Tech2Learn

Nambour State College

Senior Campus Device Hire Program

Charter &

Application Forms

Foreword

The Nambour State College Tech2Learn program is to provide a technology option that is affordable for families who are unable to purchase/supply their own device.

Portable electronic devices such as laptops and iPads are widely used within the school to deliver and enhance student learning. Our curriculum is ever evolving, with Digital literacy being one of the 21st Century skills. Nambour State College offers various ways for students to engage digitally within our college, Tech2Learn programmes encompass both BYO and our hire programs across both Junior and Senior Campuses.

Table of contents

Contents

Senior Campus Program

Nambour State College's Tech2Learn Device Hire program is an innovative initiative that aligns with the principles of 21st-century learning, emphasizing the integration of Information and Communication Technology (ICT) into the educational experience. By providing students with access to modern devices, the program ensures that all learners have the tools they need to engage with digital content, collaborate with peers, and participate in interactive learning activities. This technology-rich environment supports not only traditional academic learning but also encourages students to develop the critical digital skills required for the future. Students can explore a variety of online resources, create digital content, and access educational tools that enhance their learning experience.

The program is designed to cultivate essential 21st-century skills, such as problem-solving, critical thinking, and digital literacy, which are crucial for success in the modern workforce. With ICT integrated into everyday lessons, students are empowered to take charge of their learning, whether through individual research, group projects, or using technology for creativity and innovation. The devices provide students with flexible learning options, allowing them to engage in personalized learning pathways and access a range of digital resources that cater to their individual needs. This approach not only supports academic achievement but also prepares students for the increasingly digital world.

In addition to fostering academic growth, the Tech2Learn program helps students develop important life skills, such as digital citizenship and responsible use of technology. As part of their digital education, students learn to navigate the online world ethically and safely, practicing responsible online behaviour and effective communication. The program encourages collaboration, enabling students to work together on projects, share ideas, and communicate effectively using digital platforms. Through this holistic approach, Nambour State College ensures that its students are not only proficient in using technology but are also prepared to thrive in an interconnected and technology-driven global society.

Senior Campus Tech2Learn Hire

The Nambour State College Senior Campus Tech2Learn Hire Program equips students with a school owned Laptops take home use for the school year.. **A student's BYO Device which meets our school specifications are supported through our Tech2Learn BYO program.**

The purpose of this program is to provide you with a cost effective, value for money solution if you are unable to purchase a device for your student to use in their education journey. **Hire requests will be filled based on availability of a device.**

What is included in the Hire fee:

The items included in the Tech2Learn Senior Campus Hire Program are as follows

- Microsoft Windows based device with Microsoft Office
- Laptop case
- Technical administration time
- Charger
- Access to a loan device in the event the laptop requires repair

Acceptable Computer and Internet Use

Communication through internet and online communication services must comply with the Student Code of Conduct in relation to acceptable use of mobile phones and other devices. This document is available on the school website.

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their 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.

Note: Use of internet and online communication services can be audited and traced to the account of the user.

Passwords

Passwords must not be shared. They must be kept confidential and changed when prompted or when known by another user. Personal accounts cannot be shared. Students must not allow others to use their personal account or laptop for any reason. Students should log off at the end of each session to ensure no one else can use their account or laptop.

Theft and Loss

In the case of loss or suspected theft of an assigned laptop, the school will initiate recovery procedures, however, should a device be unrecoverable, the full cost of replacement may be charged to the parent/caregiver.

Warranty & Damage

All laptops and batteries are covered by a manufacturer's warranty which covers manufacturing defects through normal usage. On most devices, there is no cover for accidental damage, negligence, abuse or malicious damage. Any software or hardware issues, vandalism, damage, loss or theft of the laptop must be reported immediately to the IT Department at Beerwah State High School.

Wilful and Malicious Damage

Where a school or insurance vendor determines that damage has been intentionally caused to a device or a student has disrespected school property, the full cost of repair or replacement may be charged.

Software

The software loaded on the laptop is licensed to the Department of Education or the school. Students may have the ability to install additional software onto the laptop. However, only licensed software can be installed. The student must hold a valid licence for any software installed and the licence must be appropriate for installation on the laptop. Laptops will be periodically audited by the department and the student should present the valid software licence, if requested.

