



St Dominic's College - Laptop Loan Agreement

A Laptop and charger are being loaned to the Student and are in good working order. It is the Student's responsibility to care for the equipment and to ensure that it is retained in a safe environment.

This equipment, at all times, remains the property of St Dominic's College and is being loaned to the Student for educational purposes for the remainder of this Academic School Year. The Student may not deface or damage this property in any way. Inappropriate use of the machine may result in the Student losing their right to use the computer. The equipment will be returned when requested by St Dominic's College, or sooner, if the Student withdraws from St Dominic's College prior to the end of the school year.

The Laptop may be used by the Student for purposes not associated with school, in accordance with the St Dominic's College Acceptable Use of Information and Communication Technology Policy (see College Diary) and the College's BYOD User Agreement (College website) as well as local, state, and federal statutes. Students may not install or use any software other than software owned or approved by the College's IT Department and made available to the Student in accordance with this Agreement.

An administrative account and one user with specific privileges and capabilities have been set up on the laptop. The Student agrees to make no attempt to change or allow others to change the privileges and capabilities of this user account. The Student may not make any attempt to add, delete, access, or modify other user accounts on the Laptop or on any school owned computer.

The St Dominic's College wireless network is provided for the academic use of all Students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network. Identification labels have been placed on the laptop. These labels are not to be removed or modified. If they become damaged or missing, a charge will be made to replace them. Additional stickers, labels, tags, or markings of any kind are not to be added to the laptop.

It is the Student's responsibility to regularly back up his files. St Dominic's College is not responsible for any computer or electronic viruses that may be transferred to or from the Student's computer or other data storage medium. The Student agrees to use best efforts to ensure that the St Dominic's College Property is not damaged or rendered inoperable by any such electronic virus while in the Student's possession. An effective virus protection program has been installed.

The Student acknowledges and agrees that the Student's use of the St Dominic's College Property is a privilege and the Student agrees to the terms hereof, the Student acknowledges his responsibility to protect and safeguard the school's property and to return the same in good condition and repair upon request by St Dominic's College.

A Fee of up to \$800 may be charged should the computer be lost, need repair or not be returned to the College in the original condition.

STUDENT NAME: _____



STUDENT RESPONSIBILITIES:

Your Laptop is an important learning tool and is for educational purposes only. In order to take your Laptop home each day, you must be willing to accept the following responsibilities.

When using the Laptop at home, at school, and anywhere else I may take it, I will follow the policies of St Dominic's College – the Acceptable Use of ICT Policy – and abide by all local, state, and federal laws.

- I will treat the Laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not leave my Laptop in a hot/cold car.
- I will not lend the Laptop to anyone and ensure that it will stay in my possession at all times.
- I will not load any software onto the Laptop.
- I will not remove programs or files from the Laptop.
- I will honour my family's values when using the Laptop.
- I will not give personal information when using the Laptop.
- I will bring the Laptop to school every day.
- I agree that any electronic communication should be used only for appropriate, legitimate, responsible, school related communication.
- I will keep all accounts and passwords secure, and will not share these with any other students.
- I will not attempt to repair, or replace any parts of the Laptop.
- I will charge the Laptop battery every night.
- I will return the Laptop when requested and before the end of each Term Holidays for auditing processes

PARENT RESPONSIBILITIES:

Your son has been issued a Laptop computer to improve and personalise his education for the remainder of this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my child's use of the Laptop at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will oversee my child's use of the Internet and email as far as possible.
- In the event that the Laptop is damaged, I will not attempt to repair the Laptop, nor will I attempt to clean it with anything other than a soft, dry cloth. I understand that I may be responsible for paying to repair the damages to the Laptop or charger. (See page 1)
- I will report to the school any problems with the Laptop, immediately.
- I will not load or delete any software from the Laptop.
- I will make sure my child charges the Laptop battery nightly.
- I will make sure my child brings the Laptop to school every day.
- I understand that if my child comes to school without the computer, I may be called to bring it to school.
- I agree to make sure that the Laptop is returned to the school when requested.

Parent Signature _____ Date _____

Student Signature _____ Date _____