley SHS IT Device Incident Report (available from the Resource Centre or the school website – [www.laidleyshs.eq.edu.au](http://www.laidleyshs.eq.edu.au))
2. Take the completed form and device to the Laidley SHS IT staff (in the Resource Centre)
3. The device will be assessed by the IT staff and, if needs to be repaired by the manufacturer a copy of the quote for the repair will be provided to the parent/caregiver for their information prior to the laptop being sent for repair. Please note, that as the device is under a manufacturer's warranty it cannot be repaired by an outside agency and must be returned to the school in order for a job to be logged with the manufacturer.
4. While the laptop is being repaired a temporary hire laptop will be provided to ensure the student's learning is not impacted.
5. Once the damaged device is repaired it will be returned to the student upon the return of the temporary hire laptop.
6. Once the school receives the invoice for the repairs from the manufacturer, the student's account will be invoiced and a letter sent home to parent/caregiver.

Office Use Only		OLD PROGRAM		
Date of device /program set up		BYOD Connect	Hire Laptop	Equity Laptop
		NEW PROGRAM		
Change of Program Date	___/___/___	BYOD Connect	Hire Laptop	Equity Laptop
Spreadsheet Updated	___/___/___			