



# Armidale Secondary College

## Day Loan Laptop - Student Agreement

Students must read and sign the Day Loan Laptop Student Agreement in the company of a parent or caregiver unless otherwise directed by the Principal.

I agree that I will abide by the school policy below and that:

- I will use the laptop and the DoE's Wi-Fi network for **learning**.
- I understand the laptop program is a **daily loan** system (maximum time 8.30am-3.20pm). I will not take the laptop off school premises.
- I will **sign out** the laptop before use and return and **sign in** after use on EVERY SCHOOL DAY.
- I will **use the case provided at all times** and I will be careful when the laptop is in my bag to avoid damage.
- I will use the laptop during school activities **at the direction of the teacher**.
- I understand that a **teacher may confiscate** the laptop at any time if I am not using it correctly.
- I will **not attach any personal equipment** to the laptop without permission from the school.
- I will use my own school portal log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the DoE or the school.
- I will not use the loan laptop to knowingly search for, link to, access or send anything that is:

- |                |  |
|----------------|--|
| ➤ offensive    | ➤ abusive or                           |
| ➤ pornographic | ➤ defamatory                           |
| ➤ threatening  | ➤ considered to be bullying/harassment |

- I understand that the **school may take disciplinary action** if the laptop contains **inappropriate material** that I am responsible for. Depending on the nature of the material involved, further action may be taken including referral to the police.
- I will report inappropriate behaviour and inappropriate material to a teacher.
- I understand that all activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that **I will be held responsible for any damage to, or theft of the laptop**. I understand that **I may be liable for the cost of repair or replacement**. In the event of damage or theft I will report this to a teacher immediately.
- I have read and will abide by the NSW Department of Education's *Online Communication Services – Acceptable Usage for School Students*. See <https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-schoolstudents>

Student Name	in the presence of	Parent/caregiver name
Student signature		Parent/caregiver signature

Year \_\_\_\_\_

Date \_\_\_\_\_

<i>Office Use Only</i>
Notes
Entered on Sentral <input type="checkbox"/>