

Sunshine College Student Notebook User Agreement Version 2020

The Notebook* is provided as a tool to assist student learning both at school and now especially at home during the social distancing measures impacting on the normal running of the school. Parents/Carers should be aware that additional costs to the family may include those associated with an internet connection, including printing at home.

Students and parents/carers must carefully read this Agreement prior to signing and returning page 3 to the school. Any questions should be addressed to the Campus Principal or their nominee before the Agreement is signed.

**** in some cases the “Notebook” on loan from Sunshine College could be a desk top computer or another form of Information Communication Technology (ICT) device e.g. IPad.***

Equipment

1. Ownership

- 1.1. The Notebook* remains the property of Sunshine College or the Department of Education.
- 1.2. The Notebook* is provided to the student for use in a temporary capacity.
- 1.3. The College can request the Notebook* be returned for any reason at any time, including maintenance and usage checks.
- 1.4. If the student leaves Sunshine College, the Notebook* must be returned to the College one week prior to departure.
- 1.5. All material on the Notebook* as well as material accessed using a network is subject to review by College staff.

2. Damage or Loss of Equipment

2.1. All **new** Notebooks as distinct from some loaned school stock which are out of warranty are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the Notebook*. It does not cover loss, negligence, abuse or malicious damage.

2.2. Loss, accidental damage or theft of the Notebook* must immediately be reported to the Campus Principal by phoning 8311 5200. Any form of loss, severe damage or theft **will incur a ‘make good’ fee, which may be the total replacement cost of the device.**

Please note that Sunshine College has the right to refuse to supply a replacement. The College’s decision on this will be final.

2.3. In the case of theft or malicious damage caused by another person off-site from the College, a police report must be made by the family and an incident number provided to the Campus Principal.

2.4. Students / families will be required to replace lost or damaged chargers or other peripherals.

3. Faulty Equipment

A faulty Notebook* is not an excuse for late or non submission of work, especially SACS.

But due consideration will be given for late work submission, given the current abnormal conditions that students are working in due to the social distancing regulations being enforced due to the COVID-19 pandemic.

4. Substitution of Equipment

If required and stock is available a faulty Notebook* will be replaced with one of a similar age and specification where possible.

5. Student Responsibilities

The student is responsible for:

- 5.1. Keeping the Notebook* **fully charged**.
- 5.2 Working in an acceptable work location that if possible is predominately private.
- 5.3. Adhering to the Sunshine College *“Student Cyber Safety and Acceptable Computer Use Policy”* which is available within the Notebook Operation Guidelines on the College’s website www.sunshine.vic.edu.au
- 5.4. Backing up data securely.
- 5.5. Ensuring that any identification stickers are not removed from the Notebook*.
- 5.6. Keeping the Notebook* secure.
- 5.7. Ensuring that settings for virus protection or spam filtering that has been installed are not disabled and up to date.
- 5.8. Following appropriate safety and care procedures including:
 - Transporting the Notebook* in the protective case if provided, at all times.
 - Not packing the Notebook* at the bottom of a bag under heavy textbooks that could cause the screen to crack.
 - Handling the Notebook* carefully and taking care not to drop it.
 - Ensuring that food and drinks are kept well away from the Notebook*.
 - Making sure that nothing is put on the Notebook*, e.g. stickers etc
 - Ensuring that no items e.g. earphones, pens are left lying on the key board before closing the Notebook* lid.

A student who does not fulfil these responsibilities may have the of use a school issued Notebook* removed by the principal or delegate.

6. Parent/Carer Responsibilities

The student’s parents/carers are responsible for:

. Supervising to the best of their ability the student’s Notebook* and Internet use at home to ensure that the student is using the Notebook* safely and responsibly and in accordance with the *“Student Cyber Safety and Acceptable Computer Use Policy”*.

. Paying any costs incurred by the College in repairing or replacing any Notebook* where the student has been deemed responsible for deliberate damage, abuse or loss by neglect.

The following links can provide parents and students with additional advice on how to use the internet in such a way to maximise cyber safety.

www.bullyingnoway.gov.au

www.esafety.gov.au

Student Notebook* User Agreement

Student Name: _____ Home Group _____

Parent/Carer Name: _____

Parent/Carer Name: _____

Purpose

To inform students and parents/carers of their responsibilities in relation to the conditions of use of School or Department of Education issued Notebook*s.

**** in some cases the “Notebook” on loan from Sunshine College could be a desk top computer or another form of Information Communication Technology (ICT) device e.g. iPad.***

Notebook* User Agreement

It is important and necessary to read and agree to comply with the Notebook* User Agreement and the “*Student Cyber Safety and Acceptable Computer Use Policy*”. Parents/Carers and Students should check regularly and must comply with any changes to these policies made without notice that will be published on the College’s public website to be found at www.sunshine.vic.edu.au

I have read and fully understand the obligations outlined in the Notebook* User Agreement and agree to abide by these guidelines and consequences. I also accept that failure to comply with the Notebook* User Agreement and “Student Cyber Safety and Acceptable Computer Use Policy” could result in disciplinary action including, but not limited to, recall of the Notebook* and/or loss of access for home use.

Student Signature: _____ Date: ____/____/20____

Parent/Carer Signature: _____ Date: ____/____/20____

Parent/Carer Signature: _____ Date: ____/____/20____

We agree to pay for any loss or repair of the loaned device.

Student Signature: _____ Date: ____/____/20____

Parent/Carer Signature: _____ Date: ____/____/20____

Parent/Carer Signature: _____ Date: ____/____/20____

Before the Notebook / iPad / Desk-top can be issued you must sign and return this page of The Notebook* User Agreement to the school.