Monitoring and Reporting

Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user.

All material on the laptop is subject to review by authorised school staff. If at any stage there is a police request, the Department of Education will provide the authorities with access to the laptop and personal holdings associated with the use of the machine.

Subsequent Points of Agreement:

Students are reminded that in using these laptops they must comply with the school's Student Network / Internet Access Agreement and Internet Usage Policy.

Students should not:

- Create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place;
- Disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard;
- Use unauthorised programs and intentionally download unauthorised software, graphics, videos, music or games;
- Intentionally damage or disable computers, computer systems or DOE networks;
- Use the laptop for unauthorised commercial activities, political lobbying, online gambling, harassment of others or any unlawful purpose;
- Disseminate images or sound using the laptop to others for the purpose of causing embarrassment to individuals or the school, or for the purpose of bullying or harassment.

The school has the right to invoke appropriate disciplinary processes to respond to such behaviour by a student.

Students are responsible for the timely backing up of data. Should a hardware or software fault occur, assignment work may be lost. The school is not responsible for any data loss. Students should also be aware that, in the event any repairs need to be carried out, the contents of the laptop may be deleted and reformatted.

Frequently Asked Questions – Tech2Learn Hire Program

Will I need to bring the Laptop to school every day?

Yes. Nambour State College uses a range of digital learning management systems which rely on students having ongoing daily access to a device.

What happens if I lose my laptop or it gets stolen?

Loss or theft of the laptop must be reported immediately to the school's office/administration staff. In the case of loss or suspected theft of an assigned laptop, the school will initiate recovery, however, should a device be unrecoverable, the full cost of replacement may be charged.

Can I install software on the laptop?

Yes. Students can install additional software onto the laptop. However, only licensed software can be installed.

Do I need to back up?

Yes. It is the student's responsibility at all times to back up all files. Use of OneDrive is strongly encouraged. The school is not responsible for any data loss.

What happens if I accidentally damage the laptop?

Any damage, software or hardware issues must be reported immediately to the school's office/IT staff.

Will the school assist me with network connection issues at school?

Yes. Students can visit the IT Support Office located in the Resource Centre before school and during recess breaks for advice and assistance.

Will the school assist me with home internet connection settings and issues?

No. Your home internet provider or local computer technician can assist you with these enquiries. We, however, can provide advise as to what the issue could be and provide some remedies to try at home.

Will the school protect the device from virus attacks?

Yes. Each school assigned laptop will be protected by the Department's Enterprise security suite.

Can I take my hire laptop to the IT Department at school for repair?

Yes. Students can visit the IT Support Room before school and during recess breaks and after school for advice and assistance. The IT Department will manage any warranty claims if necessary and will provide hardware or software repairs as required.

Can I bring my charger to school?

All chargers are to be left at home. It is the student's responsibility to attend school every day with a fully charged laptop.

What is deemed inappropriate?

All illegal (unlicensed) software; pirated music or videos; defamatory documents, or images, or any content not suitable for viewing by persons under the age of 18 are deemed inappropriate.

Care and Use of Laptop

Whilst the laptop is issued to the student, they are responsible for taking care of and securing the laptop and accessories.

- When not in use the laptop should be stored in its carry case. Should students need to leave the laptop unattended it needs to be stored in a secure location e.g. locker.

- If a laptop is accidentally damaged students must report the damage immediately to administration personnel. If damage occurs to the laptop the school will determine when and/or if a replacement machine is made available to the student.

- Before switching on, gently place the laptop on a stable surface and then switch on.

- Avoid moving your laptop around when it is turned on and always package, carry and store the laptop in its carrycase for transportation.

- Ensure the laptop is switched off before being placed into the carry case and transported.

- Take care when using the laptop. Avoid dropping or bumping the machine. Don't poke, prod, push or slam the screen. Never pick up the laptop by its screen.

- Only connect the adapter supplied to your machine. Never use an adapter belonging to another machine.

- Do not wrap the cord tightly around the adapter box and when unplugging the power cord, pull on the plug itself ,not the cord.

- Computer batteries can become hot during use. Do not use the computer on your lap.

- Don't have food or drink near the laptop.

