

Computer Hire Scheme

Memorandum of Understanding

In support of

The Computers for Students Initiative

Parties involved

Capricornia School of Distance Education

Principal: Amanda Rynne and Parent: _____

1. Purpose

This memorandum provides the Principal and the Parents with an understanding of their roles and responsibilities in relation to the Computers for Students Initiative and the Smart Classrooms strategy.

2. Background

The Computers for Students Initiative provides eligible students with a laptop for their school work and limited personal use. The computer is allocated to students and at all times remains the property of Education Queensland.

The computer is provided together with IT and software support.

3. Conditions

Failure to comply with the conditions of this memorandum may result in the school revoking this agreement by giving 7 days written notice for return of the computer. In cases where due care (as outlined in the document) has not been taken, the student may be financially responsible for the repair or replacement of a damaged or lost computer.

Advice on how to protect the laptop from theft can be found on the Smart Classrooms Computers for Students website. It is recommended the computers are stored and transported in the carry case or packing box provided.

4. Commencement

This agreement commences upon signing this memorandum and payment of hire costs, and receipt of the laptop by the student.

5. Responsibilities

Each party accepts responsibility for those roles allocated to them as part of this Memorandum of Understanding and will endeavour to meet their obligations.

CSDE's Responsibilities

CSDE will provide:

- Students in years Prep to Year 12 are eligible to participate in this hire scheme.
- The school will provide each eligible student with a laptop. An eligible student is one, in Prep to Year 12 who is a full-time enrolment with our school.
- Only families who have no outstanding debts with the school will be eligible for the scheme.
- Only students who have demonstrated that they can responsibly take good care of school resources will be eligible to participate in the scheme.
- Only families who have paid the hire costs or signed over their computer subsidy to the scheme will be provided with computers.
- Information to support the deployment, implementation and asset management process.
- A system and process to address repair and warranty issues i.e. Service Centre.
- Online learning resources to assist and cater for a range of Information and Communication Technologies (ICT) learning needs.

Principal's responsibilities

The principal agrees to:

- Allocate the Computers for Students Initiative laptop to an eligible student.
- Ensure the asset is registered in the OneSchool database, and is therefore covered by the Resource Recovery Scheme.
- Repair or replace accidentally damaged laptops, whether the damage has occurred on or off the school campus, grounds, unless an investigation by the principal determines damage is deliberate or malicious.
- Ensure an inspection of the laptop is included in the school's annual stock take and electrical check procedures, to verify it is in good working order.
- Develop a school-based learning plan to support learning practice within the Smart Classrooms Professional Development Framework.
- Ensure all students are aware that it is their responsibility to back up essential data on a regular basis.

Student's responsibilities

The student agrees:

- That the laptop remains the property of Education Queensland and is allocated to the student for their learning and limited personal use provided this personal use does not affect the performance of the laptop for learning purposes and does not attract additional expense to Education Queensland.
- The computer can be taken and used by the student at home, however, it is not to be used for commercial purposes or for the purposes that would breach the Code of Conduct (for example, inappropriate, inflammatory, illicit, pornographic, illegal)
- To use the computer in a lawful manner in accordance with Education Queensland's ICT-PR-004: *Using the Department's Corporate ICT Network* and all policies regarding ethical use of equipment, technology, use of legal software, use of the internet and the protection of personal data.
- To accept reasonable responsibility for the security and care of the laptop. Where accidental or non-warranty damage occurs, this will be reported to the principal as soon as possible. Any intentional, malicious act or unauthorised use by the student that results in damage to the computer is the financial responsibility of the student.
- Not to divulge their account name and password to anyone. No one else outside immediate family is permitted to use the laptop.
- Ensure the laptop is returned every six months for scheduled servicing and upgrades.
- To be conscious of their responsibility to ensure essential student data is backed up on a regular basis.

- That upon change in student enrolment status or during extended leave periods of one month or more (excluding the Christmas holiday period), to return the laptop to the principal in good working order along with all the equipment supplied.
- To report faults and problems to the Technical Officer and to report a lost or stolen computer to the Queensland Police and the Principal as soon as possible. In the event that the computer is lost or stolen the student also needs to follow these steps:
- Obtain from Queensland Police a Crime Number and the name of the investigating officer.
- Fill out and e-mail the EQ38 form in accordance with *ESM-PR-001: Resource Replacement Scheme* to 07 3237 1135.
- E-mail a copy of the completed EQ38 form to Capricornia School of Distance Education.

6. Conclusion

DET, the Principal and the Student enter into this agreement with an understanding of the Computers for Students Initiative. All parties agree to honour the conditions of the Computers for Students Memorandum of Understanding.

Signed By:

Student: _____ **Print Name:** _____

Parent: _____ **Print Name:** _____

Date: _____

Principal: _____ **Print Name:** Amanda Rynne

Date: _____