



HIGHGATE SCHOOL LAPTOP AGREEMENT

THE SCHOOL WILL (UNTIL YOUR CHILD LEAVES THE SCHOOL):

- Maintain ownership of the laptop
- Maintain software and licences
- Monitor use of the laptop through the use of Department for Education approved filtering and monitoring tools at school and at home
- Teach students about Cyber Safety
- Make repairs or arrange for repairs where necessary (which may incur an additional cost to the parent)
 - When damage occurs to the laptop the school will talk with the student and their families about how the damage occurred, to determine any additional charges
- Reserve the right to hold a laptop to investigate alleged misuse
- Determine any consequences (by principal or their delegate) resulting from confirmed misuse of the laptop
- Maintain a warranty for the laptop
- Recall the laptop if required for upgrades. (Please note this may be during holiday periods although we will avoid this wherever possible).

THE PARENT/GUARDIAN (NAMED AND SIGNED BELOW) WILL:

- Abide by the Highgate School Laptop Payment Agreement
- Monitor their child's safe use of the laptop
- Teach their child about cyber safety
- Pay for repairs (see over for costs) that are not covered by insurance and have not arisen from reasonable wear and tear of the laptop
- Take care of the laptop (with their child) out of school hours and off the school grounds
- Ensure their child adheres to this agreement
- Immediately report any issues with the device (that are discovered at home) to the school using this form: <https://highgateschool.snapforms.com.au/form/highgate-device-repair-form>

THE STUDENT (NAMED BELOW) AGREES TO:

- Take care of the laptop by:
 - Not modifying the hardware, software, browser, VPN or operating system without permission from the Highgate School IT Staff
 - This include not downloading software (including games)
 - Not knowingly introducing a virus to the laptop
 - Transporting the laptop safely in the case provided at all times
 - Keeping food and drink (including drink bottles) away from the laptop
 - Keeping the laptop clean (including not applying stickers as this voids the warranty)
 - Not customising the appearance of the laptop
 - Storing the laptop safely when not in use such as on a table/in a cupboard/in a school bag. (Laptops are not to be left on the floor).

- Report any software or hardware issues promptly to their teacher (who will report it to the IT department through Sentral) or parent (who will report it to the IT department through the form above)
- Keep all usernames and passwords secure and only use their own details to log on to any device
- Use learning technologies at Highgate School (including e-mail and the internet) for learning related activities only
 - This includes:
 - Not accessing or storing offensive images, audio or material on the laptop of any other school devices
 - Using e-mail (and other communication platforms) only for learning related purposes (If the student needs to contact a parent during the day, this should be done by the teacher, or through the front office)
- Bring the laptop fully charged to school each day
- Back up their data using a Hard Drive or Google Drive regularly.
- Take all reasonable precautions to ensure that the laptop is not lost, damaged, or left unattended

I confirm that my child and I fully understand this agreement and will abide by the terms above.

Name of Parent/Guardian 1	Name of Parent/Guardian 2	Student Name	School Representative Name
Signature of Parent/Guardian 1	Signature of Parent/Guardian 2	Student Signature	School Representative Signature
Date	Date	Date	Date

The school will affix a sticker with serial number details here



HIGHGATE SCHOOL LAPTOP PAYMENT AGREEMENT

FOR STUDENTS RECEIVING A LAPTOP AT THE BEGINNING OF YEAR 4 2023

If you are experiencing financial difficulty, please contact the front office directly to discuss a payment plan option.

I _____ (parent name) agree to abide by the following payment plan:

Pay in 3 instalments:

- February 2023: \$330
- February 2024: \$330
- February 2025: \$330

I understand that at the end of 2025, I can choose to pay \$10 to keep the laptop.

If my child leaves before the end of Year 6 I know I understand I have the option of:

- Paying the remaining cost of the laptop to keep the laptop
- Returning the laptop and school equipment, including the charger, to the school before my child's last day.

I understand that my child will receive their laptop after the first instalment is paid (unless a payment plan has been agreed). In subsequent years, the annual instalment must be paid before the end of February. The school reserves the right to recall laptops if the fee is not paid.

I understand my child's laptop must have a school supplied case. I will purchase a:

- Second hand case \$10 (subject to availability)
- New case \$50

I understand that if the laptop is damaged the following repair costs may be charged to me if the damage has not arisen from reasonable wear and tear. I understand these costs are an estimate from repair companies at the time of this agreement and may change.

Item	Approximate Charges (at time of writing)
LCD	\$268
Top Cover w KB	\$220
Base Enclosure	\$78
LCD back cover	\$100
Labour	\$120/hr
Travel	\$80

Name of Parent/Guardian 1	Name of Parent/Guardian 2	School Representative
Signature	Signature	Signature
Date	Date	Date