Additional Information in relation to Day Hire Laptops:

- The Student Laptop Hire Agreement and payment made/arranged or Tech2Learn BYO Agreement must be signed and returned to the school before a Stay at School laptop can be borrowed.

- Stay at School laptops are available for borrowing from the IT Support Room in the Resource Centre from 8.30ameach day and must be returned by 3.00pm on the same day.

- Students will only be able to borrow a Day Hire Laptop for a maximum of 2 consecutive days. Longer arrangements for a device will be provided under the following conditions.

  o Your BYO device is being repaired and proof of repair has been provided

  o Your Tech2Learn Hire device is being repaired

By signing the Student Laptop Hire Agreement and Stay at School Laptop Permission Form, the student and parent/caregiver understand and acknowledge that:

- The laptop must stay at school.

- The laptop must be returned to the IT Support Office in the Library by 3.00pm on the day it was borrowed.

- The borrower and their parent/caregiver are responsible for any damage to the laptop and agree to pay for any repair cost. Stay at School laptops are checked for damage by IT staff every day upon return.

- All policies and guidelines as per the Student Code of Conduct apply to the use of a stay at school laptop.

- If the laptop is lost while borrowed, the full cost of replacement will be required.

NOTE: Failure to return the laptop may result in the student not being allowed to borrow a laptop in future.

Laptop Guidelines

If you are unsure about the best way to do something, or what the correct way to manage your Laptop, then ask a School IT Technician.

- Although your laptop is owned by Nambour State College, it is your responsibility while on loan for the duration of the rental period.

- Please treat it with great care.

- Follow this Student Charter at all times and in all locations, inside or outside the school.

- Remember that you are not to lend your laptop to anyone.

- Ensure your school data is stored in your school One-drive Account.

- At times it will be necessary for the School's IT Manager to send announcements to all laptop users. Keep up to date with all messages sent to your MIS email address.

- The device is to be returned either 1 week prior to the end of your school year, or at the end of your enrolment at Nambour State College. Any device still outstanding on loan after the loan period has ended, will be treated as stolen. Nambour State College will follow standard Education Queensland procedures will be followed to recover the device.

Tech2Learn Senior Campus Hire Agreement

STUDENT PARTICIPATION

STUDENT AGREEMENT

I wish to participate in the Nambour State College Tech2Learn Senior Campus Hire Program.

I have read and understood the above agreement and the Student Code of Conduct. I agree to abide by the guidelines outlined in both documents.

I acknowledge my responsibility to use the laptop in accordance with these rules and understand the consequences should I fail to abide by these rules.

Student Name:	
Year Level:	
Username / Log On (if known):	
Student Signature:	Date:

PARENT/GUARDIAN AGREEMENT

LAPTOP HIRE PROGRAM

	Yes	No
I give permission for my child to participate in the Nambour State College Tech2Learn Secondary Campus Hire Program. I have read the above agreement and understand my responsibilities. I agree to abide by it and pay all costs that may occur should the laptop and / or its accessories be lost or damaged. I have read and understood the ICT Responsible Use Agreement available on the Nambour State College Website.		

BORROWING A Tech2Learn Day Hire Laptop

I have read and understand the conditions of use and give permission for my child to borrow a 'Tech2Learn DayHire' laptop **if necessary**.		

PAYMENT ARRANGEMENT – ANNUAL FEE OF $200 (PRO RATA BASED ON ENROLMENT) (please tick one)

☐ Now: I wish to make full payment now as a single payment of the total annual fee of $200 (or Pro Rata)

☐ Term Instalments: I understand I will be invoiced for the total amount however I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount:

Term 1: $50 prior to collection	Term 2 (by week 3): $50	Term 3 (by week 3): $50	Term 4 (by week 1): $50

☐ An instalment plan as negotiated with the school
$

I agree to make payment by the due dates and I understand that any failure to make payments by these dates may result in the cancellation of my child's participation in the Laptop Hire Program and debt recovery action being undertaken. I understand my student will not be permitted to participate in optional school activities if my payment arrangement falls into arrears.

Parent / Caregiver's Name:	
Parent / Caregiver's Signature:	Date:

OFFICE USE ONLY

Payment Received On:		Laptop Issued On:	
Equipment Details	Make / Model	EQ Asset Number	Asset Serial Number
Laptop			