NORWOOD MORIALTA HIGH SCHOOL

2014 LOAN LAPTOP USER CONTRACT

Student Name

Family Name

Given Name

Student ID Number

PLG

Parent/Carer Name

Family Name

Given Name

Laptop User Contract

• I have read the Laptop User Contract. I understand my responsibilities regarding the use of the laptop and the Internet.

• In signing below, I acknowledge that I understand and agree to the Laptop User Contract.

• I understand that failure to comply with the 2013 Loan Laptop User Contract could result in, but is not limited to, recall of the laptop and loss of access for home use.

Signature of Student

Date

Signature of parent/carer

Date
1. **Purpose**
The laptop is provided as a tool to assist student learning both at school and at home.

2. **Ownership**
2.1 The student must bring the laptop to school fully charged every day.
2.2 All material on the laptop is subject to review by school staff.

3. **Damage or loss**
3.1 All laptops and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the laptop.

4. **Standards for laptop care**
The student is responsible for:
4.1 Taking care of laptops in accordance with school guidelines.
4.2 Adhering to the “Acceptable Use Policy” outlined in the diary and the Laptop Program Code of Conduct.
4.3 Backing up data securely.

5. **Acceptable computer and internet use**
The students will adhere to the guidelines outlined in the diary and the Laptop Program Code of Conduct in regards to acceptable use, including with respect to cyberbullying, cyber safety or any other form of e-crime.

6. **Access and security**
Students will comply with the following or face disciplinary action:
6.1 Not disable settings for virus protection, spam and filtering.
6.2 Ensure that communication through the internet and online is appropriate.
6.3 Keep passwords confidential and change them promptly when known by another person.
6.4 Use passwords that are not obvious or easily guessed.
6.5 Never allow others to use their account.
6.6 Log off at the end of each session to ensure nobody else can use their account.
6.7 Tell their supervising teacher if they suspect they have received a virus, spam or if they receive a message that is inappropriate or makes them feel uncomfortable.
6.8 Seek advice if a person seeks excessive personal information, asks to be telephoned, offers gifts or wants to meet the student through electronic communication.
6.9 Never knowingly send (or forward) a message sent in confidence, a virus, a hoax email or spam.
6.10 Never create, send or publish unacceptable or unlawful material, remarks or photographs including offensive, abusive or discriminatory remarks.
6.11 Never threaten, bully, harass or intimidate another person.
6.12 Never impersonate by using another person’s online profile.
6.13 Be aware that all use of the internet and school networks can be audited and traced to the accounts of specific users.

7. **Privacy and confidentiality**
Students will:
7.1 Never publish or disclose the email address of a staff member or student without that person’s explicit permission.

7.2 Not reveal personal information including names, addresses, credit card details and telephone numbers of themselves or others.
7.3 Never take or publish images or make audio recordings of individuals without their expressed permission and place these images on the Internet or in the public forum. This can constitute cyber bullying. Under privacy legislation it is an offence.
7.4 Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interest.

8. **Intellectual property and copyright**
Students will:
8.1 Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
8.2 Ensure that permission is gained before electronically publishing users’ works or drawings.
8.3 Always acknowledge the creator or author of any material published.
8.4 Ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

9. **Misuse and breaches of the “Acceptable Use Policy”**
Students will be aware that:
9.1 They are held responsible for their actions while using internet and online communication services.
9.2 They are held responsible for any breaches caused by them allowing any other person to use their account.
9.3 The misuse of internet and online communication services will result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

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**Office Use Only**

**Serial No:**

**DER No:**

**Date Laptop Issued:**

**Date Laptop Returned:**

**Student Signature:**

**Staff Signature:**

**Student Signature:**

**Staff Signature:**