



Student Technology Loan Agreement

Purpose

Banora Point Public School aims to improve the online student learning experiences by providing a loan device for use by students at home during these unprecedented circumstances.

A Technology Loan Agreement must be signed and provided to the student's school before the device will be loaned.

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

Terms

Device: refers to any technology that students are loaned by Banora Point Primary School as part of their studies.

NSW DoE: refers to the New South Wales Department of Education.

NSW DoE Policies

Students must be aware of the following NSW DoE Policy:

Communication Services: Acceptable Usage for School Students

(<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471?refid=285859>)



Agreement (Version 2021/08)

1. Purpose

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

2. Equipment

1. Ownership

- 2.1.1 The student must bring the device fully charged to school every day if required. Chargers should be left at home
- 2.1.2 Access to a device on loan may be terminated if there is damage caused by negligence or if the student does not bring the device as required to school or return it by the due date.
- 2.1.3 The school retains ownership of the device.
- 2.1.4 If a student leaves the school the device must be returned to the school.
- 2.1.5 All material on the device is subject to review by school staff. If there is a police request, NSW DoE will provide access to the device and personal network holdings associated with your use of the device.
- 2.1.6 Loans are based on school priorities and may vary from short term to long term loans to class groups or individual students.

2. Damage or loss of equipment

- 2.2.1 All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- 2.2.2 Any problems, vandalism, damage, loss or theft of the device 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 Devices 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 or not the student is responsible for repair or replacement costs and whether or not the student retains access to device loans.
- 2.2.6 Students will be required to replace lost or damaged chargers.

3. Standards for device care

The student is responsible for:

- i) Taking care of devices in accordance with school guidelines.
- ii) Adhering to **Communication Services: Acceptable Usage for School Students** (<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471?refid=285859>) policy.
- iii) Backing up all personal data including photographs or music, on an external storage device. Students must be aware that the contents of the device will be deleted and the storage media reformatted in the course of routine upgrades and repairs.
- iv) Never damaging or disabling devices, device systems and networks or establishing, participating in or circulating content that attempts to undermine or bypass device security mechanisms for either software or hardware.



4. Acceptable computer and Internet use

- i) 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.
- ii) 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 **Communication Services: Acceptable Usage for School Students**. This policy forms part of the Device Loan Agreement
- iii) The **Communication Services: Acceptable Usage for School Students** (<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471?refid=285859>) policy applies to the use of the device and internet both on and off school grounds.

4.1 Access and Security

4.1.1 Students will:

- Not disable settings for virus protection, spam and filtering that have been applied as departmental standard.
- Ensure that communication through Internet and online communication services is related to learning.
- Keep passwords confidential, and change them when prompted.
- 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.
- 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 DoE.
- Ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- Be aware that all use of Internet and online communication services can be audited and traced to the e-learning accounts of specific users.
- Be aware that any internet usage on the device at home is not covered by the NSW DoE internet filter.

4.2 Privacy and Confidentiality

4.2.1 Students will:

- Never publish or disclose email addresses 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.

4.3 Intellectual Property and Copyright

4.3.1 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.

4.4 Misuse and Breaches of Acceptable Usage

4.4.1 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.

5. Monitoring, evaluation and reporting requirements

5.1 Students will report:

5.1.1 any internet site accessed that is considered inappropriate.

5.1.2 Any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW DoE



Student Technology Loan Agreement

Agreement for the loan of Banora Point Primary School devices

By signing this agreement, you verify the following:

- I have read and understand the:
 - Banora Point Primary School Student Technology Loan Agreement.
 - NSW DoE Communication Services: Acceptable Usage for School Students policy
- I understand my responsibilities regarding the use of the device.
- I understand that I accept responsibility for any costs associated with the repair or replacement of the device.
- I understand that internet usage at home is not filtered by the NSW DoE and is my responsibility.
- I understand that failure to comply with the Student Technology Loan Agreement could result in loss of future loan permission.

Name of Student: _____ Class: _____

Signature of Student: _____ Date: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

Please sign and return this page to:

Banora Point Primary School
97 Pioneer Parade Banora Point NSW 2486
banorapt-p.school@det.nsw.edu.au



Student Technology Loan Agreement

Acknowledgment of repair costs for damaged devices

By signing this agreement, you verify the following:

- I am responsible for any costs associated with the repair which are deemed to be non-warranty.
- I have backed up all personal data on the device in a secure location
- I understand that should I be provided with a replacement device, the new device will also be subject to the conditions of the Student Technology Loan Agreement.
- I understand that failure to reimburse Banora Point Primary School for the costs of repair may result in the loss of future loan permission, including any devices currently on loan.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Please sign and return this page to:

Banora Point Primary School
97 Pioneer Parade Banora Point NSW 2486
banorapt-p.school@det.nsw.edu.au