Student Name: _________________________________ PLG _____ YR _____ ID ____________

Parent/Caregiver/Homestay Name: ___________________________________ Date: ________________

Please provide email addresses for school communication concerning your student.

Student email: _______________________________________________________________________

Parent email (PG1): _________________________________________________________________
(This is also International Student’s parent)

Parent/Caregiver/Homestay email (PG2): _______________________________________________________________________

Laptop User Contract and Agreement

 I have read the Laptop User Contract and Agreement Form. 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 and Agreement Form.

 If using a loaner laptop, I understand that failure to comply with the Laptop User Contract and Agreement Form could result in recall of the laptop and loss of access for home use.

 I understand and accept antivirus software (Webroot), will be installed on my BYOD laptop to assist in the security of the NMHS network.

 I understand my legal obligation to take the laptop to the ICT Service Desk for wiping of all Ministerial owned software upon leaving the school.

 I have read and understand the Laptop Code of Conduct (available from the school Website and Moodle).

Signed (Parent/Caregiver/Homestay): __________________________ Date: ____________

Signed (Student): __________________________ Date: ____________

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PLEASE return this form to the school to the Attention of the ICT Office on either Campus.

For office use only

☐ School Loan Laptop
☐ BYOD via school approved vendor
☐ BYOD via non-school approved vendor (Network Manager approval required)

(Network Manager Sign)

Loaner Laptops Only:

Items Received: ____________________________ Date Laptop issued: __________

☐ Laptop Serial # __________________________ Student Signature: ____________

☐ Bag Date Laptop returned: __________

☐ Battery Student Signature: ____________

ICT Staff Signature: ____________
1. Purpose
The laptop is used 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 Loaner laptops are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the laptop. Please note this does not cover negligence, abuse or malicious damage. For private devices refer to your manufacturer warranty.
3.2 Any problems, vandalism, damage, loss or theft of the loaner laptop must be reported immediately to the ICT service desk.
3.3 In the case of the theft/loss of loaner laptops a police report must be made by the family and a report number provided to the school.
3.4 If a loaner laptop is damaged the principal (or delegate) will determine whether a hot-swap laptop is appropriate and/or whether or not a student retains access to a laptop for home use.

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

5. Acceptable computer and internet use
5.1 The students will adhere to the guidelines outlined in the Laptop Code of Conduct in regards to acceptable use, including with respect to cyber bullying, cyber safety or any other form of e-crime at school, off-site and out of school hours.
5.2 Comply with any directions from staff regarding the use of this device in lessons.

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/ICT staff 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 from NMHS Staff 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 or harass another person.
6.12 Be aware that all use of the school network and internet is logged and can be traced to the accounts of specific users while using the school network.
6.13 Be aware that the school cannot be responsible for any student who accesses the internet via their own 3G or 4G networks, and thus avoiding the school’s filters, for the purpose inappropriate use.

7. Privacy and confidentiality
Students will:
7.1 Not reveal personal information including names, addresses, credit card details, email addresses and telephone numbers of themselves or others.
7.2 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 relating to NMHS has the approval of the principal or their delegate and has appropriate copyright clearance.

9. Misuse and breaches of the “Laptop User Contract & Agreement Form”
Students will be aware that:
9.1 They are held responsible for their actions while using NMHS 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 use of NMHS internet and online communication services will result in disciplinary action which includes, but is not limited to, the withdrawal of access to NMHS services.
9.4 If the school suspects an electronic crime has been committed, this must be reported to the South Australian Police Department (SAPOL). Where there is a further reasonable suspicion that evidence of a crime is on an electronic device, e.g. Loaner laptop, the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.

10. Loan laptops only
10.1 Return the device in the original condition it was issued or pay a cost of $50 for cleaning for loan laptops.
10.2 Notify the school immediately if a loaner laptop is lost, missing or damaged.
10.3 Immediately fill in a Police Report if the loaner or a “School approved vendor” laptop is stolen and provide the incident number to the school.
10.4 Pay towards repair costs for a loaner laptop not covered by the manufacturer’s warranty (or maintenance contract).
10.5 Pay additional costs of repairs to cover damage caused by negligence, abuse or malicious damage to a loaner laptop.
10.6 Evaluate my/our personal home contents and car insurance to cover equipment on loan in the event of loss or damage to such loaned equipment while in the care and custody of the student. (*School policies related to the recovery of debts will apply.)
10.7 The loaner laptop can be remotely disabled if conditions of use are breached.
10.8 The loaner laptop cannot be taken overseas without the express written permission of the Principal.
10.9 The ICT staff has the authority to seize a loaner laptop in the event of a suspected breach of this agreement.