



# 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
  - 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 using 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 I have received the following items:

Laptop Make & Model \_\_\_\_\_.

Power Supply and Cord.

Case: Circle appropriate option: New Case/Second-hand Case

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

Affix sticker with serial number details here





# HIGHGATE SCHOOL LAPTOP PAYMENT AGREEMENT

FOR STUDENTS RECEIVING A LAPTOP IN YEAR 6 IN 2023

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

February 2023: \$330

My child will receive their laptop after the first instalment is paid (unless a payment plan has been agreed).

When my child leaves the school, I know that I need to return the laptop and school equipment, including the charger, to the school before my child's last day.

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

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

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 Name
Signature	Signature	Signature
Date	Date	Date