

# Tenterfield

## High School

### **Tenterfield High School Laptop Loan Charter**

#### **Purpose**

Students who do not have access to a personal laptop or family computer may apply to borrow a device for a \$200 fee.

A Laptop Loan Charter must be signed and provided to the student's school before the laptop will be loaned.

Students and parents/carers must carefully read this charter prior to signing it. Any questions should be addressed to the school and clarification obtained before the charter is signed.

#### **Laptop Charter**

- We have read the Laptop Charter found over the page.
- We have read the student agreement document for both BYOD and school computer use
- We understand our responsibilities regarding the use of the laptop and the internet.
- In signing below, we acknowledge that we understand and agree to the Laptop Loan Charter.
- We understand that we accept responsibility for any costs associated with the repair or replacement if caused by negligence or non-return.
- We understand that failure to comply with the Laptop Loan Charter could result in loss of future loan permission.

Student Name: \_\_\_\_\_

Year: \_\_\_\_\_

I will be using my own device

I will be borrowing a school device (\$200 per year)

Signature of student: \_\_\_\_\_

Date:

Signature of parent/carer: \_\_\_\_\_

Date:

#### **Office use only**

<b>Device Type:</b>		<b>Serial No:</b>	
<b>Student Name</b>	<i>Family Name</i>	<i>Given Name</i>	
<b>Parent Name &amp; contact</b>	<i>Name</i>	<i>Contact number</i>	

# Tenterfield

## High School

### Student Agreement for use of Digital Device(s)

What is safe, responsible and respectful student behaviour?

In order to use digital devices and technology at Tenterfield High School, students must read the Tenterfield High School *Digital Device and Online Services Policy & Procedures* and sign below in the company of a parent or caregiver.

*I agree to be Safe*

Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.	
Only use your own username(s) and passwords, and never share them with others.	
Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.	
Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.	
Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.	

*I agree to be Responsible*

Follow all school rules and instructions from school staff, including when using digital devices and online services.	
Take care with the digital devices you use:  Make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use.  Understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need.  Make sure the devices you bring to school have the latest software installed and take care with the school-owned devices you share with others, so that other people can use them after you.	
Use online services in responsible and age-appropriate ways:  Only use online services in the ways agreed to with your teachers.  Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.  Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.	
Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.	

# Tenterfield

## High School

I agree to be Respectful

Respect and protect the privacy, safety and wellbeing of others.	
Do not share anyone else's personal information.	
Get permission before you take a photo or video of someone, including from the person and from a teacher.	
Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.	
Do not send or share messages or content that could cause harm, including things that might be: <ul style="list-style-type: none"><li>• Inappropriate</li><li>• Offensive or abusive</li><li>• Upsetting or embarrassing to another person or group</li><li>• Considered bullying; private or confidential</li><li>• A virus or other harmful software.</li></ul>	

I have read and will abide by the Tenterfield High School *Digital Devices and Online Services Policy and Procedures*.

# Tenterfield

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## High School

### LAPTOP LOAN CHARTER

#### PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL

##### 1. Purpose

The laptop is to be LOANED as a tool to assist student learning both at school and at home.

##### 2. Equipment

###### 2.1: Ownership

- 2.1.1: The student must bring the laptop fully charged to school every day if required. Chargers should be left at home.
- 2.1.2: The school retains ownership of the laptop.
- 2.1.3: All material on the laptop is subject to review by school staff. If there is a police request, NSW DoE will provide access to the laptop and personal network holdings associated with your use of the laptop.
- 2.1.4: Loans are based on school priorities and may vary from short term to long term loans to class groups or individual students.

###### 2.2: Damage or loss of equipment

- 2.2.1: All laptops and batteries are covered by a manufacturer's warranty. The warranty covers the manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.
  - 2.2.2: Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.
  - 2.2.3: In the case of suspected theft a police report must be made by the family and an event number provided to the school.
  - 2.2.4: In the case of loss or accidental damage a witnessed statutory declaration signed by a parent/carer should be provided.
  - 2.2.5: Laptops that are damaged or lost by neglect, abuse or malicious act, will require reimbursement. The principal will determine whether replacement is appropriate and/or whether the student is responsible for repair or replacement costs and whether the student retains access to laptop loans.
  - 2.2.6: Students will be required to replace lost or damaged chargers.
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# Tenterfield

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## High School

### 3. Standards for laptop care

The student is responsible for:

- I. Taking care of laptops in accordance with school guidelines.
- II. Adhering to [Online Communication Services: Acceptable Usage for School Students](#) policy.
- III. Backing up all data securely. This should be on the DoE online storage or for personal data including photographs or music, on an external storage device. Students must be aware that the contents of the laptop will be deleted, and the storage media reformatted during repairs.
- IV. Never damaging or disabling laptops, laptop systems and networks or establishing, participating in or circulating content that attempts to undermine or bypass laptop security mechanisms for either software or hardware.

### 4. Acceptable computer and internet use

1. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.
2. Upon enrolment into a New South Wales Government school, parental/carer permission was sought to allow the student to access the Internet at school based on the [Online Communication Services: Acceptable Usage for School Students](#) policy. Extracts are provided below. This policy forms part of the Laptops Loan Charter
3. The [Online Communication Services: Acceptable Usage for School Students](#) policy applies to the use of the laptop and internet both on and off school grounds.

**Extracts:** [Online Communication Services: Acceptable Usage for School Students](#)

### **Access and Security**

*Students will:*

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
  - ensure that communication through internet and online communication services is related to learning.
  - keep passwords confidential, and change them when prompted, or when known by another user.
  - use passwords that are not obvious or easily guessed.
  - never allow others to use their personal e-learning account.
  - log off at the end of each session to ensure that nobody else can use their e-learning account.
  - promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e., unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
  - seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
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# Tenterfield

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## High School

- never knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence.
  - a computer virus or attachment that is capable of damaging recipients' computers.
  - chain letters and hoax emails.
  - spam, e.g., unsolicited advertising material.
- never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  - sexually explicit or sexually suggestive material or correspondence.
  - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- Be aware that all use of the internet and online communication services can be audited and traced to the e-learning accounts of specific users.

### ***Privacy and Confidentiality***

#### *Students will:*

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

### ***Intellectual Property and Copyright***

#### *Students will:*

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
  - ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
  - ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.
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# Tenterfield

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## High School

### ***Misuse and Breaches of Acceptable Usage***

*Students will be aware that:*

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

### ***Monitoring, evaluation and reporting requirements***

*Students will report:*

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Training.

### ***THS Locker requirements***

*Students will:*

- I will not store perishable items (ie food)
- only have access to my Locker prior to Homegroup, at recess, lunch and after school
- not be able to access their lockers during class time
- not provide or have to another student's key or locker
- be required to pay a \$25 replacement fee if they lose their key

*Tenterfield High School aims to provide a safe and happy environment which caters for individual differences and provides opportunities for all students to maximise their potential.*

### **Principal:**

Ms Stephanie Scott

### **Deputy Principals:**

Mr Brian Edmonds

Mrs Sarah Little

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